JOHN GRIFFIN

MIDDLE SCHOOL

#HeartOfAPirate



STUDENT/FAMILY HANDBOOK

SY 2026-2027

LEARN | BELONG | RESPECT | LEAD

ONE SCHOOL. ONE TEAM. ONE PIRATE FAMILY.

John Griffin Middle School
Student Handbook Acknowledgement Form

I have read and understand the rules of the John Griffin Middle School Student Handbook. I also will adhere to the regulations, procedures, and protocols outlined in this handbook to support the safety and wellbeing of my child and all students at the school. I understand that any changes made to the handbook will be communicated through the school administration team in a variety of ways (ie. website, social media, printed copies, etc.) and in a timely manner.

Student Signature

_____ ***Date***_____

Parent/Guardian Signature

_____ ***Date***_____

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents or students (if they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents of the student. Copies of this policy may be found in the office of the Superintendent and the Principal's office of each school within the Cumberland County School System. Complaints about failures of school personnel to comply with the Family Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Federal Building No. 10, 600 Independence Ave., S.W., Washington, DC 20202.

Section 504/Americans with Disabilities Act

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. The schools will endeavor to locate and identify disabled persons ages three through twenty; a free appropriate public education will be provided to qualified handicapped individuals.

Compliance with the requirements of Section 504/ADA is coordinated by:

Cumberland County Schools
P.O. Box 2357
Fayetteville, NC 28302
Phone: 910-678-2300

It is the policy of the Cumberland County Public School System and John Griffin Middle School not to discriminate on the basis of race, ethnic origin, sex, or disability in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, and Title of the 1990 Americans Disabilities Act (ADA).

The Cumberland County School System does not discriminate in the employment or promotion of individuals on the basis of race, color, religion, age, national origin, sex, or disability.

Parents Right to Know Statement

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW,* CCS is notifying every family of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teachers and/or teacher assistants.

This information regarding the professional qualifications of your child's classroom teachers and teacher assistants includes, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by teacher assistants and, if so, their qualifications.

If you would like to request the qualifications of your child's teacher and/or teacher assistant please contact the CCS Human Resources Office, (910) 678-2300.

In addition, your child's school will notify you at any time your child has been taught for 4 or more consecutive weeks by a teacher not meeting state professional qualifications.

Declaración Del Derecho a Saber De Los Padres

De acuerdo con la Sección 1111 (h) (6) de ESEA, DERECHO A SABER DE LOS PADRES, WS / FCS está notificando a cada familia de un estudiante en una escuela de Título I que usted tiene el derecho y puede solicitar información sobre las calificaciones profesionales de su hijo. maestros de aula y / o asistentes de maestros.

Esta información con respecto a las calificaciones profesionales de los maestros y asistentes de maestros de su hijo incluye, como mínimo, lo siguiente:
1. Si el maestro ha cumplido con los criterios estatales de calificación y licencia para los niveles de grado y las materias en las que el maestro brinda instrucción.
2. Si el maestro está enseñando bajo un estado de emergencia u otro estado provisional a través del cual se ha renunciado a los criterios estatales de calificación o licencia.
3. El título de licenciatura del maestro y cualquier otra certificación de posgrado o título que posea el maestro, y el campo de disciplina de la certificación o título.
4. Si el niño recibe servicios de asistentes de maestros y, de ser así, sus calificaciones.

Si desea solicitar las calificaciones del maestro de su hijo y / o asistente de maestro, comuníquese con la Oficina de Título I de CCS al 910-678-2637.
Además, la escuela de su hijo le notificará en cualquier momento en que un maestro que no cumpla con las calificaciones profesionales estatales le haya enseñado a su hijo durante 4 o más semanas consecutivas.

JGMS Parent & Family Engagement Policy
John Griffin Middle School recognizes that a child's education is a responsibility shared by the school and family for the duration of your child's enrollment at our school.

Our school provides ample opportunities for parents/families to attend and participate in school activities and functions. Throughout the school year, we will provide a variety of educational and informational opportunities for families that entail families including curriculum night, parent teacher conferences, multicultural night, awards day, etc. to discuss and review this document or learn the curriculum of your children. These programs are specifically designed to enhance family engagement and reflect the specific needs of our students and their families.

Title I is a federal grant that provides supplemental funding to select schools for resources to meet educational goals, such as:

- Smaller class size
- Additional teachers and paraprofessionals
- Training for school staff on how to engage parents and families
- Extra time for instruction (before and/or after school programs)
- Parent and Family Engagement activities and variety of supplemental materials and equipment.

Title I schools:

- Hold an annual Title I public meeting: This meeting will be held on September 29, 2026 to inform parents about their rights under Title I and to provide them with information that will allow them to be fully active in their child's education.
- Include parents on the School Improvement Team (SIT) that are reflective of the socioeconomic and racial diversity of the school. Our SIT will meet on every 4th Monday at 3:00pm (unless otherwise noted and communicated to stakeholders) to develop and implement school improvement strategies and monitor the school improvement plan.
- Ensure parents receive information in a timely manner. Information includes, but is not limited to the following:
  - school and district report cards,
  - student assessment results and interpretation of such results,
  - description of curriculum, state content standards and how student progress is measured,
  - opportunities for parent and family meetings to share in educational decision making,
  - qualifications of teachers,
  - timely responses to parents and family suggestions, and
  - inclusion of parents and families input on the school improvement plan and the district strategic plan.
- Our school will convene regular meetings at flexible times for parents and families throughout the school year for the purpose of planning, reviewing, sharing information, and organizing school improvement efforts**.**
- Develop a Learning Compact that outlines how parents and families, entire school staff, and students will share the responsibility for improved student achievement and will be sent home for parent review.
- Provide opportunities to meet regularly with school personnel to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

Board Approved 03102026

2026 – 2027 CUMBERLAND COUNTY SCHOOLS
TRADITIONAL 10-MONTH CALENDAR

DATES	DAYS	EXPLANATION	TEACHER PLANNING DAYS	REQUIRED ANNUAL LEAVE DAYS	HOLIDAYS
August 12 - 14	Wednesday - Friday	Required Workdays (System-Wide PL 13&14)	3		
August 17 - 21	Monday – Friday	Workdays	5		
August 24	**Monday**	**First Day for Student**			
September 7	Monday	Student/All Staff Holiday			1
September 22	Tuesday	Student Two Hour Early Release/Staff PL			
October 20	Tuesday	Student Two Hour Early Release/Staff PL			
October 23	Friday	End of Grading Period			
October 26	Monday	Student Holiday/Required Workday (System-Wide PL)	1		
November 3	Tuesday	Student Holiday/Workday	1		
November 11	Wednesday	Student/All Staff Holiday			1
November 23	Monday	Student Holiday/All Staff Telework Workday	1		
November 24 – 25	Tuesday – Wednesday	Student Holiday/Required Annual Leave for 10 Month Employees		2	
November 26 - 27	Thursday - Friday	Student/All Staff Holidays			2
December 18	Friday	Student Two Hour Early Release			
December 21	Monday	Student Holiday/All Staff Telework Workday	1		
December 22 – 31	Tuesday - Thursday	Winter Holidays (Student/All Staff) Required Annual Leave/Holidays		5	3
January 1	Friday	Student/All Staff Holiday			1
January 15	Friday	End of Grading Period			
January 18	Monday	Student/All Staff Holiday			1
January 19	Tuesday	Student Holiday/Workday	1		
February 15	Monday	Student Holiday/Required Workday (System-Wide PL)	1		
February 23	Tuesday	Student Two Hour Early Release/Staff PL			
March 9	Tuesday	Student Two Hour Early Release/Staff PL			
March 24	Wednesday	End of Grading Period			
March 25	Thursday	Student Holiday/Workday	1		
March 26	Friday	Student/All Staff Holiday			1
March 29 – April 1	Monday – Thursday	Student Holidays/10 Month Required Annual Leave/11 & 12 Month Optional Annual Leave		4	
April 2	Friday	Student Holiday/All Staff Telework Workday	1		
April 20	Tuesday	Student Two Hour Early Release/Staff PL			
May 28	Friday	**Last Day for Student/Student Two Hour Early Release/End of Grading Period**			
May 31	Monday	All Staff Holiday			1
June 1 - 3	Tuesday - Thursday	Required Workdays (Closeout)	3		
June 4, 7 - 8	Friday, Monday - Tuesday	Workdays	3		
Totals			22	11	11

Schedule of CCS Required Teacher Workdays: August 12, August 13, August 14, October 26, February 15, June 1, June 2, June 3

Additional Teacher Workdays: August 17, August 18, August 19, August 20, August 21, November 3, November 23, December 21, January 19, March 25, April 2, June 4, June 7, June 8

Make-Up Day if Needed: February 15

2026-2027 PROGRESS REPORT AND REPORT CARD SCHEDULE Traditional Calendar Schools K-8	
First Day for Students	***Monday, August 24, 2026***
Progress Reports Go Home/Grades available in Campus Parent/Student Portal	Thursday, September 24, 2026
End of 1st Grading Period	***Friday, October 23, 2026***
Report Cards Go Home/Grades available in Campus Parent/Student Portal	Friday, October 30, 2026
Progress Reports Go Home/Grades available in Campus Parent/Student Portal	Friday, December 04, 2026
End of 2nd Grading Period (End of Semester 1)	***Friday, January 15, 2027***
Report Cards Go Home/Grades available in Campus Parent/Student Portal	Wednesday, January 27, 2027
Progress Reports Go Home/Grades available in Campus Parent/Student Portal	Friday, February 19, 2027
End of 3rd Grading Period	***Wednesday, March 24, 2027***
Report Cards Go Home/Grades available in Campus Parent/Student Portal	Wednesday, April 07, 2027
Progress Reports Go Home/Grades available in Campus Parent/Student Portal	Friday, April 30, 2027
End of 4th Grading Period/Last Day for Students/ Elementary Report Cards Go Home/Grades available in Campus Parent/Student Portal	***Friday, May 28, 2027***
Final Middle School Report Cards ***Mailed Home/Grades available in Campus Parent/Student Portal***	Friday, June 04, 2027

Administrative Welcome

Welcome to John Griffin Middle School, home of the Pirates! The policies and procedures contained in this handbook are designed to ensure a safe and successful school year for our students. Please take the time to read over the information carefully so that you will be aware of the opportunities, responsibilities, and expectations while at John Griffin Middle School. Together, we will remain anchored in excellence in all that we do while ensuring we support "every child, every chance, every day!"

In education,

Dr. Latreicia Allen, Principal
LaTasha Hicks, Assistant Principal
Bobby Dorman, Assistant Principal
Quenna Tillman, Assistant Principal
Jessica McPhatter, Administrative Intern

Address: 5551 Fisher Road, Fayetteville, NC, 28304
Phone Number: 910-424-7678
Fax Number: 910-424-7602
Pirate Web Page: https://jgms.ccs.k12.nc.us
Follow us on Twitter at: @jgmspirates #JGMSPirates
Connect with us via Remind! Please contact your child's teacher(s) for more information.

Introduction

Parents and students are encouraged to read the handbook thoroughly. This handbook will explain the rules and regulations that must be followed at John Griffin Middle School. Failure to read this book may cause you to be out of compliance with our school expectations. The administration will assume that all students understand the material within this book upon receiving it. It will be the responsibility of each student to secure a copy of this book for easy reference should questions arise. Keep this planner with you at all times. **The contents of this student handbook are subject to change at any time based on the needs of the school. Any changes made to the student handbook will be communicated in a timely manner through our various communication channels (ie. school website, school social media, etc.)**

John Griffin Middle School Mission Statement

In partnership with the parents and community, the faculty and staff of John Griffin Middle School will expose our students to innovative and equitable approaches that will foster student creativity, diversity, and diligence in a safe environment.

John Griffin Middle School Vision Statement

John Griffin Middle School will be a place where students will exceed academically in a safe, inclusive, and innovative environment.

John Griffin Middle School Core Values		
Diligent *characterized by steady, earnest, and energetic effort*	**Diverse** *composed of distinct or unlike elements or qualities*	**Equitable** *dealing fairly and equally with all concerned*
Innovative *introducing new ideas, methods, or devices*	**Safe** *free from harm or risk*	
(Definitions from Merriam-Webster online dictionary, https://www.merriam-webster.com/dictionary)		

General Provisions – School Board Policy

All students will comply with all rules governing behavior and conduct. It is the responsibility of the principal/assistant principal to fully investigate cases of students appropriately referred to his/her office for misbehavior, to ensure fair treatment of such students and protection of their procedural and substantive rights, and to determine what, if any, disciplinary action is warranted. The teacher shall have the responsibility and the authority to discipline students, except in those cases requiring the attention of the principal. **All policies in the Cumberland County Schools Code of Conduct will be enforced.**

DUE PROCESS

The Board of Education mandates and the law requires that all students be treated fairly and honestly in resolving grievances, complaints, or suspensions/expulsions. Due process will be defined as fair and reasonable notices and approaches to all areas of student governance and discipline on the part of all school officials. The principal shall give full and complete consideration to the defense or excuses, if any, made by the student and dismiss the charges if not satisfied with the guilt of the student or reduce the punishment if not satisfied with the reasonableness of the proposed disciplinary action under all circumstances. Due process procedures will be followed in accordance with Policies 4351, 4353, and 4370. A summary of those procedures is provided below. Students and parents should consult the relevant policy for complete information.

A. SHORT-TERM SUSPENSIONS (10 DAYS OR LESS) (Policy 4351)

Students will be given an opportunity for an informal hearing with the principal/assistant principal before a short-term suspension is imposed. Except in the circumstances described below, a student must be provided an opportunity for an informal hearing with the principal/assistant principal before a short-term suspension is imposed. The principal/assistant principal may hold the hearing immediately after giving the student oral or written notice of the charges against him or her. At the informal hearing, the student has the right to be present, to be informed of the charges and the basis for the accusations and to make statements in defense or mitigation of the charges. Following the hearing, the principal/assistant principal shall provide written notice to inform the parent of his or her final decision. Initial notice may be by telephone, but it must be followed by written notice no later than two (2) days after the suspension is imposed.

1. TEMPORARY (IMMEDIATE) SUSPENSION

If the principal/assistant principal witnesses or is made aware of serious student misconduct and believes that immediate removal of the student is necessary to restore order or to protect school property or persons on the school grounds, the principal/assistant principal may suspend the student immediately. In such cases, the principal/assistant principal is not required to conduct a full investigation before suspending the student. In all cases, the minimal due process informal hearing for short term suspensions must be given to the student as soon as is reasonably possible in accordance with CCS Board Policy 4351, usually within two days of the incident.

2. NOTICE TO PARENT OR GUARDIAN THAT A SHORT-TERM SUSPENSION HAS BEEN IMPOSED

The school administrator will notify the student's parent or guardian in writing that a short-term suspension has been imposed. If English is the second language of the parent, the notice must be provided in English and in the parent's primary language, when the appropriate foreign language resources are readily available. Both versions must be in plain language and easily understandable. The notice will explain why the student has been suspended and will describe the student's misconduct. The notice will be provided on the day of the suspension when reasonably possible, but no later than two days after the suspension is imposed.

3. REVIEW OF SHORT-TERM SUSPENSION PROCEDURE

If the parent believes that the principal/assistant principal failed to provide the student with sufficient notice of the charges or opportunity to respond to the charges, then the parent shall have five (5) school days from the date of the principal's/assistant principal's decision to make a written request to the superintendent or his/her designee for a review of the suspension procedure. There shall be no right to appeal a short-term suspension to the Board of Education.

Arrival and Dismissal

Arrival: Arrival procedures will begin at 7:05am. To ensure student safety, students should not arrive or be dropped off before 7:05am. The school doors will not open until 7:05am each school day. **Supervision will not be provided for students prior to 7:05am or after 2:55pm.** Parents who continuously do not abide by these guidelines and allow their students to be at school long before and/or after school may be referred to the school principal, school social worker and/or a child protective agency.

The car rider line is located in the back of the school near the football field. **Unauthorized drop off locations include, but aren't limited to, the cafeteria roundabout, anywhere on McKinnon Farm Road, the school staff parking lot or any other location that is not the back of the school near the football field. Dropping off students in unauthorized locations increases safety concerns for students and staff.** Car riders will enter through the back entrance of the school after exiting their cars. Bus riders and daycare riders will be dropped off in the front entrance of the school. Students eating breakfast should go directly to the cafeteria. Students arriving after the tardy bell (7:30am) should be escorted by a parent or guardian and signed in at the front office before releasing their child. Repeated occurrences of tardies will be referred to the school counselor and school social worker.

Instructional time is key to ensuring your child is successful. The school day begins at 7:30am. The school day ends at 2:40pm. **Early check-outs for students ends at 2:10pm. After 2:10pm, parents are not permitted to check out their students early.** Parents are strongly encouraged to refrain from picking up children before 2:10pm to ensure they receive a full day's worth of instructional time. *Medical emergencies, unavoidable medical appointments with documentation, or other extraneous circumstances after 2:10pm are subject to approval from administration.*

Transportation: If the mode of transportation needs to be changed, the parent/guardian must submit the change as a handwritten and signed note and deliver it to the front office clerk. The front office clerk will share the note (via mailbox, phone, and/or email) to the appropriate teachers/staff member and administrator(s). If there is an emergency, then the parent needs to contact administration as early as possible for approval. ***Please do not call the office asking the staff to deliver a message to a student about changing how a student will go home that day.*** We want to ensure the safety of our students while limiting confusion in how a student gets home.

Dismissal: The school will implement a bell system to facilitate the safe dismissal of students. All students are expected to adhere to the expectations communicated by the administration, teachers and staff during dismissal. All bus riders will be dismissed safely to the front entrance of the school by a designated staff member. They will report directly to their assigned bus. **Students will not be permitted to ride a bus not assigned to them. Non-bus students may not ride a bus at any time unless authorized and approved by an administrator.** All car riders will be safely dismissed through the back entrance of the school. All walkers will be safely dismissed through the side of the school. The administration will clearly articulate the procedures for arrival and dismissal through Remind, our school website, and/or social media platforms. All families are expected to adhere to the procedures outlined to ensure the safety of all students.

Assemblies

During the school year, several assembly programs are held for the benefit of the student body. The purpose of these assemblies is to showcase student talent, broaden students' cultural scope, and share pertinent school information from administration and school leaders. Each class will be assigned a specific area in the gymnasium for assemblies. Students must sit in the assigned area with their homeroom teacher. When in assembly for any purpose, students are to refrain from talking and displaying disorderly conduct. Students who misbehave during assembly programs will be subject to disciplinary action aligned to the CCS Student Code of Conduct. Class dismissal from assembly will take place by sections. Please use only the steps while walking up or down the bleachers.

Athletics

1. By State Policy, 6th graders are eligible for interscholastic athletics; **EXCEPT Football**.

2. Medical Examinations–Each student must have a current medical examination by a duly licensed physician, nurse practitioner, or physician's assistant before he/she will be allowed to begin practice for participation in an inter-school athletic contest. The physical cannot expire during the season. In addition, students must have a current concussion and eligibility statement on file with the Athletic Director. Parents and students must be registered in the current athletic information system.

3. Scholastic Requirements – All student-athletes should make academics their priority. Student-athletes must *maintain a 2.0, un-weighted, grade-point-average, or 70 average* for the previous semester in order to be eligible for school sponsored athletic teams. Athletic eligibility is determined from the performance in the semester prior to the athletic season. Fall and winter sports eligibility is determined from grades earned in the previous Spring Semester. Spring sports eligibility is determined from grades earned in the previous Fall Semester.

4. Age of Player - A student may participate in middle school athletic contests during the school year if the athlete will not be 15 years of age on or before August 31st of the current school year.

5. Conduct –
As outlined in the CCS Middle School Athletic Handbook, "participation in any athletic activity is an important part of the educational experience in the Cumberland County Schools. Because of the public nature of the athletic programs sponsored by the Cumberland County Schools, participating students are expected to conduct themselves in a manner that will reflect the high standards and ideals of their school and community. Participating student athletes are subject to this code at all times during the calendar year, including summer months, whether on or off campus. For summer month violations, any discipline or punishment imposed would go into effect at the next scheduled athletic activity by the student athlete. This Code of Conduct is, in addition to, any specific team/activity rules or regulations established by the individual programs." Drinking, smoking, and possession or use of drugs will not be tolerated. Athletes are expected to display appropriate behavior and represent the school well. Inappropriate behavior can jeopardize a student's ability to participate in a sport. **The principal makes the final decision on athletic participation**.

6. Disciplinary Action- In adherence with the Cumberland County Schools Middle School Athletic Handbook, John Griffin Middle School will adhere to the following disciplinary actions for student athletes:

- In-School Suspensions (full day or days) or (out of school) short-term suspensions (10 days or less) – ineligible to participate in any athletic activity on the day(s) the student is serving suspension to include practice.

- Out of School Long-Term Suspensions (11 days or greater) – ineligible to participate in any athletic activity for the remainder of semester or suspension period (whichever is greater).

- Disciplinary assignment to alternative school or character academy – ineligible to participate in any athletic activity for the remainder of semester or suspension period (whichever is greater).

7. Attendance – A student must be in attendance for Classes 85% (absent no more than 13 days) of the time the previous semester to be eligible to participate in fall sports. Students must have been in attendance 85% of the time in the fall semester to participate in winter sports.

8. Time - Students must be present at least half of the day in order to participate in any athletic practice or competition.

9. Transportation- Athletes must ride the activity bus to away games. Prior written notice must be provided to the coach in order for students to leave away games with their parents. Parents should sign their students out with the coach prior to leaving.

10. Insurance – The student must have insurance coverage by one of the following:

A. School Insurance
B. Private insurance
C. Be a military dependent

11. John Griffin Middle School will adhere to all of the athletic rules, procedures, and expectations outlined in the CCS Middle School Athletic Handbook found on the Cumberland County Schools website.

Attendance (Absences)

Cumberland County Schools Announces Revised Attendance Policy to Address Chronic Absenteeism

Key Details of the Revised Policy 4400

Parent/Guardian Notes: Elementary and middle school students are limited to ten parent/guardian notes to excuse an absence per year; High school students are limited to ten parent/guardian notes to excuse an absence per semester.

Documentation Requirements: Absences will be marked unexcused unless a parent/guardian or doctor's note is submitted within five days of the student's return.

Excessive Absences: Students accumulating more than 20 unexcused absences risk being retained (grades K-5) or failing a course (grades 6-12). *Students with excused absences due to documented chronic health problems are exempted from this policy.*

Waiver Process: A parent/guardian may contact the school social worker to request a waiver. A waiver may be requested for extenuating circumstances or legitimate illnesses. *A parent/guardian or student can contact the school social worker to submit a waiver.*

According to CCS Board Policy 4400, an absence may be excused for reasons including, but not limited to, 1) personal illness or injury that makes the student physically unable to attend school, 2) isolation ordered by the local health officer or the State Board of Health, 3) death in the immediate family, but not limited to, grandparents, parents, brothers and sisters, 4) medical or dental appointment, etc. All excused absence reasons can be located in the written CCS board policy. With regard to an educational opportunity or deployment activity, **prior** approval must be requested and received from the principal for the absence to be considered lawful (CCS Policy Code 4400 & Regulation Code:4400-R2). The **JGMS Valid Educational Opportunity Request for Excused Student Absences** form can be located in the front office of the school and will be used for approval of valid educational opportunities from the principal prior to the trip. A student's absence from school for any reason other than those listed above will be considered unlawful. Students who are absent for any reason must bring a note from home and **present it to their homeroom teacher** upon returning to school. All notes should contain the following information:

1. Date the note is written
2. Exact date(s) absence(s) occur
3. Exact and specific reason for absence(s)
4. Signature of parent or guardian

A copy of the note will be filed in the front office with the Data Manager and/or Attendance Clerk. School truancy is a serious offense that may result in court action. **It is the responsibility of the student to obtain and complete all assignments missed during the absence.**

Books

Books are the responsibility of those students to whom they are assigned. The state of North Carolina provides most materials necessary for your public education. Textbooks are school and state property and should be treated accordingly. Books are not to be left in the halls, on top of lockers, in the gym, or in the lunchroom. When lost or damaged, a fee will be assessed. Students that transfer from one teacher to another must return the book before leaving class. The new teacher will issue the student another book. If the student transfers to another school, return all textbooks to the teacher who issued them to you.

Once the classroom teacher issues a student his/her textbooks, these textbooks become the total responsibility of the student. The same books issued must be returned at the close of the school year or the student must pay for them.

Borrowing

Students are strongly advised not to lend textbooks or personal belongings to classmates. More often than not, this results in confusion that could easily be avoided. Keep your possessions in a safe place. The school is not responsible for items that students loan to others.

Book Bags/Purses

Book bags and purses are not allowed in the classrooms. Book bags and purses should be left in the lockers at the beginning of the day and students may retrieve them before going home. Purses should not be used as book bags. **Cumberland County School Board Policy 4316** states a personal care bag is permitted for students to carry. It should be a clear small pouch, clutch, or mini bag(not larger than 4.5" x 6.5"). Hygiene bags are used solely for storing personal hygiene or health-related items. Examples include menstrual products, inhalers, epinephrine auto-injectors, small packs of tissues, prescription ointments, or other medically necessary items a student may need to access during the school day. Only **mesh JGMS** Physical Education bags or clear plastic bags with gym attire are allowed. Mesh gym bags will be sold at the start of the school year and throughout the school year as supplies last. Books **ARE NOT** allowed to be carried in gym bags. Food and beverages **ARE NOT** allowed to be carried in gym bags. Gym bags should be placed in lockers when not in use. **Non-mesh sports bags cannot be worn during the school day.** Purses must be left in lockers all day and not carried to class. **No book bags or purses will be permitted in the classroom.**

Bus Conduct

School buses are a means of transportation provided by the state of North Carolina. Students who ride the bus are expected to conduct themselves in an orderly manner. In extreme circumstances, as a safety precaution, buses may return to campus. Every effort will be made to notify parents if and when this occurs. Students may not ride a bus not assigned to them, and those who misbehave on the school bus may be suspended from riding the bus for an indefinite period of time. Parents/guardians are not allowed to board the bus at any time or delay the bus schedule in any way. These behaviors will result in the school administration team reporting the incident to CCS Safety & Security and law enforcement. The school principal or assistant principal has the authority to suspend pupils from the bus in alignment with the CCS Student Code of Conduct for the following infractions:

1. Delaying the bus schedule.
2. Fighting, using profanity, smoking or using vapors, lighting matches or cigarette lighters, pushing, and tripping.
3. Refusing to obey instructions of school authorities.
4. Tampering with a school bus.
5. Holding your arms, hands, head, or any other part of your body out of the bus windows or doors.
6. Refusing to meet or exit the bus at the student's designated stop.
7. Unauthorized exiting of the bus when en route to school or home.

8. Entering or leaving the bus through the Emergency door or through windows (These Exits are used only in emergencies.)
9. Leaving your seat before you reach your destination. (Your feet should remain on the floor at all times and not up in the seats.)
10. Holding or saving seats; refusing to let others sit in unoccupied seats.
11. Shooting rubber bands, water pistols, or any device containing water or any other liquid.
12. Playing: throwing trash, paper, gum, or other materials or objects; popping caps or other noisemakers.
13. Punching holes, tearing, cutting, writing, or marking on or willfully damaging any interior or exterior part of the bus.(Punishable by suspension and payment for damages.)
14. Crossing the street at the rear of the bus when entering or leaving the bus. (Cross only in front of the bus.)
15. Causing a distraction by playing radios, i-pods, mp3 players, recorders, or electronic devices on the bus.
16. Possessing drinks in cans, bottles, or cartons on the bus.
17. Talking or singing too loudly, clapping hands, stomping feet, and making excessive loud and distracting noises that might endanger the safety of others. Drivers must be able to concentrate on the road.
18. Refusing to remain in seats assigned by the bus driver or school authorities.
19. Failing to observe established safety rules and regulations.
20. Eating, drinking, and/or littering on the bus.
21. Having animals or pets of any kind on the bus.
22. Annoying others by sticking them with pencils, pens, pins, fingers, or other objects; or yelling, screaming, or cursing.
23. Possessing objects that will take up another student's seat, block the aisle, or obscure the driver's vision.
24. Students are not allowed to video record or photograph any student images by cell phone, digital camera, video recorder, or any other device.
25. Failure to comply with these expectations or anything else that violates the CCS Student Code of Conduct will be subject to disciplinary actions.

The Cumberland County Schools policy on Search and Seizure extends to students who ride the bus.

Cafeteria

Good nourishing meals are served daily in the cafeteria. ***No outside fast food may be brought into the Cafeteria.*** The parents of students wishing to bring in a purchased (restaurant) lunch may check their child out to eat lunch and check them back in once they are finished. The school cafeteria is maintained as a vital part of the health program of the school. In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. Talk in a normal voice while in the cafeteria.
2. Keep the cafeteria lines orderly.
3. Never push or run en route to the cafeteria.
4. When directed by the teacher, take all milk cartons, and debris to the waste containers.
5. Food and milk are not to be taken outside the cafeteria.
6. Respect the authority of the cafeteria duty teacher.
7. Students are not allowed to cut lunch lines.
8. Students are not allowed to save a place in lunch lines.
9. Only one lunch may be purchased at a time.
10. No gum is allowed in the cafeteria.
11. Students are to eat in the area designated by their teachers.
12. Students are not to leave the cafeteria until instructed to do so by the teacher or cafeteria supervisor.
13. When your teacher instructs you to leave the cafeteria area, you are to leave as a group, in line.
14. Students are to remain in their designated seated area except when returning trays.
15. Soft drinks in cans or bottles are not permitted in the cafeteria unless purchased in the cafeteria.
16. Parents are invited to visit and share meals with their children in a designated location. You may not bring in any food for any student other than your child.

SY 2026-2027 Meal Prices (from CCS Child Nutrition)	
John Griffin Middle School is designated as a Community Eligibility Provision (CEP) school during the school year 2026-2027. The provision enables each student enrolled in the participating schools to receive **a breakfast and lunch at no charge** on days when school is in session. Students enrolled at participating CEP schools are not required to submit a lunch application to receive meals at no charge.	
Breakfast - All Grades: No Cost to Students ($0.00)	**Lunch -** All Grades: No Cost to Students ($0.00)
For more information regarding the Cumberland County Schools Child Nutrition department, please visit: https://www.ccs.k12.nc.us/page/child-nutrition-services.	

Cell Phones & Wireless Earbud Policy

Cell phones, wireless earbuds, and any other electronic device that interfere with the learning environment, to include but not limited to AirPods, earbuds, iPods, laser pens, electronic gaming devices, etc) must be locked in the student's locker during the instructional day (7:30am-2:40pm). For smart watches or other similar devices, students must disable the sync mode, to include Bluetooth, during the school day. Any other device used for any purpose other than a timepiece will be confiscated. The school is not responsible for lost or stolen cell phones/electronic devices. Students may not walk around the building with earbuds in their ears **or** headphones on their head. Headphones are not allowed to be worn in classrooms unless otherwise directed by the teacher.

Wired earbuds will only be permitted for educational purposes assigned by a teacher or staff at JGMS.

Students using a cell phone and/or wireless earbuds in violation of the electronics school policy will be subject to the following:

Offense	Consequence(s)
Verbal Warning	Students not adhering to the guidelines stated above will receive a verbal warning to put their device away and/or silence their device.
1st Offense	Electronic devices will be confiscated and documentation will be placed in the Alternative Behavioral Education (ABE) platform for documenting discipline referrals. The electronic device will be turned into the front office and must be picked up by the student at the end of the school day.
2nd Offense & Any Further Offenses	Electronic devices will be confiscated and documentation will be placed in ABE for **insubordination**. The student will be referred to administration for disciplinary action. The student's parent/guardian must pick up the electronic device(s) in the front office.
Any student refusing to surrender the cell phone, electronic device or other prohibited item to school personnel will be subject to disciplinary action deemed appropriate by the CCS Student Code of Conduct. Taking pictures/videos of other students and staff is always prohibited. **Note: John Griffin Middle School will adhere to the CCS Student Code of Conduct and any additional policies outlined by the school district.*	

Change of Address

Inform the Data Manager and your homeroom teacher if you change your address or telephone number anytime during the school year. Please provide the Data Manager with any appropriate paperwork to confirm the address change, which includes your new lease or contract, a utility bill, and proof you have vacated your previous residence.

Check-In

Students are admitted into the school building at 7:05am. Students who arrive at school after 7:30 am must report directly to the office. **A parent must accompany the student to check-in.** After 3 unexcused tardies, the student may be subject to an administrative conference with the parent/guardians and a school social worker/school counselor and/or disciplinary action(s) aligned with the CCS Student Code of Conduct.

Students must be in school a minimum of ½ of the day to be counted present for the day. CCS middle schools take daily attendance. **Any student that is checked out before 10:45 am will be counted absent.**

Check-Out

Once students arrive on the school campus during the school day, they become the responsibility of the school. Students who find it necessary to leave during the day must have their parent or guardian sign them out through the main office. **Under NO circumstances will a student be allowed to meet someone in the parking lot or be allowed to leave the school premises without their parents accompanying them or granting permission.** Identification will be necessary from the parent when checking out a student. Only people who are listed as contacts in Infinite Campus will be permitted to check out a student with identification. The safety and welfare of our children are of utmost importance to us.

Students checking out before 10:45 am will be counted absent on the homeroom roll. Students are reminded that the Cumberland County Board of Education policy on attendance applies to all absences due to early checkout.

No checkouts will be allowed after 2:10 pm. This is a busy time for the main office and instructional time does not end until 2:40 pm when dismissal begins. If there are unavoidable circumstances that warrant you to pick up your child after 2:10pm, you are required to contact the school's administrative team as soon as possible via phone, Remind, and/or email to notify them of the circumstance. Any extraneous or unavoidable circumstances requiring early check-out after 2:10pm **must be approved by an administrator.**

Clubs and Organizations

John Griffin Middle School offers a variety of clubs to support the academic, behavioral, and social emotional growth of our students. Below is a list of clubs which are available to the student body for membership. Clubs may be added or removed based on the interests of the students and participation rate. Interested students should contact the club sponsor for membership requirements. Students will have an opportunity to learn about club offerings during the first month of school. The club period begins after school following the dismissal bell. Students participating in club activities will meet in a designated location after school and must remain with their club advisor for the entire duration of the time. Students must make arrangements to be dismissed from the club activities.

Athletics		
Cheer	Football	Track – Boys & Girls
Soccer – Boys & Girls	Baseball – Boys	Softball – Girls
Volleyball – Girls	Wrestling – Boys/Girls	Basketball – Boys & Girls
Clubs (Subject to Change)		
Math Counts	Robotics/Gaming Club	Green Team
Science Olympiad	Junior National Honor Society	Student 2 Student Club
Forensics	Baking and Beyond Club	Crocheting Club
Anime Club	Baking Club	Art
Battle of the Books	SAVE/Promise	Ladies' Academy
Student Government Association	Fiddle	AYPYN Student Union
Pep Band	Principal Leadership Advisory	Drama Club
Poetry	Yearbook	STEM/Tech

Dress Code

School dress contributes to the school atmosphere. Clean, neat, appropriately dressed students advertise the fact that they respect themselves in a way designed to win respect from others. Students are advised to dress with good taste and in doing so contribute to the general pride of the school. John Griffin Middle School does not require a school uniform.

" Cumberland County Schools Board Policy 4316 prohibits appearance or clothing that does the following:

- Violates a reasonable dress code adopted and publicized by an individual school, violates the dress code provisions of the Student Code of Conduct or any applicable administrative regulation, or violates a uniform dress code approved by the board;
- Is substantially disruptive;
- Is provocative or obscene;
- Endangers the health or safety of the student or others; or
- Promotes products or activities that are illegal for use by minors."

"A student who is not in compliance will be given a reasonable opportunity to make adjustments so that he or she will be in compliance. No student will receive an out of school suspension solely on the basis of a dress code violation."

At John Griffin Middle School, the following dress code will be enforced:

1. No inappropriate signs, emblems, or language on clothing is allowed.
2. Nothing will be worn that will be offensive to any race, religion, or gender, or which displays profanity in any form.
3. Head coverings or headgear worn for a religious purpose are allowed.
4. No undergarments should be visible at any time. Appropriate undergarments must be worn at all times.

5. No dresses, skirts, or shorts (to include PE shorts) no higher than the student's fingertips. This includes the underlining of clothing such as high/low or double-layer dresses/skirts. Dresses, skirts, and shorts must pass the 'fingertip test'.
6. If a student wears any pants, skirts, or dresses with holes, slits, frayed, or shredded areas above the knee of any size, the student must wear leggings or tights underneath so that no skin is visible.
7. No sagging pants allowed. Sagging will be defined as; pants low enough to allow whatever is under the pants, regardless of how many layers exist, to be visible.
8. No clothing that shows the body's midsection/ torso or cleavage is allowed.
9. No bedroom attire to include but not limited to pajama pants, pajama shorts, onesies, bedroom shoes/slippers, etc. may be worn at any time.
10. Hats, toboggans, sweatbands, bandannas, do-rags, or other head coverings are not permitted to be worn or attached/ hanging from an article of clothing or other personal belongings. All head coverings must be kept in the locker for the entire school day.
11. Coats must be placed in lockers upon arrival at school. Hoodies (with the hood down and not worn on the head), sweaters, and lightweight jackets are permissible to be worn inside the building.
12. No sunglasses (unless indoor wear is prescribed by a doctor) will be worn; including wearing them around the neck, on the head, face, or on an item of clothing.
13. Shoes or sandals must be worn at all times.
14. No wallet chains or chains on clothing at any time.
15. No spikes on shoes, clothing, or accessories.
16. No cleated athletic-type shoes will be worn inside the building at any time.
17. Any clothing that is disruptive to the learning environment will not be permitted.

All Cumberland County Schools will make any necessary religious accommodations for any type of headgear or head coverings otherwise restricted or prohibited under existing individual school dress codes. No student shall be suspended out of school-based solely upon violation of an existing individual school dress code.

Noncompliance with the rules listed above may result in disciplinary action in alignment with the CCS Student Code of Conduct.

Emergency Information

Each student and his/her parent must make an effort to supply the school with information pertinent to emergencies. This is only possible through the cooperation of all parents. Students can better be protected if we have at least one phone number where one or both parents can be reached in case of emergency. Students should have personal knowledge of their parent's place of employment. Students are strongly encouraged to memorize their home address and parents' phone numbers.

Fire Drills

Fire drills will be conducted monthly during the school year. When the first signal is given, everyone must clear the building by the prescribed fire route as directed by the supervising teacher. Orderly evacuation of the building is the safest for all concerned. Students are reminded that anyone caught tampering with a fire alarm will be charged with a violation of state law. Students demonstrating behavior(s) in violation with the CCS Student Code of Conduct during a fire drill or any safety drill will be subject to disciplinary action.

Financial

No refunds will be given for field trips or school events. If a student has paid for a field trip or school event and is absent or suspended (RJC or OSS) and misses the event, a refund will not be given. Lost textbooks paid for with an original yellow receipt will be the only refunds given. **Checks will only be taken with a driver's license number, address, and current phone number on the check.** Parents and guardians are encouraged to register for School Cash Online (SCO) for online payments related to events, activities, and field trips at John Griffin Middle School. More information can be found on the Cumberland County Schools (CCS) website: ccs.schoolcashonline.com.

Food

All food items brought to school will be consumed in the cafeteria during lunch hours. Unless given direct permission from school staff, the consumption of food or drink items will not be permitted in the classroom, hall, and restrooms. During SY 2026-2027, breakfast will be eaten in the classroom. Food items are not to be sold by students during school hours. Students will be prohibited from using microwaves in the cafeteria, classroom, or any room within the school to support students' safety.

Grading Scale

A 90-100 Superior
B 80-89 Above Avg.
C 70-79 Average
D 60-69 Below Avg.
F Below 60

In alignment to the CCS Grading and Reporting Requirements from the Office of Academic & Instructional Systems:

2026-2027 CCS K-12 Percentage Breakdown
Assignments (standards practice: classwork, projects, etc.) - 50%
Assessments (standards mastery: test, quiz, labs, projects, etc) - 40%
Homework/Participation - 10%

Counseling Department

John Griffin Middle School provides an assortment of school counseling services for the benefit of the student body. These services are intended to help the student learn about his/her abilities, skills, interest, and the world around him at work, as well as how each subject and activity of the school contributes toward their future success.

Students are encouraged to arrange conferences with a school counselor about such things as grades, personal challenges, and educational or vocational planning. Students must secure a pass from their teacher to go to the school counseling office to set up an appointment time and must secure a pass from the counselor to return to class. Appointments may also be made before and after school based on the availability of a school counselor.

John Griffin also has a full-time School Social Worker, whose main function is to identify and assist in removing barriers to learning, while promoting wellness and student success. This is carried out through direct services, such as home visits, and enforcement of the compulsory attendance law, as well as advocacy for students and families, and serving as a liaison between the home, school, and community.

Hall Passes

John Griffin Middle School will implement a digital hall pass system schoolwide called eHall Pass. The digital hall pass system will support the overall safety and operation of the school. All students will receive training on how to submit digital hall pass requests for approval by the teacher/staff member at the beginning of the year and throughout the year. All students will be expected to utilize the digital hall pass system at all times unless otherwise noted by the administrative team. Failure to have an approved digital hall pass will result in immediate discipline in accordance with the Student Code of Conduct for truancy and/or insubordination or other offenses as deemed appropriate by administration.

Homework

All students are responsible for completing assigned homework or reviewing activities assigned by teachers. Research proves that homework increases the probability of learning and retention. Homework is directly correlated with achievement and is an essential part of the student's learning. If a student is not engaged in homework activities, the parent is encouraged to contact the teacher directly.

Hours of Operation

Students and parents are advised that the office hours of operation at John Griffin Middle School are 7:05 a.m. – 3:30 pm. **SUPERVISION FOR STUDENTS WILL BE PROVIDED FROM 7:05-2:55 ONLY.** Athletic events and school-sponsored activities are the exceptions. Students who are attending athletic events must exit campus and return no more than 15 minutes prior to the event. Students staying for these events must be picked up within 15 minutes of the ending time of the activity.

Late Work

Classwork and homework are designed to reinforce the lessons students are currently learning. Assignments are given in a timely manner to align with instruction. Timely submission of student work is crucial for teachers to plan future lessons effectively. For all students at JGMS, late work will be accepted up to four (4) school days after the due date with a 10-point deduction per day for late submission. After four days, any unsubmitted assignments will receive a 0% grade and cannot be completed later. If a student is absent, they have five (5) school days after returning to submit any missed assignments according to CCS Board Policy 4400. It is the child's responsibility to turn in any assignments by the deadline for the assigned quarter of the school year.

Lockers

Your homeroom teacher will assign lockers. You are responsible for the upkeep of your locker. You should purchase a lock from the office; this lock then becomes your personal property. **All locks used on school lockers must be school purchased. Personal locks purchased outside of school are not permitted. The cost of a school lock is $7.00.**

Students are reminded that their lockers are state property, and may be subject to inspection by school personnel at any time. Immediately notify the homeroom teacher if the locker is found to be defective. Students are not allowed to mark on a school locker or place any decal or sticker on their locker.

Valuables such as band instruments, personal property, etc. should never be left in your locker overnight. Students are not allowed to share lockers. **The school accepts no responsibilities for personal property left in the lockers.**

Loitering

According to the CCS Student Code of Conduct, "disorderly conduct is any action that disrupts the peace and order of the school. Trespassing/loitering is also included as a part of disorderly conduct. Trespassing to include loitering is the presence of any student on the campus of another school in the Cumberland County School system without the knowledge and consent of the officials of the school he/she is visiting." Loitering, as a part of the Disorderly Conduct violation, is a Class I violation. John Griffin Middle School students loitering on the Honeycutt Elementary school campus or any other CCS school are subject to disciplinary actions aligned to the CCS Student Code of Conduct. Students are not permitted to loiter on school property after school hours, before school, or on non-school days. Students are not to be on campus after 2:55 pm unless involved in extracurricular activities under the supervision of a teacher. Students are not allowed to arrive at school before 7:05 a.m. as there is no adult supervision before that time.

Lost and Found

The Lost and Found room is located directly across from the Cafeteria. Students are encouraged to visit the "Lost and Found" when looking for misplaced clothing or other items. No lunch boxes are kept in the lost and found for sanitary reasons. Prior to being discarded, lunch boxes are placed on a bench next to the lost and found room. Unclaimed clothing is donated to community organizations such as Goodwill, Hope Harbor, etc.

Makeup Work

Cumberland County Schools Board Policy 4400 indicates "makeup of any missed assignments by an elementary, middle, or high school student attending school on a regular schedule must be completed within **five (5)** school days of the student's return to school. If the teacher is unable to give a student the original assignment as makeup work, then the teacher shall provide an alternative but comparable assignment to be completed by the student. A teacher may allow for an extension of makeup assignment deadlines in the case of valid, extenuating circumstances."

Once missed, classroom discussions, programs, and any group instruction can never be completely recovered or made up. However, a student is allowed to make up work, so far as possible, when absent for illness, emergency, or other lawful reasons that are classified under the Board of Education Attendance Policy. Immediately upon his or her return to school, the student should ask his or her teachers for detailed assignments covering the work missed to arrange to complete such make-up. **Work must be completed within five (5) days after the student returns to school.**

If a student is suspended from school, as much as possible, make-up work will be provided by the teacher(s) within 48 hours after the suspension. It is the student's responsibility to complete all make-up work within 5 school days.

Media Center

We offer a variety of media services to students including both print and electronic resources. Students will come with their designated teachers on a rotational basis for instruction and to check out books. Some things to remember:

1. Students will be given a barcode that will serve as the patron's library card. This will be affixed to the planner and must be presented in order to check out books. Additionally, students must have a hall pass from their teacher when visiting the media center individually.
2. Patrons must sign in upon entering the media center when not with a class.
3. Items checked out from the library are the responsibility of the student. OVERDUE FINES ARE FIVE CENTS PER SCHOOL DAY. LOST BOOKS MUST BE PAID FOR BY THE STUDENT.
4. Books may be checked out for three weeks and may be renewed one time.
5. Gum, food, and candy are not allowed in the media center.
6. If a barcode is lost, students must pay $1.00 for processing in order to get a new one.
7. JGMS students must have parental permission to use the Internet at school. This form is located in the student planner and must be visible when accessing the Internet. The exception is when accessing Destiny.
8. If a student pays for a lost book and that book is returned during the school year, the cost of the book will be refunded less than $1.00 for overdue charges.
9. In order to access library accounts, students will sign up for a Destiny account in 6th grade during a media center lesson. Students who transfer into JGMS will also be instructed to set up an account. This will allow students to see due dates for books and fines owed. It will also enable students to place books on hold. Students can see books in our catalog at any time via the Destiny website: https://cumberlandnc.follettdestiny.com/. Parents are encouraged to have students check this account at home.

Medicine

All medications are kept in the Medicine Clerk's office. JGMS can and will not dispense any first aid items other than soap and water, ice packs, and band-aids. If a student needs any other medical treatment, a parent/guardian will be notified. No student is to have any medication(s), whether prescription or over the counter medications, in his/her possession at any time during the school day. However, if a student has an emergency self-medication authorization form on file with the front office to self-carry an asthma inhaler or an EpiPen, then that student may always have that item in their possession.

A parent/guardian must complete the proper forms including the Physician's School Medication Form available in the front office for students to store and take any medication prescribed by a doctor or obtained from a parent (ie. cough drops, headache medicine, etc) under the supervision of trained school personnel. Proper forms must be completed by the parent/guardian and can be obtained at the Front Office. Absolutely **no** medication, including aspirin, will be given by school personnel. The Cumberland County Health Department destroys all medications left at school approximately 3 weeks after the last day of school.

JGMS will adhere to the CCS Protocol for Administration of Medications. For specific details, please refer to this district document.

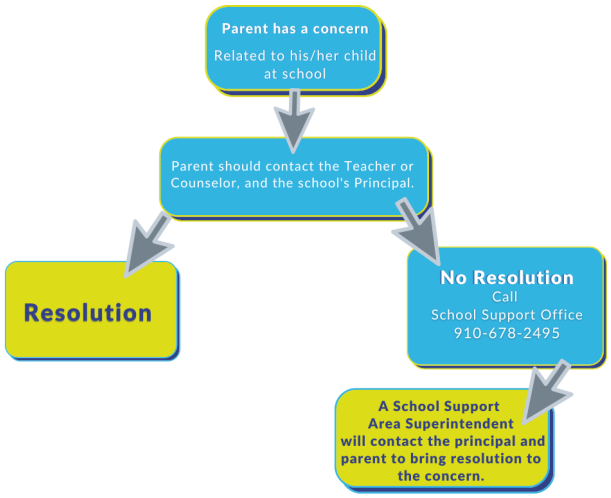
Non-Educational Items at School

Students are discouraged from bringing items such as, but not limited to, i-Pods, mp3 players, cameras, bluetooth headphones, games, PSPs, hats, sunglasses, squirt guns, toys, blankets, spiked or studded belts and wristbands, etc. to school. Teachers may permit the use of wired headphones for specific instructional activities, but these must be removed after the conclusion of the activity. These items will be confiscated and secured in the Main Office. The student will be informed that their parents must pick up the item. **Items not claimed by the last staff workday of the school year will be discarded. The school accepts no responsibility for confiscated items stolen from Administrative offices. *Students can avoid this possibility by not bringing these or similar items to school.***

Parent Concerns

John Griffin Middle School works diligently to collaborate with parents to solve problems and suggest improvements that impact the daily operations of the school. Parents/guardians with a concern should first try to contact the appropriate personnel at the school. JGMS Parent Concern Forms are available in the front office of the school. Once completed, the form will be given to the appropriate school personnel to address the concern. **Teachers, school counselors, social workers, and relevant administrators should be given the chance to address the issue and provide a resolution first.**

If the school cannot resolve the matter after being given the opportunity, parents should reach out to the office of School Support. The provided information will be forwarded to the School Support Area Superintendent assigned to the school. The Area Superintendent will then contact the parent and the school principal to resolve the concern. Please see the infographic to the right from the CCS website.



Parent Conferences

Parents may make appointments for conferences with teachers, counselors, and administrators by calling the school office at (910) 424-7678. **Parent concern forms are available in the Front Office. Please complete and submit and the appropriate staff member will call.** All conferences will be made during a teacher's planning period unless otherwise noted by the teacher. Please allow the school sufficient time to set up conferences. Any meetings with school staff should be scheduled in advance; please do not show up to the school without an appointment so that your time and the staff member's time can be respected.

Scheduled Parent/Teacher Conferences

Schoolwide parent teacher conferences will occur on the following dates: October 27-30, 2026 during the teachers' planning period & March 22-25, 2027 during the teachers' planning periods.

School Appearance

John Griffin Middle School takes pride in the appearance of its grounds, buildings, and furnishings. The physical appearance of the school reflects the care and effort of caretakers, students, and faculty in maintaining attractive surroundings for school activities. All students are called upon to do their part in observing common courtesy and in being mindful of all efforts made on their behalf. Students are asked to pick up paper and deposit it into trash cans, either in the classroom, hallway, or other areas. John Griffin encourages recycling and has a student-led Green Team at school.

Student Government Association

The Student Council is an organization to better serve the needs of students. The members of the council are your voice in student government. Each team will elect a representative to attend the student council meetings to be held at least once a month. Student Council elections will be held in the fall of each year and additional information will be provided to students at that time. Both academic and behavioral expectations are given in writing before SGA Elections. Officers will meet at least quarterly with a principal to discuss important issues.

Tardy to Class

Tardiness to class is documented by each teacher within the class in the approved behavior system. Excessive tardiness will require a parent/student conference with an administrator. Any student who is not in his/her assigned classroom seat when the tardy bell rings is considered tardy. Any student more than 10 minutes late to class without a note will be documented for skipping class (truancy).

1st tardy-Warning
2nd tardy- Parent Contact/lunch detention
3rd tardy-Parent Contact/After School detention
4th tardy-Office referral

Telephone Use

Students will not be allowed to use the school telephone before, during, or after school except with approval from administration in special circumstances such as an illness or emergency. **Please make the necessary arrangements before leaving home.** Students will not be allowed to use their cell phones to call or text during instructional times of the school day. Students utilizing their cell phones before or during the school day (without approval from administration in special circumstances such as an illness or emergency) will be subject to disciplinary actions deemed appropriate by the CCS Student Code of Conduct.

Theft Prevention

The best way to stop thefts at school is to be conscious of the fact that you can eliminate the opportunities for thefts to occur. Each student and employee of the school has a responsibility in the area of preventing thefts. **THE SCHOOL CAN NOT BE RESPONSIBLE FOR ITEMS THAT ARE LOST OR STOLEN.** Listed below are some hints to prevent theft.

1. Purchase a school lock and do not give your combination to anyone.
2. Never leave valuables, band instruments, or personal items of value in your locker overnight.
3. NEVER bring large sums of money to school - No Birthday Money!
4. Money should not be taken to the gym locker room at physical education time. Give your valuables to your PE teacher.
4. Band instruments should never be left unattended.
5. If you take off rings to wash your hands, be sure that when you leave, you have not left them on the soap dispenser or towel dispenser.
6. Never leave books, etc., on shelves, benches, in the hallway, gym, or on the bus.
7. Never leave your purse unattended.
8. Never leave anything of value at your desk while you go to the assembly programs.
9. Never put your purse on the footboard of the bleachers during assembly programs or ball games.
10. If you are staying after school for practice or club meetings, then practice the same theft prevention habits you would follow during school.
11. Coats should never be left unattended.
12. If you have something stolen, report it to the office or your teacher **immediately**.

Use of Restroom Facilities

Classroom teachers and staff will organize opportunities for collective restroom breaks to monitor school expectations and minimize the possibility of behavioral concerns. Students will only be given permission to use the restroom during class in case of emergency and with an approved eHall pass from the supervising adult. We enforce this policy for the protection of class time. Parents should notify both the teachers and our Social Worker if a medical condition exists requiring frequent bathroom breaks.

Visitors at School

At John Griffin Middle School, we welcome visitors who have legitimate business at school. Persons visiting the school should report directly to the office, present proper identification, and obtain a visitor's pass, which should be visible while in school. **It will be necessary for all visitors to present identification at the main office**. Students are not allowed to bring visitors to the school during the school day. Please call the school or make contact with the teacher to arrange in-class visitations in advance.

While understanding that rigorous instruction is our priority, all visitors will be expected to adhere to the following guidelines:

- Visitors may only interact with their child.
- Parents/guardians who visit should enter and exit the classroom and transition within the school building in a manner that would not interrupt the instructional activities in progress.
- No photography, videotaping or voice recording of any kind will be permitted.
- Cell phones and other electronic devices should be on vibrate or silent mode.
- Visitors should refrain from holding a conference with the teacher during the time of the visitation.

Volunteers at School

There are a wide variety of opportunities to serve as a volunteer at John Griffin Middle School. Cumberland County Schools requires that all volunteers complete a **CCS Volunteer Registration Form** at the following website: https://www.ccsvolunteers.com/. Once the parent has been approved, then a parent can volunteer in the school and serve as a chaperone on field trips. This process has been implemented to protect children who the parent volunteer will be in contact with while volunteering. The county uses the form for a background check to identify if there is a concern in working with children.

Parents need to coordinate volunteer opportunities with the classroom teacher so the teacher has items prepared for the volunteer in advance. **All volunteers will serve the school in a purposeful way that will ensure all students are successful. Volunteers should refrain from using the school grounds for socialization.** *Volunteers are not permitted in classrooms during local, district, or state testing unless the volunteer is serving as an official trained proctor.* Please note that parents who sign up to volunteer may be asked to support a need at the school which may be beyond their child's classroom.

All approved volunteers will be verified at the front office. Volunteers will report directly to the front office, present proper identification, and obtain a pass which should be visible while in the school.

Weather

In case of inclement weather (severe storms, snow, ice, etc.,), Cumberland County School officials and John Griffin Middle School staff will notify parents/guardians of any pertinent information that will affect the operation of the school including early dismissal). Parents/guardians will be required to notify the Front Office as soon as possible in writing if there are transportation changes on early dismissal days. Parents should review with their children the procedure they want their children to follow when early school dismissal occurs. Parents should listen to local radio stations or television stations for the announced decision on school closings.

Withdrawals and Transfers

The procedure for withdrawal is as follows:

1. The Parent should notify the Data Manager at least two (2) school days in advance of the student's last day of attendance - the anticipated date of withdrawal and place of transfer.
2. Obtain a checkout form from the Data Manager.
3. Have the form filled out by each of your teachers, media center, and cafeteria.
4. Return all books/ property to your teachers, Media Center, etc..
5. Clean out your locker (take your lock).
6. Return withdrawal form to the Data Manager before leaving school.

Middle School Promotion Requirements

In order to be promoted from grade 6 to grade 7 and grade 7 to grade 8, each student must earn a passing grade of 60 in Language Arts, Math, Social Studies, and Science. Additionally, students must earn a passing grade of 60 in one of the following: Health/P.E., Vocational, Cultural Arts, Foreign Language, or any approved elective.

Daily Schedule

*Note: Core classes include ELA, Math, Science and Social Studies.

Regular Bell-to-Bell Schedule 2026-2027			
	6th Grade	**7th Grade**	**8th Grade**
Homeroom	7:05-7:25 Arrival/Homeroom	7:05-7:25 Arrival/Homeroom	7:05-7:25 Arrival/Homeroom
1st Period	7:30-8:15 Elective 1	7:30-8:30 Core 1	7:30-8:30 Core 1
2nd Period	8:20-9:05 Elective 2	8:33-9:33 Core 2	8:35-9:23 Intervention/Enrichment (I/E)
3rd Period	9:10-10:00 Intervention/Enrichment (I/E)	9:36-10:36 Core 3	9:28-10:13 Elective 1
4th Period	10:02-11:02 Core 1	10:39-12:04 Core 4 (w/lunch)	10:18-11:03 Elective 2
5th Period	11:04-12:32 Core 2 (w/ Lunch)	12:07-12:57 Intervention/Enrichment (I/E)	11:08-12:33 Core 2 (w/lunch)
6th Period	12:37-1:37 Core 3	1:02-1:47 Elective 1	12:38-1:38 Core 3
7th Period	1:40-2:40 Core 4	1:52-2:40 Elective 2	1:40-2:40 Core 4

EARLY RELEASE SCHEDULES

2-Hour Early Release Schedule 2026-2027			
	6th Grade	**7th Grade**	**8th Grade**
Homeroom	7:05-7:15 Arrival/Homeroom	7:05-7:15 Arrival/Homeroom	7:05-7:15 Arrival/Homeroom
1st Period	7:20-7:50 Elective 1	7:20-8:05 Core 1	7:20-8:05 Core 1
2nd Period	7:55-8:25 Elective 2	8:10-8:55 Core 2	8:10-8:40 Intervention/ Enrichment (I/E)
3rd Period	8:30-8:55 Intervention/Enrichment (I/E)	9:00-9:45 Core 3	8:45--9:15 Elective 1
4th Period	9:00-9:45 Core 1	9:50-10:55 Core 4 (w/lunch)	9:20-9:50 Elective 2
5th Period	9:50-11:00 Core 2	11:00-11:30 Intervention/Enrichment (I/E)	9:55-11:00 Core 2 (w/lunch)
6th Period	11:05-11:50 Core 3 (w/ Lunch)	11:35-12:05 Elective 1	11:05-11:50 Core 3
7th Period	11:55-12:40 Core 4	12:10-12:40 Elective 2	11:55-12:40 Core 4

3-Hour Early Release Schedule 2026-2027			
	6th Grade	**7th Grade**	**8th Grade**
Homeroom	7:05-7:15 Arrival/Homeroom	7:05-7:25 Arrival/Homeroom	7:05-7:25 Arrival/Homeroom
1st Period	7:20-7:50 Elective 1	7:20-7:50 Core 1	7:20-7:50 Core 1
2nd Period	7:55-8:25 Elective 2	7:55-8:25 Core 2	7:55-8:25 Intervention/Enrichment (I/E)
3rd Period	8:30-8:55 Intervention/Enrichment (I/E)	8:30-9:00 Core 3	8:30-9:00 Elective 1
4th Period	9:00-9:35 Core 1	9:05-10:00 Core 4 (w/lunch)	9:05-9:35 Elective 2
5th Period	9:40-10:35 Core 2	10:05-10:35 Intervention/Enrichment (I/E)	9:40-10:35 Core 2 (w/lunch)
6th Period	10:40-11:10 Core 3 (w/Lunch)	10:40-11:10 Elective 1	10:40-11:10 Core 3
7th Period	11:15-11:40 Core 4	11:15-11:40 Elective 2	11:15-11:40 Core 4

DELAYED SCHEDULES

1-Hour Delay Schedule 2026-2027 *Breakfast will not be served.*			
	6th Grade	**7th Grade**	**8th Grade**
Homeroom	8:05-8:20 Arrival/Homeroom	8:05-8:20 Arrival/Homeroom	8:05-8:20 Arrival/Homeroom
1st Period	8:25-9:05 Elective 1	8:25-9:15 Core 1	8:25-9:15Core 1
2nd Period	9:10-9:50 Elective 2	9:20-10:00 Core 2	9:20-10:00 Intervention/Enrichment (I/E)
3rd Period	9:55-10:35 Intervention/Enrichment (I/E)	10:05-10:55 Core 3	10:05-10:45 Elective 1
4th Period	10:40-11:30 Core 1	11:00-12:15 Core 4 (w/ Lunch)	10:50-11:35- Elective 2
5th Period	11:35-12:50 Core 2	12:20-1:00 Intervention/Enrichment (I/E)	11:40-12:55 Core 2 (w/lunch)
6th Period	12:55-1:45 Core 3 (w/lunch)	1:05-1:50 Elective 1	1:00-1:50 Core 3

7th Period	1:50-2:40 Core 4	1:55-2:40 Elective 2	1:55-2:40 Core 4

2-Hour Delay Schedule 2026-2027 *Breakfast will not be served.*			
	6th Grade	**7th Grade**	**8th Grade**
Homeroom	9:05-9:15 Arrival/Homeroom	9:05-9:25 Arrival/Homeroom	9:05-9:25 Arrival/Homeroom
1st Period	9:20-9:50 Elective 1	9:20-10:05 Core 1	9:20-10:05 Core 1
2nd Period	9:55-10:25 Elective 2	10:10-10:55 Core 2	10:10-10:40 Intervention/Enrichment (I/E)
3rd Period	10:30-11:00 Intervention/Enrichment (I/E)	11:00-11:45 Core 3	10:45-11:15 Elective 1
4th Period	11:05-11:50 Core 1	11:50-1:00 Core 4 (w/ Lunch)	11:20-11:50 Elective 2
5th Period	11:55-1:00 Core 2	1:05-1:35 Intervention/Enrichment (I/E)	12:55-1:00 Core 2 (w/lunch)
6th Period	1:05-1:50 Core 3 (w/lunch)	1:40-2:10 Elective 1	1:05-1:50 Core 3
7th Period	1:55-2:40 Core 4	2:10-2:40 Elective 2	1:55-2:40 Core 4

Non-Discrimination Statement

It is the policy of the Cumberland County Public School System not to discriminate on the basis of race, ethnic origin, sex, or disability in its educational program, activities, or employment policies as required by title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, and Title II of the 1990 Americans with Disabilities Act (ADA). Compliance with the requirements of Section 504/ADA is coordinated by Dr. Natasha Scott, Cumberland County Schools, P.O. Box 2357 Fayetteville NC, 28302; phone (910) 678-2433.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents and the students (if they are at least 18 years of age) both have the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents of the student is limited and generally requires prior consent by the parents of the student. Copies of this policy may be found in the office of the Superintendent and in the principal's office of each school within the Cumberland County School System. Complaints about failures of school personnel to comply with the Family Education Rights and Privacy Act may be made in writing to the Family Policy Compliance Office, US Department of Education, 400 Maryland Ave. SW, Washington, DC, 20202.

JGMS Behavior Matrix

At John Griffin all students are expected to show proper behavior the entire day while in school or on school property. The behavior matrix outlines appropriate behaviors for all areas of the school. The PBIS matrix will be posted visually throughout the school in prominent locations. Appropriate behavior is rewarded with incentives because we love when our students do the right thing all of the time.

"Every good Pirate says 'ARRR'!"
A: Achieve Goals
R: Respectful
R: Responsible
R: Resourceful

JGMS Student Commitment Contract: ARRR Pirate Code

At John Griffin we believe that every student plays an important role in creating a positive, safe, productive learning environment. As part of our Positive Behavioral Interventions and Supports (PBIS) framework, all students are expected to demonstrate the values outlined in our ARRR Pirate Code:

Achieve- Strive for excellence in academics, behavior and personal growth. Set goals, work hard and persevere through challenges.

Respectful- Treat yourself, others, and school property with kindness, courtesy and consideration. Value different perspectives and contribute to a welcoming school community.

Responsible- Take ownership of your actions, decisions and learning. Be accountable for meeting school expectations and making positive choices.

Resourceful- Use available resources

To reinforce these expectations, all students and parents/guardians will review and sign the JGMS Student Commitment Contract at the beginning of the school year. By signing the contract, students agree to uphold the ARRR Pirate Code and contribute positively to the school community. Parents/guardians acknowledge their partnership in supporting their child's academic, behavior and social success.

The Student Commitment serves as a reminder that success at JGMS is built through shared responsibility, mutual respect and a commitment to excellence. Students who consistently demonstrate the ARRR Pirate Code will be recognized through the PBIS incentives, celebrations, and other opportunities that promote positive school culture.

Together we commit to creating an environment where every student can learn, grow and thrive.

STUDENT COMMITMENT CONTRACT

JGMS PBIS: ARRR Pirate Code

Student Information

Student Name: _____

Grade: _____

Date: _____

ARRR Pirate Code

- **Achieve:** Strive for excellence in all that you do. Set goals and work hard to reach them.
- **Respectful:** Treat yourself, others, and our school with kindness and consideration. Listen to and value different perspectives.
- **Responsible:** Take ownership of your actions and choices. Be accountable for your learning and behavior.
- **Resourceful:** Utilize available tools and strategies to solve problems and overcome challenges. Seek help when needed and contribute to a positive learning environment.

Commitment

I, _____, commit to following the ARRR Pirate Code and contributing to a positive and productive learning environment at JGMS. I understand that my actions have an impact on myself and others, and I will strive to make responsible choices.

I have read and understand the JGMS PBIS expectations.

Signatures

Student Signature: _____

Parent/Guardian Signature: _____

CUMBERLAND COUNTY SCHOOLS

INTRODUCES

SchoolCashOnline

KEVGROUP

School Online Payment System

WHAT IS SCHOOL CASH ONLINE?

eCheck MasterCard VISA

School Cash Online allows parents to easily make online payments for school fees .

- Pay all your student's school fees with the click of a button. Wherever. Whenever.
- Stay connected and informed of all school activities.
- Never miss out on field trips, school events, yearbooks and more.
- Say hello to smart online forms and goodbye to cumbersome paper forms.

HOW TO REGISTER

Follow these instructions to create your School Cash Online account today:

1. Create Your Profile: Go to **ccs.schoolcashonline.com** and click "Get Started Today".
2. Confirm Your Email: Check your inbox for the email confirmation and click the link inside. Sign in with your new login details.
3. Add a Student: Click "Add Student" and fill in the required fields with your child's information.

For more information, contact Parent Helpdesk at parenthelp@schoolcashonline.com.