

**CUTHBERTSON MIDDLE SCHOOL
2014-2015**



**Cuthbertson Middle School
“Opening the Door to a World of Possibilities”**

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Mr. Kevin Nesteruk- Principal

Mr. Michael Murray – 8th Grade Assistant Principal
Mr. Ernest Marcello – 7th Grade Assistant Principal
Mrs. Michelle Goode – 6th Grade Assistant Principal

UCPS Mission Statement

Preparing All Students to Succeed!

UCPS Goals

- UCPS will prepare students for the 21st Century.
- UCPS will meet and/or exceed state and federal standards through continuous improvements and student achievement.
- UCPS will meet the diverse needs of all students.
- UCPS will hire and retain highly qualified teachers, administrators and staff.
- UCPS learning environments will be safe, inviting, and respectful.
- UCPS will equitably allocate and align budgeted resources to meet identified needs for systems.
- UCPS systems will support the effective and efficient operations of the district and schools.

ACADEMICS

Conduct Grades:

- O - Outstanding
- S - Satisfactory
- N - Needs Improvement
- U - Unsatisfactory

Academic Grades:

- A - Excellent, 93-100
- B - Above Average, 85-92
- C - Average, 77-84
- D - Below Average, 70-76
- F - Failing, Below 70

Homework: Students will be responsible for completing homework each night. Parents are encouraged to review their child's assignments with them and offer help when students are in need. Students will use their online calendar to write homework assignments in, so parents can stay involved.

Honor Code: Part of education is learning and practicing responsibility, respect, integrity and honor in behavior as well as academic study. Therefore, students, parents, teachers and administrators must commit to preserve these fundamental values in all academic endeavors. Violations of the honor code are as follows:

- **Cheating** includes, but is not limited to:
 1. Giving or accepting answers on a test or quiz, including spoken or unspoken signals.
 2. Taking or attempting to take a test or quiz for another student.
 3. Discussing the details of a test or quiz with another student before they have had the opportunity to take the test or quiz.
 4. Using unauthorized materials during a test or quiz, including notes or answers written on hands, paper or clothing as well as sneaking a look at another student's paper.
 5. Copying another student's homework, or giving your homework to someone else who intends to copy it.

- **Plagiarism** includes, but is not limited to:
 1. Using another person's work, whether it is verbatim (word for word), with some words changed, or paraphrased, without giving the author credit through quotations, footnotes, endnotes or other citations.
 2. Using another person's work, in part or whole, without appropriate citation.
 3. Using another person's original ideas and submitting them as one's own work.
 4. Cutting and pasting materials from the internet (text, pictures, graphics, etc.) without appropriate citation.

- **Forgery** includes, but is not limited to:
 1. Signing a parent or guardian's name on a progress report or other school communication.
 2. Signing a parent or guardian's name on a note addressed to the school or teacher.
 3. Signing a teacher's name to a pass.

- **Other areas of concern:**
 1. It is essential that all work submitted by a student be work expressly created by the student. If parents and tutors have questions about how to help without unwittingly violating the academic honor code, they should discuss appropriate strategies with the student's teacher. Caution should be exercised when parents and tutors are helping students with homework and projects.
 2. Students should not condone others who are observed giving or receiving help on a test, quiz, project or homework.

- **Consequences:**
 1. Cheating on homework – zero on the assignment
 2. Cheating on tests, quizzes, projects and large assignments – zero on the assignment, an “N” in conduct on the report card and parent contact made.
 3. Plagiarism - zero on the assignment, an “N” in conduct on the report card and parent contact made.
 4. Forgery – an “N” in conduct on the report card, possible disciplinary action

Students may earn greater consequences if they are dishonest about the instance of cheating, plagiarism or forgery.

Honor Roll:

- Academic Grades and Conduct:
 1. All classes, including related arts and Health/PE, will count toward honor roll.
 2. To be on “A” honor roll, a student must have all “A’s.”
 3. To be on “A/B” honor roll, a students must have all “A’s” and/or “B’s.”
 4. Student must have no conduct marks lower than Satisfactory for any class to be on either “A” or “A/B” honor roll.

Report Card Dates: October 15, December 3, January 28, March 11, May 6, June 10

Progress Report Dates: September 12, October 29, December 12, February 13, March 27, May 19

Dates may change.

AFTER SCHOOL ACTIVITIES

All school rules and consequences apply to after school activities which include, but are not limited to, sports events, dances, clubs, concerts, and talent show(s). Students must arrange for transportation prior to the event and be picked up in a timely manner. Students must be in attendance at school on the day of an after school activity in order to participate.

AGENDA

An agenda will not be given to each student to be used this year. Students will have access to an online calendar agenda on their laptop, or provide their own.

ARRIVAL/DISMISSAL

Students are admitted to the building at 8:00. Please do not drop your child off prior to 8:00 as there is no adult supervision and students will have to wait outside. 6th graders will report to the cafeteria, 7th graders to the gym and 8th graders to the pit. All students are to stay in their designated areas until the bell rings for homeroom. No students are to be in the hallway or classrooms without a pass from a teacher.

Breakfast is served from 8:25 – 8:40.

Students who arrive after 8:45 must report to the office to sign in and get a pass.

Students who must leave before the end of the day must bring a note from home requesting early dismissal. The note should be taken to the office during homeroom and exchanged for a dismissal slip. At the appointed time, the student should report to the office and be signed out by an authorized adult with a picture ID. **All students who are being checked out of school early must be done so by 3:00.**

Once a student arrives on campus, regardless of mode of transportation, he/she is subject to all school rules and regulations. For example, a student cannot arrive on campus, and then leave campus without going through the appropriate procedure.

Visitors are not allowed to come to school to visit, attend classes or ride buses with our students. All visitors must register with the Principal or designee in the office and wear a visitor's badge.

Students will be dismissed at 3:45. All students are expected to be off campus no later than 4:00. Teachers are off duty at 4:00. Any student staying for an after-school event must go directly to the event sponsor/location and stay there for the duration of the event. For events starting after 4:00, students must go home and return to school at the time of the event or stay with a designated coach/club leader.

ANNUAL PARENT NOTIFICATION

[Click link for UCPS Middle School Student Handbook](#)

ATTENDANCE

[Click link for UCPS Middle School Student Handbook](#)

Recovery for excessive tardies and early dismissals will be on the second Wednesday of each month in the Media Center from 7:30am – 8:30am as needed. Notices will be mailed home prior to Recovery. Failure to be on time for recovery will result in a day of ISS.

All absences will be coded unlawful in the computer until a written note is received from the parent or guardian. Students have three (3) days upon re-entering school to turn in absentee notes from parent, guardian or doctor. Notes received after 3 days will not change absence.

If an absence/tardy/early dismissal is due to a medical appointment, please bring in a **doctor's note** upon the student's return to school.

In order for an absence to be excused for educational purposes, a request must be made to the principal prior to the absence. Upon the student's return they must make a presentation highlighting the educational value of their experience. Paperwork is available in the front office for this request.

BOOK BAGS

Book bags, backpacks, suitcases, oversized purses and totes are not allowed in classrooms. These items can be carried to and from school but must be stored in the student's locker during the day. Locker dimensions are 35" high, 10" deep and 11" wide and may not accommodate some larger bags.

CALENDAR

To view the calendar for the 2014-15 school, please visit:

[Click link for 2014-2015 school calendar](#)

CAFETERIA

- Breakfast: \$1.15
- Lunch: \$2.30
- Breakfast cannot be charged under any circumstances.
- Lunch can only be charged up to 5 days or $\$2.30 \times 5 = \11.50 .
- If a student's charge account exceeds \$11.50, he/she will not be allowed to charge another meal and will be required to pay at the register until the balance is paid.
- Paypal: Parents can go to www.LunchPrepay.com to put money in their child's lunch account at anytime during the school year. The only information needed is the child's NCWISE number which can be retrieved from the homeroom teacher or front office. Parents can view what their children are buying each day and an email will be sent notifying of a low account balance.
- Fast food, soft drinks and food for birthday celebrations cannot be brought to school.

CELL PHONES

Students are allowed to use the phone in the main office for emergency purposes. Students may not use classroom phones or cell phones during the day. Cell phones may be used before a student arrives on campus (8:00 am) and after final dismissal (4:00 pm). Cell phones are to remain in lockers and turned off during the school day. Please do not send messages to students during the school day.

Consequences for Cell Phone Use at School

1. Warning/Parent or Guardian Only Pick-up

2. Lunch Detention/Parent Contact/Parent or Guardian Only Pick-up
3. ISS/Parent Contact/Parent or Guardian Only Pick-up

*The administration and staff **will not** search for, question students about, or investigate the disappearance of lost or stolen personal items that students are prohibited or discouraged from having at school. This includes, but is not limited to, cell phones, MP3 players, camera, video game players, other electronic devices, and any other personal items not necessary to complete school assignments. The same procedure is true for any items in a student's locker that does not have a school lock on it or if the student has given his/her combination to another student. All articles found should be taken to the school office as soon as possible. Students should check the office for lost items.*

CHECKS

[Click link for UCPS Middle School Student Handbook](#)

COMMUNICABLE DISEASES

[Click link for UCPS Middle School Student Handbook](#)

CONNECT-ED MESSAGES

[Click link for UCPS Middle School Student Handbook](#)

CONFERENCES

Parent/Team conferences can be set up through the House counselor.

- 6th Grade: Ms. Jodi Bradford
- 7th Grade: Mrs. Lisa Smith
- 8th Grade: Mrs. Rhonda Williams

DELIVERIES

Instructional time will not be disturbed for students to obtain forgotten items. Students may check the message board between classes to see if the item has been left for them in the office. The message will serve as a hall pass to the office. Students may not receive gift items or fast food while at school.

DISCIPLINE: CODE OF STUDENT CONDUCT
[Click link for UCPS Middle School Student Handbook](#)

In addition to the UCPS Middle School Student Handbook, Cuthbertson Middle will adhere to the following policies:

Level of Offense:	Consequences:	Administered by:
<p style="text-align: center;">Level A</p> 1. Non-adherence to classroom behavior rules 2. Tardy to class 3. Talking, laughing or making noises at inappropriate times 5. Having non-instructional materials out in class 6. Gum, unauthorized food or beverages 7. Unprepared for class	<p style="text-align: center;">Team Discipline Procedures which include: Warning Parent Contact Lunch Detention Referral to Counselor</p>	Teacher
<p style="text-align: center;">Level B</p> 1. Repeated inappropriate behavior 2. Aggressive behavior towards another student (not fighting) 3. Disrespect/Defiance to Staff 4. Refusal to comply with Staff 5. Incitement/Encouragement of inappropriate behavior in others. 6. Skipping Class/Not being in assigned location 7. Use of profanity not directed to a specific student/adult 8. Public Display of affection 9. Altering written document 10. Giving false information 11. Cheating 12. Horseplay/Teasing/Running/Pushing 13. Throwing objects 14. Repeated violations of laptop misuse, cell phone violations and dress code violation.	<p style="text-align: center;">Warning/Parent Contact/Referral to Counselor/ Loss of Credit/Lunch Detention/ISS (1-3 days)</p>	Teacher/Administrator

***Consequences for students' unsatisfactory cooperation with investigations can lead to further disciplinary action determined by administration. Students are expected to cooperate with administration and tell the truth during any investigation.**

***The CMS administration will have the final decision regarding consequences students receive. In certain situations, students may receive additional consequences to those listed above.**

DISCRIMINATION/HARASSMENT/BULLYING
[Click link for UCPS Middle School Student Handbook](#)

DRESS CODE

Students who do not meet the dress code will spend the day in ISS.

Tops:

- Shirts must have a sleeve and cover the chest, midriff, shoulder and undergarments at all times.
- Top shirt must not be a tank top, sleeveless, camisole or spaghetti strap, tube top or strapless shirt. Tube tops or strapless shirts are not allowed even when covered by another garment. Tank tops, sleeveless shirts, camisoles or spaghetti strap shirts can be worn but must be covered with a shirt that covers the shoulder.
- Tops must not be deep plunging.
- Tops cannot be see through, have open backs or slits exposing bare back.

Bottoms:

- Bottoms must fit appropriately at the waist so that skin and undergarments are covered at all times.
- Tight fitting bottoms such as: leggings, jeggings and exercise pants (ex. Yoga and Spandex) unless worn with a top that touches the knee are not allowed.
- Bottoms, such as shorts, skirts, and dresses must be no more than two inches above the knee (Even if wearing leggings)
- Bottoms must not have words across the seat of the pants.
- Jeans may not have holes above the knee. A hole is determined by the ability to see skin when either standing or sitting. Fabric must be behind a tear so that skin does not show.

Items Not Allowed:

- Logos or garments that promote alcohol, drugs, tobacco, weapons, gang affiliation, nudity or profanity.
- Clothing or accessories that is distracting to the educational environment.

ADDITIONAL GUIDELINES

Shoes:

- Shoes with strings must be tied, and buckles, straps of Velcro must be fastened at all times.
- Shoe heels and soles must not exceed 2" in height.

Coats and Heavy Jackets:

- May be worn to and from school.
- May not be worn in the classroom. Must be kept in the locker during the school day.

Items Not Allowed:

- Pajamas/Bedroom shoes
- Hats/Bandanas/Headscarves/"DooRags"/Sunglasses/ Hoods up in the school building.
- PE uniforms outside of gym class.
- Chains hanging from clothing.
- Unnatural hair color dyed, woven or sprayed on hair.
- Unnatural markings on skin.
- Stickers or any other form of stick on device on the face.

- Bottoms with holes, tears, chains, laces, extra zippers, straps or buckles.

*Students who practice a religion that requires the wearing of yarmulkes or headscarves will not be prohibited from wearing these items.

The CMS administrative team may use discretion in determining whether or not dress is appropriate or distracting to the educational environment and may amend the dress code if circumstances deem it necessary. Students will wait in ISS until parents can bring change of clothing.

DANCES

Dances will occur throughout the year. The cost of admission is \$5.00. Drinks and snacks will be sold at the concession stand. Dances will be held in the cafeteria from 4:00 – 6:00. Students not picked up by 6:15 may not be allowed to attend the next after school event sponsored by the school. Students must be in attendance at school on the day of the dance in order to attend the dance.

END OF YEAR

All students are required to have all of the following items in order before receiving their final report card and leaving for the summer.

- Laptop and charger returned with no damages.
- Zero or positive balance in the cafeteria.
- No overdue books from Media Center.
- All books returned to classroom teachers.
- Any fines or fees paid to bookkeeper.
- Locker cleaned out and checked off by homeroom teacher.
- Lock returned to homeroom teacher.

FIELD TRIPS

Field trips will be determined by their grade level team. All students are required to have a signed permission slip in order to attend any school field trip. Students must remain on the best behavior during the entire trip. Both UCPS and CMS discipline policies apply to all field trips. Parents may not transport students to or from a field trip.

FOOD ALLERGIES

[Click link for UCPS Middle School Student Handbook](#)

GANGS: PROHIBITION OF GANGS AND GANG ACTIVITY

[Click link for UCPS Middle School Student Handbook](#)

GUIDANCE

Students will be assigned a counselor by the grade they are in. Students that need to speak with the counselor will be able to through different paths. Student referral, teacher referral, parent referral, and administrative referral are all viable ways to request service from the guidance department.

- 6th Grade- Ms. Jodi Bradford
- 7th Grade- Mrs. Lisa Smith
- 8th Grade- Mrs. Rhonda Williams

HEALTHY SCHOOLS AND HEALTHY YOUTH

[Click link for UCPS Middle School Student Handbook](#)

ITEMS NOT ALLOWED AT SCHOOL

Gum, candy, soft drinks, toys, games, laser pointers, and electronic games are not allowed at school as well as anything that is not used for educational purposes.

*The administration and staff **will not** search for, question students about, or investigate the disappearance of lost or stolen personal items that students are prohibited or discouraged from having at school. This includes, but is not limited to, cell phones, MP3 players, camera, video game players, other electronic devices, larger sums of money and any other personal items not necessary to complete school assignments. The same procedure is true for any items in a student's locker that does not have a school lock on it or if the student has given his/her combination to another student. All articles found should be taken to the school office as soon as possible. Students should check the office for lost items.*

LAPTOPS

Students will be issued laptops at the beginning of the school year. Parents and Students must review the required 1-1 laptop information and adhere to the outlined rules/procedures. Students misusing their laptops will face consequences as described in the UCPS and CMS Handbook.

Consequences for general misuse: Students can receive any of the following consequences for any infraction with discretion of the administration.

1. Teacher warning.
2. Teacher issued Lunch Detention/Parent Contact
3. CMS Admin takes possession of laptop for 1 week, parent contact.
4. CMS Admin takes possession of laptop for 2 weeks, parent contact.
5. Student will lose laptop for the rest of semester/year.

***The CMS administration will have the final decision regarding consequences students receive. In certain situations, students may receive additional consequences to those listed above.**

Cost for Repair/Replacement (prices may rise without notice)

Chromebook (includes battery & charger)	\$350.14
Charger	\$40.57
Battery	\$58.71
Screen	\$52.31
Keyboard	\$26.69
Bottom Case	\$29.89
Plastic Palm Rest w/Touchpad	\$32.03
Plastic LCD Bezel	\$21.35
Plastic LCD Cover	\$30.96

LOCKERS AND LOCKS

Each student will be issued a locker and a lock. The school issued lock must be on the locker at all times. Lost locks can be replaced for \$5.00. Lockers belong to UCPS and as such there is no expectation of privacy. Lockers may not be decorated. Students may not share or swap lockers or assume possession of an unassigned locker. Dimensions are 35" high, 10" deep and 11" wide.

LOST AND FOUND

Please remember to put the student's name on all personal items such as coats, jackets, sweatshirts, book bags, lunch boxes, sports equipment, PE uniform, books, etc. Students who find lost items are asked to take them to the office where they will be stored. Unclaimed articles will be donated to charity throughout the year.

MEDICATION

[Click link for UCPS Middle School Student Handbook](#)

Cuthbertson Middle School can only offer soap, water, Band Aids, and ice.

1. **Daily prescription and over the counter medicines** require the following before school designees may give medicine:

- a. A Medication Consent Form on file that has been completely filled out, signed, dated and with doctor's orders and signature that give complete administration instructions. (Medication Consent forms are available in the school office.)
- b. Parent's signature on the same form, requesting medicine-administration.
- c. A fresh supply of medicine delivered in the original packaging, labeled with child's name, and medicating instructions.

Any change in medicine, dosage, or administration time requires a new Medication Consent Form be appropriately filled out and signed and kept on file in the school office.

2. **As Needed prescription and over the counter medicines** (used to treat chronic conditions like asthma, headaches, etc.) require the following before school designees may give medicine:

- a. A Medication Consent Form on file that has been completely filled out, signed, dated and with doctor's orders and signature that give complete administration instructions.
- b. Parent's signature on the same form, requesting medicine-administration.
- c. A fresh supply of medicine delivered in the original packaging, labeled with child's name, and medicating instructions and dosages.
- d. If the student will need to carry and/or administer their own medicine, an *Authorization for Self-medication by UCPS Students Emergency Medications* form must be filled out and signed by a parent and doctor. Carrying of this medicine (Epi-pen and inhalers) is only allowed for specific emergency-conditions (asthma, diabetes, and life-threatening allergies).

3. **Short-term medicines** (10 days or less) require the following before school designees may give medicine:

- a. A Medication Consent Form on file that has been completely filled out with parent signature.
- b. A fresh supply of medicine delivered in the original packaging, labeled with child's name, and medicating instructions and dosages.
- c. None of these medicines can be self-carried.

THE SCHOOL WILL NOT ASSUME RESPONSIBILITY FOR STUDENTS WHO SELF-MEDICATE. STUDENTS WHO ARE IN POSSESSION OF ANY TYPE OF UNAUTHORIZED MEDICATION MAY FACE DISCIPLINARY ACTION.

PHYSICAL EDUCATION

Participation and dressing out in PE class is required, not optional. All students must wear a PE uniform and tennis shoes while in gym class. The uniform, shorts and a t-shirt, can be purchased through the PE department for \$15.00. Please remember to put the student's name on the PE uniform.

PROMOTION/RETENTION

[Click link for UCPS Middle School Student Handbook](#)

Union County Public Schools Student Promotion and Accountability Standards

Union County Public Schools believes that required standards and accountability for student promotion are optimum in student success. In general, students in grades 6-8 must score at or above grade level on the End of Grade Reading and Math tests in order to be promoted to the next grade level. Locally, students must pass English/Language Arts and Mathematics. In addition to passing English/Language Arts and Mathematics, the student must also pass two (2) of these three subjects: Science, Social Studies, and Health/Physical Education.

Remediation will be offered throughout the school year based upon student performance on benchmark assessments and End-of-Grade tests. Summer school will not be provided for remediation at the conclusion of the academic year.

Union County Board of Education Policy 5-12, regarding student promotion and retention, can be reviewed in its entirety at www.ucps.k12.nc.us. If you have any questions regarding the progress of your child, you are encouraged to speak with his or her teacher(s), school counselor, or principal.

SCHOOL STORE

The School Store is located in the Cafeteria and is open on Monday, Wednesday and Friday mornings from 8:15-8:45. Sale items include pencils, pens, paper, water bottles and Spirit Wear.

SECLUSION AND RESTRAINT

[Click link for UCPS Middle School Student Handbook](#)

SELLING ITEMS AT SCHOOL

Students are not allowed to sell any items on campus that are not authorized through the school as an organized, approved school activity.

SICK STUDENTS

There is no sick bed at Cuthbertson Middle School. Students who are too sick to remain at school will be encouraged to call their parents and go home. The school does not provide any medication, only soap, water, Band aids and ice. Phone calls must take place in the main office from the school phone. Students will only be allowed to wait in the office for 15 minutes. If parents cannot come to pick student up within 15 minutes, students will return to class until the parent arrives.

SPORTS

Basketball/Cheerleading: please visit the school website for requirements for tryouts, and requirements to remain on the team during the season. Basketball and Cheerleading during the winter season are the only two school sponsored sports in Union County at the Middle School level.

Booster Club: Cuthbertson Booster Club handles all other sports related to both Cuthbertson Middle and High School. For more information, please go to www.gocavs.org.

STUDENT RECORDS

[Click link for UCPS Middle School Student Handbook](#)

SUPPLIES

Students are required to have school supplies throughout the school year. Team and/or teachers will provide students a list of needed supplies for each class at the beginning of the school year.

TEAM TIME

Students will participate daily in Team Time. Activities may include, but not be limited to, character education, study hall, intramurals, outside play, social events, locker/notebook/book bag clean-outs, and service learning.

TESTING

Statewide End of Grade testing will take place beginning on May 28, 2015. Parents and students will receive more information on these tests as the year progresses.

TEXTBOOKS

Students will have a class set of books that remain at school for all core academic classes. Students are required to return any books sent home during the school year in the same condition given to them. Fines for damaged, lost, or stolen books will be charged and payments must be made prior to the end of school year. Textbooks are available online. Teachers will share links through their Moodle pages and provide log-in information if needed.

Students will have a class set of books that remain at school for **some** of their core academic classes. Students are required to return any books sent home during the school year in the same condition given to them. Fines for damaged, lost, or stolen books will be charged and payments must be made prior to the end of school year. Most textbooks are available online. Teachers will share links through their Moodle pages and provide log-in information if needed.

TOBACCO POLICY

[Click link for UCPS Middle School Student Handbook](#)

TRANSPORTATION

Union County Schools Bus Rules:

UCPS Policies: **Elementary (Bold)** / *Middle and High School (Italics)*

- Riding the school bus is a privilege.
- Remain seated, and keep hands to yourself at all times.
- Do not vandalize the bus by marking and tearing seats etc. (**UCPS Policy #8**) (*UCPS Policies 10 & 11*)
- No Eating or Drinking on bus (except bottled water).
- No Fighting or Profanity while on the school bus. (**UCPS Policy #2**) (*UCPS Policy #3*)
- No Smoking, use of any illegal drugs or alcohol while on the bus or at the bus stop. (**UCPS Policy #9, #12**) (*UCPS Policy #12, #16*)

- No throwing objects on the bus, or from the bus. (Students/parents may be responsible for damage to vehicles damaged from objects thrown from bus)
- No live animals, oversized projects, plants etc. while on the bus.
- Respect the driver and other students while on the bus. (**UCPS Policy #3, #4, #10**) (*UCPS Policy #1, #2, #14*)
- No possession of weapons. (**UCPS Policy #6, #7**) (*UCPS Policy #8, #9*)
- Do not delay the bus schedule. Always be at your assigned bus stop 10 minutes prior to the scheduled pick up time.

The school-based administration reserves the right to discipline students for other acts that disrupt the safe operation of the bus, but are not specifically mentioned above.

Consequences:

1st offense- Warning, parent contact, possible disciplinary action

2nd offense- 1-3 day bus suspension

3rd offense- 2-5 day bus suspension

4th offense- 3-10 day bus suspension

*Students can be removed from buses permanently for improper behavior.

Car riders- Students should be dropped off and picked up in the front of the building. There will be one lane only used for drop off and pick-up. When picking students up in the afternoons, please pull up to the front of the car rider line to ensure that students are picked up in a more timely and effective manner. Students are to step into car on the right side to avoid other cars. Once loaded, cars may pull into second lane to exit car rider line.

Students are not allowed to be picked up on side of school (staff lot), bus lot, visitor parking spaces or any other locations that are not the car rider line. Parents cannot park and get out of car and pick up child. All pick-ups after 3:00 must be made through car rider line.

Changes in transportation- In the event of an emergency, transportation changes will be taken over the phone and announced at dismissal. **Students may not ride any bus to which they are not assigned.**

Click below to go to the UCPS Board of Education

[Board of Education Policy Link](#)

2014-2015 Schedule						
Class	6th Grade	7th Grade	8th Grade	Related Arts	Split Day	
Homeroom	8:35-8:45	8:35-8:45	8:35-8:45	8:35-8:45		
1st Block	8:45-10:07	8:45-10:07	8:45-10:07	Planning		
2nd Block	10:10-11:30	10:10-11:30	Planning	10:10-11:30	A: 10:10-10:48 Band Only	B: 10:51-11:30 Band Only
Lunch	11:32-11:57	11:59-12:24	12:26-12:51			
Team Time	11:57-12:24	12:24-12:51	11:32-11:59			
Activity Time	12:24-12:51	11:32-11:59	11:59-12:26			
3rd Block	12:54-2:14	Planning	12:54-2:14	12:54-2:14	A: 12:54-1:32 Band Only	B: 1:35-2:14 Band Only
4th Block	Planning	2:17-3:37	2:17-3:37	2:17-3:37	A: 2:17-2:55 All 6 th graders	B: 2:58-3:37 All 6 th graders

**CUTHBERTSON MIDDLE SCHOOL
2014-2015**

My child and I have read, discussed and understand the following:

- **UCPS Middle School Student Handbook**
- **Cuthbertson Middle School Student Handbook**
- **UCPS Internet Usage**
- **UCPS Photo Release**

To find these documents go to:

[Click link for UCPS Middle School Student Handbook](#)

[Click link for UCPS Curriculum Guide](#)

Student: _____

Signature: _____

Parent: _____

Signature: _____

Date: _____

Students: Please return this signed page to your homeroom teacher by Tuesday, September 2, 2014.