

Monroe Middle School
601 East Sunset Drive
Monroe, North Carolina 28112
Telephone: (704) 296-3120
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Teacher Handbook
2011-2012

Teacher's Name: _____

Dr. Montrio Belton, Principal
Elkin Lenis, [VPA](#) Assistant Principal
Amy Kerr, [STEM](#) Assistant Principal
Patricia Greene, [C&I](#) Assistant Principal

TABLE OF CONTENTS

Topic/Content Area	Page Number
Mission Statement	3
Support Staff	3-4
Bell Schedule	4
Daily Routine	5
Substitutes	5
Meetings	6
Supplies	7
Purchases	7
Workshops	7
Resignation	7
Collecting Money	7
Textbooks	8
Lockers	8
Visitors	8
PTO	8
After School Activities	8
Attendance	9
Homeroom	9
Supervisory Duties (Cafe, RR, AM/PM)	10-12
Media Center	12
Homework	12
Agendas	13
Front Office	13
Grading Policies	13-14
Staff/Student Dress Code	15
Classrooms	15-16
Educational Field Trips	16
Athletics	17
Gym	17
Discipline Procedures/ASD Duty Roster	17-19
Counseling	19
Attendance	19
2-Hour Delay Schedule	20
Safety Drills	20-21
Crisis Management Team/Procedures	21-23
Dances	23
Bus Behavior	24



UNION COUNTY PUBLIC SCHOOLS MISSION STATEMENT

The mission of the Union County Public Schools is to graduate responsible, contributing citizens who are culturally aware and prepared to meet global standards of competition; we will accomplish this in a cooperative effort with parents and community by creating an interactive and collaborative learning environment which provides challenging, diverse curricula, innovative personnel, and the most current technology in a safe and secure atmosphere.

Support STAFF

Guidance Counselors:

Zack Little, [VPA Counselor](#)

Zulma Weste, [STEM Counselor](#)

Support Staff

Media Specialist: Michele Todd

Media Assistant: Eddie Caldwell

Full Release Mentor: Paul Campbell

Literacy Coach/[Curriculum Specialist](#): Kendall Latham

Behavior Modification Technician: Henry Courtlandt

Parent/Community Involvement Coordinator: Sonia Ravnitzky

School Nurse: Kathie Fenner

School Psychologist: Jennifer Cammarato

Speech Therapist: [Nichole Rodgers](#)

Office Support

Receptionists: Beatrice Salas (Front Office) and Bertha Chambers (Counselors' Suite)

NCWISE: Teresa Secrest

Bookkeeper: Shirlene Leaks

Club/Team Sponsors

Band: Craig Retzlaff

Battle of the Books: Michele Todd

Beta Club:

Cheerleading:

Drama and School Plays: Brian Holloway

Ladies Club:

Men's Basketball:

New Century Scholars:

Student Media Assistants: Michele Todd

Women's Basketball: Elizabeth Murphy

Yearbook: Brian Holloway

Student Government: Susie Snyder and Lara Smith



Custodians:

Bridgette Byrd
Lasheena Funderburk
Ronald Marsh
James Moss

PTO

President: Charlene Webb
Vice President:
Secretary:
Treasurer:
Faculty Liason: Sonia Ravnisky
Administrative Liason: Amy Kerr

Cafeteria Manager: Lucindia Dumas

Monroe Middle School Bell Schedule 2011-2012

	STEMS Academy	VPA Academy
Breakfast	8:25-8:40	8:25-8:40
1 st Period	8:45-10:25 Social Studies/PE Planning	8:45-10:25 Social Studies/PE Planning
2 nd Period	10:30-11:45 Lunch A 10:30-10:55 Lunch B 11:20-11:45 Non Content Area Planning	10:30-11:45 Non Content Area Planning
3 rd Period	11:50-1:05 Science Planning	11:50-1:05 Lunch A 11:50-12:15 Lunch B 12:15-12:40 Lunch C 12:40- 1:05 Science Planning
4 th Period	1:10-2:25 Mathematics Planning	1:10-2:25 Mathematics Planning
5 th Period	2:30-3:45 Language Arts Planning	2:30-3:45 Language Arts Planning



DAILY ROUTINE

All faculty members are to report to school by **8:25 a.m. and remain until 4:00 p.m. All staff must be in their designated stations by 8:25 a.m.** If an emergency occurs, please check with the office about leaving early. There is an early leave request form to be completed in the office. You will be required to sign out whenever you leave. Unless it is an emergency, please provide a minimum of 24 hours notice for coverage to be found.

SUBSTITUTE Requirements (IMPORTANT)

Report your absence by logging in to stems at stems.ucps.k12.nc.us

If your absence is anticipated, enter in as soon as possible to increase the likelihood of securing a substitute.

Develop a dispersal plan in the case that a sub is not secured.

We would like for our substitute program to go as smoothly as possible this year. If as a classroom teacher, you will leave enough information to enable the substitute to do a good job, it will be beneficial to you and your students. After entering your absence in STEMS, please contact your grade-level administrator directly.

List of items to be included in your substitute folder:

Emergency Procedures
Current roster for attendance-keeping purposes (every period)
Your schedule including locker breaks and lunch
Homeroom/class procedures
Seating charts for classes (update when necessary)
Lunchroom procedures and tables
Copy of class rules
List of students who may leave your class for medicine
List of students who may have special needs
Lessons and activities that are substantial and manageable
Information on how to contact the office for assistance

Ten days of emergency plans are due to your administrator with checklist prepared for signing off by August 26, 2011.



TEACHER ATTENDANCE GUIDELINES

High teacher absenteeism has a significant negative effect on student outcomes. It is the belief of the school that regular teacher attendance at school will enhance a student's success in the academically and his/her overall success in the school. Excessive absenteeism detracts from the instructional program and the necessary structures for adequate student progress. It also places undo strain on colleagues.

MEETINGS

Please keep all Thursday afternoons open for faculty meetings.

Grade level meetings will be determined by the PLC's.

Departmental meetings will be determined by the PLC's.

*Response to Intervention (RTI) meetings will be scheduled according to student needs.

Please schedule any personal appointments during after school hours.

You are expected to attend faculty meetings and PTO meetings.

DEPARTMENTAL MEETINGS

Departmental responsibilities include:

- Review of NC Teacher's Handbook and Standard Course of Study goals.

- Review of Union County Middle School Curriculum Guide.

- Plan, coordinate, and share teaching ideas.

- Improve instruction and enhance professional practice.

- Develop sequential curricula goals.

- Integrate reading and writing into curriculum.

- Facilitate instruction encouraging all students to use 21st century skills so they discover how to learn, innovate, collaborate, and communicate their ideas.

- Engage in interdisciplinary planning.

- Engage in vertical and horizontal alignment of content areas.

- Discuss the integration of global content into instructional practices.



INSTRUCTIONAL SUPPLIES

The instructional supplies are located in the supply closet. (Fill out form for Ms. Chambers)

Notify Mrs. Leaks if we are out of supplies.

Supplies used should be based on instructional needs.

PURCHASES

Anyone making a purchase must use a purchase order form and receive prior approval by Dr. Belton. Purchase order forms (**Blue Copy**) are located outside the conference room. Purchases should be made for curriculum use only.

WORKSHOP REQUEST

If you are interested in attending a workshop or conference during school hours that incur expenses, you will need to complete a conference request and turn it in to the principal. These forms are in the office. Please try to plan ahead for workshops and conferences.

RESIGNATION

Anyone who finds it necessary to resign during the school year should complete and submit a resignation form to the Union County Board of Education at least 30 days prior to resignation date. Two copies are to be made; one sent to the principal and one copy for your records.

COLLECTION OF MONEY

For more details, please refer to the packet given to you on the first staff meeting by the bookkeeper. Turn in money on a daily basis unless otherwise directed. Do not leave money in an unsupervised area (such as your desk when you leave your room, etc.) You will be responsible for any loss incurred. Please be accurate in compiling your computation sheet. Multiple receipt forms are available in the office for you to use in collecting money from your students. Have your students initial the form when they turn in money. ***If you take up money from your students and are not using a receipt book, you must use the multipurpose receipt form. Please see the bookkeeper for further instructions.***



ISSUANCE OF TEXTBOOKS

Use document form from Elkin Lenis. Paul Campbell is responsible for all teacher editions.

ISSUANCE OF LOCK AND LOCKERS

The homeroom teachers will be issued locker rosters during the first week of school. Students must secure their personal combinations and should not share lockers. This is for their safety and security. Mr. Lenis will provide a list of lockers for each teacher. Please turn in your assigned locker list by August 6 and keep a record for yourself.

VISITORS

All visitors must report to the main office for information and for a visitor's pass.

Students will not be called from classes to see visitors. Teachers are asked to call the office if you see any stranger wandering in the halls or around campus. If you see an adult in the building without a visitor's pass, direct him/her to the office.

PTO (PARENT-TEACHER ORGANIZATION)

We should be very supportive of the PTO. This is an opportunity for parents and teachers to work together. A faculty representative is selected each year to serve on the PTO board.

PROFESSIONAL ORGANIZATIONS

All teachers are encouraged to join the NCAE, NEA, and any other professional organization. Details of selection of representatives will be completed later.

AFTER SCHOOL ACTIVITIES

ALL after school activities (clubs, rehearsals, tutoring, practices, etc) must provide rosters, meeting dates/times and locations to the front office staff and to the administrative team. All students must be supervised until their parent has picked them up. In the event that an after school activity must be cancelled it must be the day before the cancellation. Otherwise, all parents of students involved must be contact by telephone so that they can make transportation arrangements. Please plan to have a person available to supervise your planned activity.



DAILY ATTENDANCE - TEACHER INSTRUCTIONS

- Daily attendance will be taken by the classroom teacher **EVERY CLASS PERIOD** using the NCWise Program. Teachers should export homeroom attendance no later than 9:15.
- Any student entering Homeroom after 9:15 must have a pass, either a *Bus/Cafeteria Pass* or a *Tardy Pass* with the time and date indicated on it. Students with passes will not be considered tardy if the time is appropriate. All tardies will be recorded in the front office.
- **If a student is absent, an 'A' will be marked in the appropriate place.**
 - o Upon returning from an absence, the student **must** have a pass from the office.
 - o Written excuses must be turned in within 3 days of the absence. All documents regarding absences must be turned in to the SIMS office.
- If a child is serving a day of ISS, he/she should report to Homeroom first before going to ISS.
- Record attendance for every student until his/her name no longer appears on the list (i.e. withdrawals, no-shows, etc.)
- **Keep your own record of attendance for back-up purposes.**
- If a student is in your homeroom but is *not* on your attendance sheet (i.e. new student, schedule change, etc.), please inform Ms. Secrest.
- If a student is absent 3 consecutive days or 5 total days, an Attendance Referral Form should be completed and returned to the SIMS Manager.
- A student must be present $\frac{1}{2}$ of the school day in order to be counted present. The cut off time is **12:00 p.m.**
- Any questions regarding attendance should be brought to Ms. Secrest.
- Teachers may check the daily absence roster posted in the network anytime after 10:00 through the "G" drive, attendance folder. Any student not listed on the daily absence roster should be in your classroom; if not, contact the front office or an administrator immediately. If a student is listed on the daily absences roster, and enters your classroom, he/she must have a tardy pass from the front office in order to enter.

HOMEROOM DUTY

You must be in your homeroom on time. Please maintain your homeroom as you would your classes. Daily announcements are made from the office PA system/Redhawk Channel 18. Remember, it is imperative that we get accurate attendance records.



CAFETERIA

Teachers are responsible for acquainting students with the cafeteria procedures.

- a. Students will go to lunch as a class in a straight line on the right side of the hallway.
- b. Teachers will escort their students to lunch.
- c. There is no loud talking, no shoving, and no playing in line. There should be orderly conduct at all times.
- d. Entrance and exit times will be staggered.
- e. These times will be established by the administration and must be closely adhered to.
- f. Once in the cafeteria, students will move through the line to obtain their food and will then sit in their designated area.
- g. The administration will determine the seating arrangement.
- h. Students should not be allowed to yell across the cafeteria.
- i. When leaving, students take their trays and line up in a single file line.
- j. Teachers follow the students back to the classroom making sure that two students are left to clean the area.
- k. Teachers must ensure areas are clean prior to exiting the cafeteria.

Please remain with your students and actively monitor while your class is eating lunch.

RESTROOM SUPERVISION DUTY

Be sure to periodically check the restroom nearest your classroom. Generally, this is where problems begin. Inform the office of any unusual activity occurring in the restroom. If you let your class go on a break, you must accompany them and supervise the restrooms. Please limit restroom breaks to five minutes.



AM/PM Duty Rosters

Morning Duty Assignments

2011-2012

8:25-8:45

Gymnasium

Gore, Helms, Murphy, Phelix

Lecture Room

Courtlandt, Kerr, Koplak

Back Hallway

Averitt, Elliott, Bailey

Front Hallway by STEMS Academy

L. Davis, L. Smith

Buses

Campbell, Lenis, Weste

Cafeteria

Crockett- Position 6

Greene- Position 8

Hubbard- Position 2

Latham- Position 1

McDuffie- Position 4

Scruggs- Position 7

Snyder- Position 3

Wasson- Position 5

Afternoon Duty Assignments

2011-2012



2011-2012

3:45-4:00

Back Hallway

Acker
Adams
Hickey

Bus Lot

Courtlandt
Kerr
Lenis
Little
Powell

Car Duty

Cruz
Greene
Norman
Teff

MEDIA CENTER

The goal of the Media Center is to enhance the learning experience by encouraging and instructing both faculty and students to become effective users of information and to provide the resources to achieve this goal successfully. Visit our web site or see Miss Todd for more detailed information regarding the media center.

HOMEWORK

Homework is an important part of a student's instructional program. An appropriate amount of homework will be assigned by the teachers to reinforce what has been learned in class. Students should complete homework assignments on time or suffer the consequences through their grades. Homework assignments are to be posted on the board in each classroom for convenience of the students. It is imperative to have students write these in their agendas for every class period, so they will not forget the assignment. Have the students use their agendas on a daily basis. When a student is not performing well in your class, the agenda may serve as documentation to parents about their child's assignments and performance.



AGENDAS

The agenda is a valuable tool of communication between parents and teachers. MMS will be using the agenda program in all three grades. This notebook will help students with organizational and time management skills, as well as being a communication link between school and home. Homework, projects, meetings, and events will be included in one place. The agenda will also be useful as a guide for listing MMS's procedures, rules, and regulations. Page 19 must be signed by a parent or guardian and turned in to the designated homeroom teacher. This document will be placed in the student's Cumulative folder.

FRONT OFFICE PHONE

Unless there is an emergency do not send students to use the front office phone. If there is an emergency and a student is required to use the phone, they must be sent with a pass. Otherwise, students will be sent back to class and not permitted to use the phone.

MARKING AND REPORTING GRADES

Superior	93-100	A
Above Average	85-92	B
Average	77-84	C
Below Average	70-76	D
Unsatisfactory	Below 70	F

No grade below 60 is to be recorded or averaged

REPORT CARDS will be issued every six weeks. **Progress reports** will be issued mid-six weeks for every student. Parents are to sign progress reports and report cards and send them back to the appropriate teachers. Please keep a log to document when/if these are returned.

Parent alert letters must be sent at the end of the first semester, and again at the end of the 3rd and 5th grading periods. The grade level counselor will provide these. Be sure to document that you have sent these letters to the parent(s) and maintain copies for your records.



GRADES TO BE SUBMITTED DUE DATES

Grades to Ms. Secrest must be received by 4:00 p.m. on the following dates:

September 8, 2011 Thursday

November 3, 2011 Thursday

January 12, 2012 Thursday

March 1, 2012 Thursday

April 26, 2012 Thursday

May 31, 2012 Thursday

HONOR ROLL

For a student to be placed on the “A” Honor Roll, all grades must be A’s.

For a student to be placed on the “A/B” Honor Roll, all grades must be A’s and B’s.
A student’s conduct should not be calculated in his/her academic average.

PROMOTION

A student must pass Language Arts and Math to be considered for promotion.

Additionally, he/she must pass any 2 of the following:

Science
Social Studies
PE/Health

Students must demonstrate grade proficiency by scoring a Level 3 or above on EOG’s in reading and math.

A student with 15 or more unexcused absences may be prohibited from promotion to the next grade.

At the end of first semester and 5th 6 weeks all students in danger of being retained must have a PEP and Parent Alert Letter. Teacher must keep these documents on file.



DRESS CODE FOR TEACHERS

The following clothing items are considered appropriate for teaching:

Ladies: dresses (appropriate length), dress slacks, skirts (appropriate length), blouses (should provide adequate coverage and sleeveless tanks should be appropriate in width), and professionally designed walking shorts outfits.

Men: dress shirts, golf or polo shirts, slacks (tie optional).

No flip-flops are permitted.

JEANS WILL **NOT** BE PERMITTED to be worn by staff members. Dr. Belton will designate specific “spirit days” where jeans will be permitted.

Note: Physical education teachers may need to expand the dress code to meet their active teaching roles.

CLASS

Teachers must not leave their classes unattended at any time. If it becomes necessary to leave your class, you are to notify an administrator. Someone will be sent to supervise the class during your absence per Union County Public School Board of Education Policy.

Dismissal will be signified by the time on the MMS Redhawk Channel 18. It is imperative that students are dismissed according to the schedule for class changes.

Students should be marked tardy (in NC Wise) after the designated start time unless they have an admit slip from another teacher.

Tardy to Class

1st Offense – Teacher Warning and Parent Contact by teacher

2nd Offense – Guidance Referral by teacher and Parent Contact by School Counselor

3rd Offense – 2 days of teacher assigned ASD/lunch detention

4 or more Offenses – Office Referral (Saturday School, ASD, OSS)

**School Wide Lockouts: 1st Offense – 2 days ASD/Saturday School

2nd Offense – 1 day OSS

During class changes, teachers **MUST** be at the classroom door to supervise students in the hallways as well as those in the classroom. After entering class, only students with a very legitimate reason should ever be excused from class, and then only if he/she has a **hall pass** to a certain area. Students in the hallways between classes must have a hall pass. Students should not be excused to go to lockers during the class period.



CLASSROOM HOUSEKEEPING

Teachers should strive at all times to keep the classroom as neat as possible.

It is highly desirable that teachers assign student helpers to do general housekeeping. General housekeeping includes dusting cabinets, cleaning boards, removing large pieces of trash from the floor, and picking up broken pencils. Teachers are responsible to make sure floors are free of books, papers, etc. BEFORE custodians clean daily.

Notify the assistant principal, Mr. Lenis, if you have any housekeeping concerns or maintenance needs in your classroom.

You are responsible for the condition of the furniture in your classroom. If you have received new furniture, stress to the students the importance of keeping the furniture in good condition. Please do not let students play with your supplies or equipment.

Energy

Turn all lights, computers, and televisions off before leaving your room for the day.

EDUCATIONAL FIELD TRIPS

The school-sponsored trip is an activity that can contribute to the educational growth of all students. The students' daily program can be enriched by trips to the community, state, or nation. Preparation, planning, and execution of the trip provide excellent opportunities for all teachers to aid in the total growth of the students. School officials must be notified at least **three weeks** in advance of a field trip. There will be a minimal cost to students taking the field trip. A first aid kit from the office needs to be taken on each trip, along with field trip permission slips. Medical information sheets and/or medication can be secured from the office secretary. Field trip request forms can be obtained from the assistant principal in charge of transportation, Mr. Lenis. The form will then proceed to the principal for final approval. Check with Ms. Lenis for transportation arrangements and costs. Teachers, please remember that the parent permission slips must be sent home by the student and returned with the parent's signature. Also, if you are planning a field trip remember that all County Buses (Yellow School Buses and Activity buses) can only be used between the hours of 8:45 a.m.-1:00 p.m. Charter Buses have less



restricted times. **All rosters, field trip location and contact information must be left with the school's front office.**

ATHLETIC EVENTS

There will be a limited number of athletic events scheduled this year. Currently, only basketball is considered a middle school countywide sport in Union County. A complete schedule and duty roster will be sent to you later.

GYM ENTRY RESPONSIBILITIES

- Be on duty as assigned by the administrator.
- Admission for students and parents is yet to be determined.
- All teachers are admitted free.
- Players, cheerleaders, chaperones, and managers are admitted free.
- Admission will be charged until the 4th quarter of the second game.

ASSEMBLY PROGRAM

There will be limited number of assembly programs. Assemblies will be held in the gym or cafeteria and are by grade levels. Please go over rules of expected behavior emphasizing no talking during programs and general courtesy for guests. Teachers are expected to attend assemblies and sit with the students. Finalized information will be forwarded later. If you have any ideas for assemblies, please see Dr. Belton.

MMS DISCIPLINE PROCEDURE THE CLASSROOM TEACHER SHOULD HANDLE THE FOLLOWING OFFENSES:

Class disruptions

Horseplay

Disrespectful behavior

Academic dishonesty

Improper clothing/dress code violations

Not in assigned location

Throwing objects

Profanity

Loud/disruptive behavior

In class interventions should be maintained throughout the entire school year, as we should never cease to put forth maximum effort within the classroom to ensure student success. When students are not in the classroom, they are not learning!



STUDENTS SHOULD NEVER BE PLACED IN THE HALLWAY AS A DISCIPLINARY ACTION FOR MORE THAN 2-3 MINUTES. IF THEY ARE PLACED IN THE HALLWAY, STUDENT MUST BE IN VISUAL SIGHT OF THE TEACHER AT ALL TIMES.

WRITING REFERRALS TO ADMINISTRATIVE TEAM

With the exception of major offenses, such as fighting, directing profanity toward a teacher, etc, referral should have interventions marked with the most current date of that intervention. Parent contact log for that student should also be attached. At the classroom level, student discipline will “re-start” each grading period.

AFTER SCHOOL DETENTION (ASD)

All certified staff will be required to supervise ASD on a rotational basis. It will take place from 3:50 – 4:50. Please remain with students until their parents have picked them up.

After School Detention Roster 1st Semester (2011)

August 8, 2011: A. Medeles	September 22, 2011: J. McDuffie
August 9, 2011: C. Powell	September 26, 2011: Z. Little
August 10, 2011: T. Lally Davis	September 27, 2011: P. Campbell
August 11, 2011: K. Savoni	September 28, 2011: Z. Weste
August 15, 2011: J. Clayton	September 29, 2011: K. Latham
August 16, 2011: A. Cruz	October 17, 2011: E. Mogoko
August 17, 2011: S. Snyder	October 18, 2011: K. Norman
August 18, 2011: M. Shields	October 19, 2011: L. Adams
August 23, 2011: M. Frierson	October 20, 2011: S. Eagle
August 24, 2011: T. Kopcznski	October 24, 2011: G. Seltzer
August 25, 2011: M. Douglas	October 25, 2011: P. Giblin
August 29, 2011: H. Teff	October 26, 2011: VPA Math Vacancy G7
August 30, 2011: A. Wasson	October 27, 2011: VPZ Math Vacancy G8
August 31, 2011: P. Holmes	October 31, 2011: H. Nino
September 1, 2011: R. Crompton	November 1, 2011: C. Hickey
September 6, 2011: K. Golfus	November 2, 2011: D. Koplak
September 7, 2011: C. Riley	November 3, 2011: C. Wright
September 8, 2011: L. Molina	November 7, 2011: J. Acker
September 12, 2011: Dr. Belton	November 8, 2011: J. Hubbard
September 13, 2011: P. Greene	November 9, 2011: S. Caldwell
September 14, 2011: A. Kerr	November 14, 2011: I. Staton
September 15, 2011: E. Lenis	November 15, 2011: L. Smith
September 19, 2011: C. Scruggs	November 16, 2011: B. Bailey
September 20, 2011: L. Carter	November 17, 2011: P. Holmes
September 21, 2011: A. Crockett	November 21, 2011: VPA LA Vacancy G8
November 22, 2011: VPA Science Vacancy G8	



November 28, 2011: J. Hidalgo
November 29, 2011: P. Smith
November 30, 2011: BioTechnology Vacancy
December 1, 2011: C. Retzlaff

ASD ROSTER CONT.

December 5, 2011: A. Averitt
December 6, 2011: S. Hartman
December 7, 2011: B. Holloway
December 8, 2011: Elliott
December 12, 2011: E. Murphy
December 13, 2011: J. Helms
December 14, 2011: S. Gore
December 15, 2011: J. Phelix

PROCEDURES FOR STUDENTS REQUESTING TO SEE A COUNSELOR

Students should not be permitted to see a counselor during instruction time unless there is an absolute emergency. Please use your professional judgment as to what constitutes such an emergency. Students will be permitted to go to the counselors' suite with a pass during homeroom and lunch to complete a "Request to See the Counselor" form. The counselor will then follow up in a reasonable time from and call for the student. Students cannot go into the counselors' suite during class change. Teachers are encouraged to refer students to counselors as they would find it beneficial for that student. Counselors will follow up with such referrals.

STUDENT ATTENDANCE POLICY

High absenteeism is a significant factor in a student's failure in educational achievement. It is the belief to the school that regular attendance at school will enhance a student's success in the academic areas, and his/her total success in the school. The purpose of this policy is to outline the limits to which a student can operate before serious consideration will be given toward retention of the student. Parents and students have the ultimate responsibility to maintain regular school attendance.

A student absent 15 or more school days will be considered for retention. However, exceptions can be made if students are required to be in quarantine, for extended hospital confinements, etc.

Students will not be counted absent or tardy when participating in school functions. However, a student must have written permission from the sponsoring teacher to miss class. The sponsoring teacher must inform all involved teachers and the cafeteria in writing (date of trip and list of students participating.) This must be done a week in advance.



OSS will count as absences from all classes missed during the period of suspension. Students will be allowed to make up work and assignments must be sent to the office daily by 3:45 p.m. within 24 hours of the suspension for the parent to retrieve.

Students are required to bring notes verifying the reason or reasons for being absent or tardy. Students will receive excused absences or excused tardies for the following reasons: illness, doctor's appointment, death in the immediate family, quarantine, late bus, or anything deemed appropriate by the administration.

All teachers must check the roll daily in each class to ensure accurate records of students' absences and tardies. Include this in your substitute plans.

2-Hour Delay Schedule

1st Period: 10:45-11:45 (Lunch STEMS)

2nd Period: 11:48-12:48 (Lunch VPA)

3rd Period: 12:51 - 1:47

4th Period: 1:50 - 2:46

5th Period: 2:49 - 3:45

EVACUATION DRILLS

FIRE DRILL

- There will be a fire drill once a month.
- The signal will be the wavering signal of the fire alarm.
- The return signal will be indicated by the administration as an all call.
- Count all your students when you get to safety.
- Your particular evacuation route must be posted in your room.
- Make sure you explain evacuation routes to all classes.
- Be sure to take your roll book with you and take roll.
- Promote a serious attitude among your students for fire drills.

- Hold up a green card if all students are present.

- Hold up a red card if you have a student missing.

STORM DRILL

- An administrator will announce: "This is a Red Alert." This is your cue to move your students to the area indicated for you.
- Go to the designated area, using same techniques as in a fire drill.
- Sit on the floor with your back to the wall, head between knees, and hands folded over the nape of the neck, or use the kneeling position. Students are to be silent during this time.
- Stay away from the gym, windows, and doors.



- Your evacuation plan must be posted in your classroom. Make sure you explain the evacuation route and designated safe areas to all students.
- When the emergency is over, we will announce “All Clear.”

TORNADO WATCH
(TORNADOES ARE PROBABLE)

- The superintendent’s office will notify the principal by telephone.
- The principal will turn on the battery-operated radio and listen for weather advisory information. The weather radio, provided by the assistant superintendent for each school, will be on at all times during the tornado weather.
- The principal will notify all teachers and other personnel in the school.
- Teachers will continue regular classroom activities.
- School will be dismissed at the normal hour and bus drivers will follow regular routes using due caution.

TORNADO WARNING
(A TORNADO HAS ACTUALLY BEEN SIGHTED)

- The principal will receive this WARNING by way of the weather radio and the Radio Station WIXE, Monroe, or from the local sheriff’s office.
- The principal or designee will announce (PA system) that a Tornado has been sighted and give directions to all teachers.
- The principal will notify classes outside the building.
- All students and staff will immediately proceed to a tornado shelter in accordance with the tornado drill plan for each classroom.
- All students and staff will assume a curled position so as to protect their eyes and heads once in the tornado shelter.
- All teachers will take roll and notify the principal if someone is missing.
- The principal or designee will immediately organize a search if someone is missing.
- All qualified personnel will render first aid if necessary.
- Students and staff will not return to their classrooms until the principal or designee declares it safe to do so.
- School bus drivers will not be permitted to leave on their bus routes as long as a tornado WARNING is in effect.
- Please note diagram denoting designated areas for severe weather.

In the event of an illness or injury, the immediate concern is to provide safe and appropriate care for the students.

Teachers must be very familiar with such emergency procedures and are required to follow all drills and exercises with accuracy.



For safety purposes windows on the doors should always be left uncovered unless we are in lock-down mode.

The Crisis Management Team Members are:

Officer Kilgo
Amy Kerr
Nurse Fenner
Holloway
L. Smith
More members will be added in the near future.

NON-CRITICAL ILLNESS OR INJURY:

If the need is not critical, the teacher should take the student to the office. If the teacher needs assistance in treating or evaluating the illness/injury, a member of the Emergency Team shall be contacted by office personnel and requested to come to the office. When blood is visible, please use disposable gloves and contact the office for an Emergency Team Member to assist. Special precautions must be used for blood spills.

CRITICAL ILLNESS OR INJURY:

If the need is critical (i.e. cardiac arrest, loss of consciousness, significant injury, seizure) your first responsibility is to stay with the victim and assist as you are able. Direct an appropriate person to call the office to report the “Code Blue” emergency also stating the location (i.e. “Code Blue-gymnasium.”) If an appropriate person is not available, make the call to the office yourself as quickly as possible. Return to the victim immediately and stay with the victim throughout the emergency. When an emergency call is received in the office, an ALL CALL on the intercom and the walkie-talkies will be done stating “Code Blue-location (i.e. gymnasium).” This will tell the School Emergency Team to come to the location. Each School Emergency Team Member will have a back up for his/her other responsibilities at all times.

Upon hearing “Code Blue,” all School Emergency Team Members will report to the location of the emergency. The first Emergency Team member at the location will be responsible for the administration of first-aid/CPR. 911 will be called at the principal’s judgment. Other duties will be assigned as needed. Either Nurse Fenner or designee will carry the first aid kit containing all the supplies to the location of the Code Blue.



As soon as the Emergency Team determines if the child needs to be transported to the hospital, the parent/guardian or emergency contact will be called by the office to inform them of the emergency. If the child needs to be transported to the hospital, parent(s) will decide if:

- The parent will come to the school and transport the student to medical care
- An ambulance should transport the student. The parent/guardian or emergency contact will indicate to which hospital their child should be taken. If time is critical, an Emergency Team Member may obtain an ambulance by requesting 911.
- If a parent/guardian or emergency contact is unavailable, designated school personnel should go to the nearest hospital with the child and remain there until the parent/guardian arrives. The hospital cannot treat a child without parental consent except in a dire emergency.

It is the school policy that no medication be used without written parental consent.

Latex gloves should be kept at convenient locations throughout the school. Teachers are reminded to keep several pairs of gloves in a Ziploc bag in their desk drawer.

MMS Dance Schedule

TO BE ANNOUNCED

After school dance prices will be determined.

Refreshments will be sold at all dances.

The eighth grade end-of-year dance is TBA. Refreshments will be provided.

Students should be picked up at 5:30 p.m. If they are not picked up within thirty minutes, they may not come to the next school-sponsored event held after school.



GUIDELINES FOR SCHOOL BUS BEHAVIOR

Listed below are a few general rules for student behavior on the buses. This list is not meant to replace what schools are currently using. It is merely a list of possible inappropriate behaviors that should be addressed when they occur. This information is based upon North Carolina Public School Law and the Union County Public School Discipline Policies. Please remember that the inappropriate behavior on the school bus is the same as inappropriate behavior in the school.

UCPS POLICIES

1. Refusing to be seated
2. Refusing to remain seated
3. Not allowing others to be seated
4. Fighting
5. Possession or use of tobacco products
6. Use of possession of alcohol or drugs
7. Use of profanity
8. Distracting the driver
9. Refusing to obey the driver
10. Delaying the bus schedule
11. Leaving the bus at the wrong place or time
12. Using the emergency exit when there is no emergency
13. Possession of weapons
14. Disrespect to driver
15. Participation in any inappropriate behavior on the bus
16. Throwing things from the bus
17. Vandalism to school bus

