



## **Phillips Middle School**

### **Vision:**

*We are the architects of our lives.*

### **Mission:**

Create rigorous, authentic learning environments in which *everyone* grows

### **Values:**

Love, first

Everyone owns everything

Rooted right here

There is no normal

### **PBIS Schoolwide Expectations:**

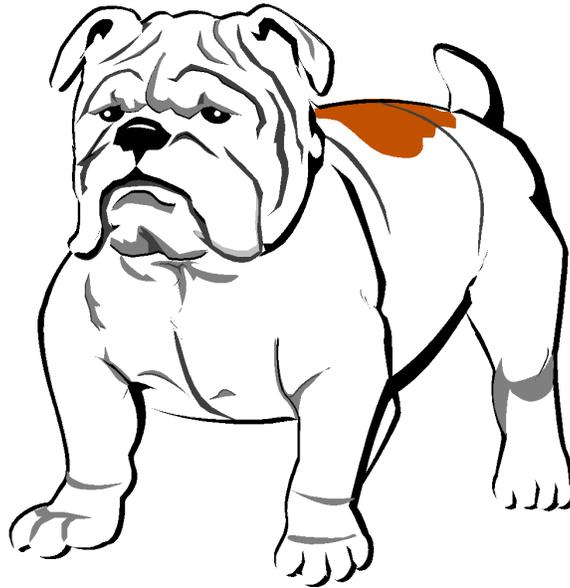
Be Responsible

Be Respectful

Be Prepared

Be a Learner

# PHILLIPS MIDDLE SCHOOL



## 2018-2019 STUDENT/PARENT HANDBOOK

This handbook is provided to explain information which all Phillips Middle School students should know about their school. It should be read carefully and kept for future reference. If students understand and abide by the policies in this handbook, they will have a successful and rewarding year.

**PHILLIPS MIDDLE SCHOOL**  
**"Home of the Mighty Bulldogs"**  
**4371 BATTLEBORO-LEGGETT ROAD**  
**BATTLEBORO, NORTH CAROLINA 27809**

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<https://phillips.ecps.us/>

 @phillipsmiddle332

 @phillipsmiddle

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**Phillips Middle School  
2018-2019 Student Handbook**

Student drop off: 7:30 AM  
Bus arrival at Phillips: 8:00 AM  
School begins: 8:20 AM  
School dismissal: 3:35 PM  
Early dismissal: 12:35 PM

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## **ACCESS/DISCLOSURE OF STUDENT RECORDS**

In compliance with the Family Educational Rights and Privacy Act (FERPA) and in accordance with school board policy (4700), parents/legal guardians may review their children's cumulative education records at the school office upon request. If student education records are inaccurate or misleading, the student's parent/guardian may request an amendment by contacting the school principal. Cumulative records are treated as confidential material, and the privacy rights of parents and students are safeguarded. ***Except as provided by law, no outside agencies or individuals may have access to a student's record without written consent of the parent/legal guardian.*** If records are copied, a minimal fee may be charged. Parents/guardians have the right to file a complaint with the Family Compliance office, U.S. Department of Education for failure to comply with FERPA. Whenever a student transfers from one school or school district to another, the scholastic and discipline record or a copy of the scholastic and discipline record will be transferred to the school or school district upon request from the school or school district.

## **ALCOHOLIC BEVERAGES**

The possession or consumption of alcoholic beverages, including beer, malt liquor, and wine is not permitted on property owned or occupied by the Edgecombe County Board of Education. Any school visitor who possesses or consumes any such beverage on school property will be asked to leave the school property immediately, and, if he or she fails to do so, will be reported to law enforcement for criminal trespass, disorderly conduct, or such other charges as may be appropriate.

## **ANTI-HARASSMENT, ANTI-BULLYING, AND ANTI-DISCRIMINATION POLICY**

The Edgecombe County Board of Education is committed to providing a nondiscriminatory environment that is conducive to learning. To this end, the Board specifically prohibits discrimination on the basis of race, religion, sex, ethnicity, national origin, or disability.

Harassment means any unwelcomed, offensive verbal, nonverbal, or physical conduct that is sufficiently severe, persistent, or pervasive to interfere with a student's ability to participate in or benefit from an educational program or activity. Prohibited conduct may include, but is not limited to, abusive jokes, insults, slurs, name-calling, threats, bullying, intimidation, or offensive actions/language.

Bullying is the repeated inflicting or threatening to inflict physical or psychological harm by an individual or group over a period of time.

Any student who believes that he or she has been harassed in violation of this policy should report such behavior immediately to a teacher, counselor, or administrator. A school employee who is notified of or otherwise becomes aware of conduct, which may violate this policy, shall report the matter to the principal, and failure to do so may subject the employee to disciplinary action.

All complaints of harassment or bullying shall be promptly and thoroughly investigated. Evidence of such behavior may result in disciplinary action being taken, up to and including dismissal in the case of

employees, or up to and including long-term suspension or expulsion in certain cases for students. The Board specifically prohibits retaliation against any individual who makes a complaint or reports an incident of harassment or bullying or who participated in an investigation or grievance proceeding initiated under this policy.

## **ATHLETICS**

Phillips Middle School is proud of its athletic program, which offers a variety of sports for student involvement: baseball, basketball, cheerleading, cross country, football, softball, volleyball

Athletics are part of the extracurricular program at Phillips Middle School. Whether on the field or floor as a contestant or in the classroom as a student, an athlete's conduct in and out of school should be such as:

- ◆•• To reflect credit upon his or her school
- ◆•• To create a positive influence on the discipline, good order, moral, and educational environment in the school
- ◆•• To meet the eligibility requirements established by the school

Failure to comply may result in the student being removed from the athletic event or in case of repeated violations, removed from the team.

### **ATHLETIC ELIGIBILITY**

Students must meet the following requirements in order to participate on an athletic team:

- 1 Maintain an overall average of "C". Must pass 3 of the 4 core subjects. Students failing to obtain an average of 70 or higher will be placed on academic probation.
- 2 All 6<sup>th</sup> grade students will be eligible to try out for a sport, except football
- 3 Eligibility for fall sports participation during 7<sup>th</sup>/8<sup>th</sup> grade year is determined by being promoted from the previous year.

### **DISCIPLINE & ATHLETICS**

The discipline of a student who is also an athlete relates to the status of that athlete in the following ways:

- ◆•• Misbehavior of a student athlete that results in out-of-school suspension or in-school suspension will prevent that student athlete from attending or participating in practices and/or games during the entire period of suspension.
- ◆•• Any student who has been suspended from his or her regular assigned bus may not ride the athletic bus back to school after a game.
- ◆•• The Athletic Director and coaches shall determine a student's eligibility to remain on a team after more than one school suspension.

## ATTENDANCE

Attendance in school is central to educational achievement and school success. North Carolina law 115C-378 requires parents/guardians to ensure that their children between the ages of seven and sixteen attend school. The absences for which students are excused are listed below. Students who are not absent the entire year will receive a perfect attendance award.

### ***Excused absences:***

1. Illness of the student
2. Medical or dental appointment
3. Death in the family
4. Religious reasons
5. School/educational-related activities

Excused absences require a note written and signed by a parent and given to the homeroom teacher no later than the second day of school after returning from absence. Full credit will be given for all make-up work.

**Note: When a student is absent from school, regardless of the reason, he or she is NOT permitted to participate in any school activity on the day of his or her absence.**

### **MAKE-UP WORK**

It is the responsibility of the student, upon returning, to ask teachers for make-up work. When a student is absent for two or more school days, it is recommended that assignments and homework be obtained by telephoning the school counselor. Requests for assignments should be made prior to 10:00 AM. Assignments should be picked up from the office between 3:15 PM and 4:30 PM.

### **TARDIES**

Any student arriving at school after 8:40 AM but before 12:00 PM will be counted tardy, not absent. **When a student is tardy, a parent or guardian must come in the main office to sign the student in.** A tardy slip will be issued at the office. Any student leaving school after 12:00 PM will be counted present for the day.

### **LEAVING SCHOOL EARLY**

Whenever it is necessary to leave school early, the student should give a note from his or her parent/guardian to his or her homeroom teacher. Students must check out at the main office with a parent/guardian when leaving school for any reason unless the parent/guardian has made prior arrangements with an administrator for someone else to pick up his or her child.

### **TEN-DAY RULE**

The State Board of Education policy states that “after ten (10) consecutive days of unlawful absences, the teacher shall withdraw the student from membership (not enrollment) and report this action to the principal.”

After the student has accumulated three (3) unexcused absences, the principal or his designee shall notify the student's parent/guardian. After not more than six (6) unexcused absences, the parent shall be notified by mail by the principal that he or she may be in violation of the Compulsory Attendance Law.

After ten (10) accumulated unexcused absences in a school year, the student shall be withdrawn from membership, and the principal shall confer with the student, parent/guardian to justify the absences. Repeated unexcused absences may result in legal action to be taken by the school.

## **CAFETERIA**

Students are expected to report to the cafeteria in an orderly manner—no running, shoving, or cutting line. They are expected to display good table manners when eating in the cafeteria. Students are responsible for the cleanliness of their places at the table. Trays are to be taken to the dishwashing areas and properly placed into the window. No gum is allowed in the cafeteria, and no food/beverages can be taken out of the cafeteria. **All students will receive free breakfasts and free lunches.**

## **CHARACTER EDUCATION PROGRAM**

### **PURPOSE**

- ◆•• Character education is needed to complement the efforts of parents, families, and community organizations in developing those qualities, which ensure the community of a free, safe, and democratic society.

### **BELIEF**

We believe that character education:

- ◆•• Promotes ethical behavior
- ◆•• Improves the school environment
- ◆•• Reduces violent and destructive behavior

### **OBJECTIVES**

To affirm and support the character traits that are essential to an individual's well being and to that of our local, state and national community

- ◆•• To help students learn to think before they act and speak, to understand the difference between right and wrong, to make good decisions, and to accept responsibility for their behavior
- ◆•• To help students gain important life skills and increased self-esteem, which will help them find success in and out of school
- ◆•• To help students grow in responsibility towards others and their community and see the value of becoming responsible citizens of our society
- ◆•• To unite parents and community representatives as active participants in the educational

program by helping the school system develop partnerships with community resources

#### **DEFINITIONS**

- ◆•• Character—The total of things that a person does, feels, and thinks by which he is judged as being good or bad, strong or weak, etc. The total of things that makes one person or thing different from others: special quality, nature
- ◆•• Character traits—Inner qualities of an individual that are exemplified in behaviors or that incline the will to choose right over wrong
- ◆•• Character education—Learning about character traits and how they are linked to appropriate behavior. Learning how to make wise decisions. Learning that an individual can be in control of his or her own behavior and that such behavior is worthy of praise and respect

#### **ROLE OF THE SCHOOL**

- ◆•• School personnel will model good character in their attitudes and behaviors
- ◆•• School personnel will promote understanding and development of good character in all aspects of school life
- ◆•• School personnel will integrate character traits in all aspects of school life
- ◆•• School personnel will promote a positive school environment in which good character can flourish

#### **ROLE OF THE STUDENT**

- ◆•• The student will practice good character in his or her attitudes and behaviors
- ◆•• The student will develop an understanding of what good character is
- ◆•• The student will become a responsible citizen at school and in the community

#### **ROLE OF THE PARENT**

- ◆•• Parents have the primary responsibility of their child's education and moral character
- ◆•• Parents will foster and encourage character in their child

### **DISCIPLINE - BUSES**

In order for students to be transported safely to and from school, it is critical that students demonstrate appropriate behavior. Any misbehavior that distracts the driver is a serious discipline problem. When a problem arises, the parents/guardians will be contacted and encouraged to cooperate with the bus driver to resolve the problem. Therefore, the following bus rules and regulations have been established:

- Students will follow the driver's directions
- Students will remain in assigned seats
- Students will refrain from making loud, distracting noises
- Students will keep hands, feet, and other objects to themselves

Consequences for bus referrals are as follows:

- 1<sup>st</sup> Referral:** Confer with Administrator/Parent Contact
- 2<sup>nd</sup> Referral:** One to Two (1-2) day bus suspension\*\*
- 3<sup>rd</sup> Referral:** Three (3) day bus suspension\*\*
- 4<sup>th</sup> Referral:** Five (5) day bus suspension\*\*
- 5<sup>th</sup> Referral:** Seven (7) day bus suspension\*\*
- 6<sup>th</sup> Referral:** Ten (10) day bus suspension\*\*
- 7<sup>th</sup> Referral:** Possible suspension from bus for the remainder of the school year\*\*

\*Fighting (Level III Violation ECPS Board Policy 4300) on the bus or bus stop will result in an automatic minimal 5-10 day suspension from school and the bus.

\*\*Parents will be notified

Students wishing to ride another bus or needing to get off at another bus stop must submit a note to an administrator on the morning of the request. Because of the limited capacity on buses, we ask that students make a request to ride another bus in emergency situations only.

### **CELL PHONES, PAGERS, BEEPERS, OR OTHER DISRUPTIVE OBJECTS**

No student may possess or use any item which may disrupt the learning atmosphere or present a safety hazard at school, on a school bus, or at school-related events. Such items include, but are not limited to, cellular telephones, pagers, beepers, matches, lighters, Game Boys, MP3 players, or any other electronic equipment unless written permission is obtained from a teacher or principal. For a first or subsequent offenses, the device will be confiscated and returned only to the student's parent or guardian; and the student will be assigned to ISS for five days for each offense. The school will not be responsible for electronic devices that are lost or stolen.

### **CHILD CUSTODY**

The school district recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may view educational records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school district will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school board property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

## **COMPUTER USE POLICY**

At Phillips Middle School students will have access to a high-speed connection to the internet. When they use the computers at Phillips, they have a responsibility to use them correctly. This means they should not be used to access or create materials that do not belong at school. This includes, but is not limited to, images and messages that are sexually explicit, grotesquely violent, or seek to demean or harass others. Please be aware that the privilege of computer use at school depends on their ability to use them correctly. Students may lose that privilege if they are unable to act responsibly. A permission form must be filled out in order to use the internet. Students are issued a school email account. This account is monitored, and if a student uses that account inappropriately, the principal will be notified. The student will receive consequences for misuse of electronic devices and/or their school email account.

## **CORPORAL PUNISHMENT, SECLUSION, AND RESTRAINT**

Believing that other forms of discipline are more appropriate with children of all ages, the Edgecombe County Board of Education prohibits the use of corporal punishment. No principal, assistant principal, teacher, substitute teacher, any other school employee, or volunteer may use corporal punishment to discipline any student. Corporal punishment includes all forms of physical punishment including, but not limited to, spanking, paddling, or slapping.

School personnel may, in compliance with G.S. 115C.391.1 and state and local policies and procedures, employ reasonable restraint or seclusion techniques with students. The principal will notify parents of any prohibited use of seclusion, restraint, or aversive techniques and will provide a written incident report within 30 days of any such incident.

## **DIRECTORY INFORMATION**

“Directory information” about students is public record and shall be released upon request. Directory information shall include: the student’s name; the parents’ or guardians’ names; the student’s age; the student’s photograph; the student’s participation in officially recognized activities and sports; the weight and height of members of athletic teams; the dates of student’s attendance; awards received by the student; and the most recent previous educational agency or institution attended by the student.

Annually, parents, guardians, and emancipated students will be given an opportunity to object to release of directory information. Objections must be made in writing and placed with the student’s record. If an objection is made, no directory information about that student will be released.

## **DISCIPLINE WITHIN THE SCHOOL ENVIRONMENT**

**G.S. 115-146—“It shall be the duty of all teachers...when given authority over some part of the school program by the Principal, to maintain order and discipline in the respective schools...”**

The Phillips Middle School family believes that all students can be successful. The most successful learning station is the classroom. To facilitate this success, alternatives are offered that may include a different setting for students that choose to disrupt the teaching/learning process. Phillips will use incentives for positive behavior paired with accountability measures to support all learners in making good choices.

### **INTERVENTIONS**

Minor violations of the Code of Student Conduct may result in disciplinary measures or responses up to and including short-term suspension. Further information regarding the procedures for short-term suspensions is provided in policy 4351, Short-Term Suspension. Other disciplinary measures or responses may include, but are not limited to, the following: a. parental involvement, such as conferences; b. isolation or time-out for short periods of time; c. behavior improvement agreements; d. instruction in conflict resolution and anger management; e. peer mediation; f. individual or small group sessions with the school counselor; g. academic intervention; h. in-school suspension; i. detention before and/or after school or on Saturday; j. community service; k. exclusion from graduation ceremonies; l. exclusion from extracurricular activities; m. suspension from bus privileges; and n. placement in an alternative program /school. The parent or guardian is responsible for transportation that may be required to carry out a consequence.

### **IN-SCHOOL SUSPENSION**

Appropriate behavior is essential to academic success. An administrator may assign a student to in-school suspension (ISS) for part (Chill-Out) or all of the school day. (Teachers may not send students to ISS unless they have been given special permission by an administrator.) The ISS Coordinator may assign additional time if ISS rules are not followed. The ISS Coordinator will develop a schedule that supports both the cognitive and affective domains. Teachers will forward assignments to the ISS Coordinator. The ISS Coordinator will return completed assignments to the appropriate teachers, and students will receive credit for successfully completed assignments. It is recommended that students who chronically exhibit inappropriate behavior(s) be referred to the Student Services Management Team (SSMT) for additional interventions.

### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school (OSS) suspensions can be assigned by an administrator only. When a student is suspended from school, he or she is not to return to ANY school campus or school bus for the duration of the suspension. This shall include extracurricular activities and evening athletic events. If he or she does return, the school may file a juvenile petition for trespassing.

## **DRESS CODE**

Before receiving disciplinary consequences, a student who is not in compliance with the Phillips school standard mode of dress will be given a reasonable period of time to make adjustments so that he or she

will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with school and district discipline policies.

### **SCHOOL STANDARD MODE OF DRESS**

**Tops:** Polo's, school purchased t-shirts or sweatshirts, turtlenecks, or blouses (Must be solid red, white, or black unless you have purchased a shirt from the school). Sweatshirts and sweaters must be solid red, white or black.

**Bottoms:** Khaki or black pants (No jean or jegging material), shorts, or skirts (no more than 2 inches above the knee).

### **UNIFORM EXPECTATIONS**

1. All students must come to school each day in the basic uniform of a blouse, polo-style shirt, school shirt, or turtleneck that is white, red, or black. Students will wear either khaki or black pants, skirts, or shorts (long or knee-length).
2. A sweatshirt or sweater may be worn in addition to the basic uniform. Sweatshirts and sweaters must be in our school uniform colors. There should not be any pictures, logos, names, or captions written on the shirt or sweater. The uniform polo shirt or turtleneck must be worn under the sweatshirt or sweater. The polo collar or turtleneck must be visible.
3. All clothing must be the appropriate size for the student. Baggy or saggy pants are not acceptable.
4. Shoes must be tennis shoe, oxford (lace-up) style or boots with a heel no more than 1 inch. **House slippers or other backless shoes are not part of the school uniform.** For safety purposes, steel-toe shoes, athletic cleats, "slides," and/or flip flops are not part of the school uniform and are not permitted.
5. "My uniform is dirty" or "My uniform is in the wash" are not legitimate excuses for coming to school without a uniform. It is the student's responsibility to have the uniform ready each day.
6. Sweat pants are not part of the school uniform. Sweat pants are to be worn only in physical education class. Physical education uniforms are only acceptable during physical education class.
7. No jeans of any color, style, or material are to be worn to school.
8. Pants shall not be worn with the waistband below the hipbone. Clothing must not be super-sized or undersized.
9. Undergarments shall not be visible at any time.
10. No facial jewelry except earrings worn on the ear will be allowed.
11. No headwear (such as hats, caps, hoods, kerchiefs, curlers, picks, combs, do-rags, sweatbands, etc.) and no sunglasses shall be worn inside school. No bandanas will be allowed.

### **EMERGENCY INFORMATION/SCHOOL CLOSINGS**

It may be necessary for the school to close or have delayed openings during the school year because of

weather conditions. The local radio/TV stations will broadcast school closing information. Students should not call the principal, teachers, or the school to request this information. **Parents may call 252-823-5800.**

### **EQUAL EDUCATIONAL OPPORTUNITIES**

The Edgecombe County Board of Education believes in and supports equal opportunities for all its students. No student shall, on the basis of age, color, handicap, national origin, race religion, sex, economic or social conditions, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational policy, program, or activity.

### **FIELD TRIPS**

Students must have signed permission slips on file before being allowed to go on any field trips. Students are required to go on field trips with their classes since field trips are part of the students' educational program.

### **FIRE/EMERGENCY DRILLS**

Regular emergency evacuation drills are conducted at the direction of school staff. When a fire alarm sounds, students must evacuate the school quickly in an orderly fashion. At the direction of staff, students must follow evacuation routes noted on diagrams posted throughout the school. Students must follow all staff directions regarding movement to other locations and return to classrooms. It is essential to be quiet during drills and evacuations. Specific procedures will be outlined for all other emergencies.

### **FUNDRAISING/SALES**

The school does not allow the selling of any items at school for personal profit. The school will designate approved fundraisers each year usually in the fall and spring.

### **GUIDANCE AND COUNSELING**

Counseling services are available to all students. The counselor's purpose is to aid all students, teachers, and parents in understanding the student's potential ability and achievement levels. Both students and parents should feel free to consult with the counselor. The counselor will assist parents in arranging conferences with teachers.

### **GRADING**

Phillips Middle School students will receive a report card at the end of each nine weeks. A student's final

grade is calculated by averaging the grades of all four quarters.

The state of North Carolina requires all school use a 10 point scale:

A: 90-100      B: 80-89      C: 70-79      D: 60-69      F: < 59

The grade given at the end of the semester is the grade that will be recorded on the permanent record. Students who continue to perform below average work with an unsatisfactory effort and poor attendance may be retained in the same grade for the next year.

## **HEALTH SERVICES**

If a student becomes ill at school, has an accident, or has an emergency, he or she should report to the office. If he or she is ill enough to leave school, the office will contact the parents and make arrangements for the student to go home. Under no circumstances is the student to make these arrangements or leave school without prior permission from the office. Each student is asked to have on file an Emergency Information Request Form, which includes the home number and any emergency numbers provided by the parent. Every effort will be made to contact the parent if a health emergency exists. If a parent cannot be reached, there are spaces on the form to list other names to contact in an emergency. The parent should notify these people that their names appear on the form and provide the people with written permission to start medical treatment, if necessary.

### **MEDICATION AT SCHOOL**

Students who must take prescription drugs or medication are to submit these to the office for safekeeping until such time as they are to be used. Students may not take medication until they submit a note from their parents and physician stating the reason and schedule for the medication. There is a special form that has to be filled out by the doctor before medicine can be administered (This form is available in the office.) This policy also includes over-the-counter medication or medicines. All medication must be in its original container.

### **IMMUNIZATIONS**

Whenever a student enrolls in any Edgecombe County Public School, the parents must furnish a written statement of the student's immunizations, accompanied by a physician's certificate or other documentation of testing history. This requirement applies to all students unless such documents are already on file with the school.

## **HONOR ROLLS**

The Principal's List, A Honor Roll, and B Honor Roll are posted after each nine weeks to recognize students who achieve excellence in academic performance. The Principal's List shall include all students who have earned A's in all subjects. The A Honor Roll shall include students who have an A average when all courses are considered, with no grade lower than a B. The B Honor Roll shall include students who have at least a B average when all courses are considered, with no grade lower than a C.



## **INTERIM PROGRESS REPORTS**

Students will receive an interim progress report the third and sixth week of each nine-week grading period. These reports should be examined by a parent/guardian, signed, and RETURNED to the subject teacher.

## **LEARNING COMMONS**

The learning commons will be an instructional hub for students, teachers, and parents that advances learning, literacy, and future ready skills.

### **Pursuit of Vision**

- Provide a safe and nurturing collaborative space for all patrons
- To support innovative technology and ideas
- Ongoing collaboration with staff and community members
- Promote reading and access to various resources
- To foster growth through learning opportunities

## **MONEY AND VALUABLES**

If it is necessary to bring money to school, however, it is the student's responsibility. Neither the school nor teacher will be responsible for any student's personal belongings. Best practices are that students to leave valuable items and larger amounts of money at home, so they will not be at risk for theft of their items.

## **NEWS/MEDIA ACCESS**

Throughout the school year, there may be occasions when photographing and/or videotaping classroom and school-related activities will be necessary. If the parent or guardian does not wish for his or her child to be interviewed or identified in photographs or other types of media, please contact the principal in writing expressing the child's restriction.

## **PARENTS**

Parents/guardians are welcomed to Phillips Middle School and are encouraged to visit often to support their child and the activities of the school. Parents are asked to schedule conferences with staff in advance. Parents may join the Parent/Teachers' Organization (PTO) and school committees in order to participate in decision-making to improve the school. Parents are invited to attend School Improvement Team meetings, dates for which will be posted on our school website.

## **PARENTAL CONCERNS**

If a student or parent has a concern about a policy or an employee, the following procedure is recommended in order to resolve the problem as quickly as possible:

- Contact the teacher with whom you have a complaint to discuss both sides of the issue via email, Remind, or phone to schedule a time to speak or meet in person.
- If the problem is not resolved to your satisfaction, contact the principal via email, Remind, or phone to schedule a time to speak or meet in person.

**Please keep in mind that teachers and administrators are performing numerous duties throughout the day and may not be able to interrupt such duties if you come to the school without an appointment. It is advised that you email, send a message via Remind, or call ahead of time to ask front office staff for an appointment with a teacher, administrator, or other staff member.**

The administration asks that when there is a concern, please come to school with an open mind. Remember, the children are watching us--exercise respect at all times.

## **PROMOTION STANDARDS**

To be promoted in grades 6-8, a student must pass a minimum of five subjects and may not fail more than one of the core subjects (English/language arts, mathematics, science, and social studies). In addition to meeting the local standards, end-of-grade test results are a part of the criteria utilized to determine promotion.

## **STUDENT ACTIVITIES**

During the school year, Phillips Middle School students are offered the opportunity to participate in a variety of activities. Examples of extracurricular activities that are offered at Phillips School are:

- ◆•• After-School Socials
- ◆•• Athletics
- ◆•• Red Ribbon Week
- ◆•• Honor Roll Program
- ◆•• May Ball
- ◆•• Eighth Grade Recognition Program
- ◆•• Awards Program
- ◆•• Clubs

### **SOCIAL EVENTS**

Various social events will be held during the school year. For safety concerns, **ONLY students enrolled at Phillips Middle School will be allowed to attend**. During these events, students are not allowed to leave the building until they are ready to go home or in the event of any emergency. Extracurricular activities may be denied to students who do not demonstrate acceptable behavior during school hours. Students attending such events must have made arrangements to have transportation not later than 15 minutes after the event ends. Those students without transportation within this time may be denied attendance to future events. Students who have been suspended, scheduled for ISS, or were not in attendance the day of the event will not be allowed to attend.

### **TELEPHONE**

School phones are for official use only. Students will not be allowed to use the telephone for personal calls except in an emergency or with the permission of the secretary or administration. Neither will students be excused from class to use the phone unless it is an emergency. Students who are sick and need to call home will report to the counselor or main office. Students who need to make phone calls for any other purpose will report to the main office.

### **TEXTBOOKS/CHROMEBOOKS**

Students are issued textbooks at the beginning of the year. It is the student's responsibility to keep up with his or her books. If a book is lost or stolen, the student must report the lost or theft to the teacher. Books not returned must be paid for. Students will access to Chrome Books in content area classes for lessons and activities.

### **TITLE IX STATEMENT**

All vocational, academic, and extracurricular opportunities will be offered without regard to race, color, national origin, sex, or handicap.

### **100% TOBACCO-FREE ENVIRONMENT**

The use or display of any tobacco product by any person in school buildings, school facilities, or school vehicles; on school campuses; and in or on any other school property owned, operated or contracted for by the school system is prohibited except as provided in ECPS school board policy (2505). This prohibition also applies to the use or display of tobacco products by any person at any other location during a school sponsored event when in the presence of students or school personnel.

## **USE OF SCHOOL EQUIPMENT AND PROPERTY**

Extreme care should be taken in the use of all school equipment and property. Microscopes, band instruments, physical education equipment, textbooks, computers, and even chairs and desks should be used with proper care. You may be held responsible and asked to pay for damages to school property assigned to you, which has been negligently abused.

## **VISITORS**

All visitors must report to the office. Students are not to bring younger children or students from other schools as visitors. A visitor's pass must be obtained from the office to visit the classrooms. Visitors will not be allowed to loiter on the school campus or in school buildings. Persons failing to conduct themselves in a lawful and orderly manner may be banned from school property.

## **WITHDRAWAL FROM SCHOOL**

Students withdrawing from school during the school year must present a note from a parent/guardian stating the reason for the withdrawal, the withdrawal date, and the student's destination, so that the transfer process can be completed. Withdrawing students must return all textbooks, library books, and instructional materials assigned to them. All financial obligations must be cleared.

## **ECPS BOE STUDENT BEHAVIOR POLICIES (BOARD POLICY SERIES 4300)**

The reasons for managing student behavior are to (1) create an orderly environment in which students can learn; (2) teach expected standards of behavior; (3) help students learn to accept the consequences of their behavior; and (4) provide students with the opportunity to develop self-control. The following principles apply in managing student behavior.

1. Student behavior management strategies will complement other efforts to create a safe, orderly and inviting environment.
2. Positive behavioral interventions will be employed as appropriate to improve student behavior.
3. Responsibility, integrity, civility and other standards of behavior will be integrated into the curriculum.
4. Disruptive behavior in the classroom will not be tolerated.
5. Consequences for unacceptable behavior will be designed to help a student learn to comply with rules, to be respectful, to accept responsibility for his or her behavior and to develop self-control.
6. Strategies and consequences will be age and developmentally appropriate.

## **PROHIBITED BEHAVIORS**

Students are prohibited from disrupting teaching, the orderly conduct of school activities, or any other

lawful function of the school or school system. The following conduct is illustrative of disruptive behavior and is prohibited:

1. intentional verbal or physical acts that result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions;
2. appearance or clothing that (1) violates a reasonable dress code adopted and publicized by the school; (2) is substantially disruptive; (3) is provocative or obscene; or (4) endangers the health or safety of the student or others (see regulation 4316-R, Student Dress Code);
3. possessing or distributing literature or illustrations that significantly disrupt the educational process or that are obscene or unlawful;
4. engaging in behavior that is immoral, indecent, lewd, disreputable or of an overly sexual nature in the school setting;
5. failing to observe established safety rules, standards and regulations, including on buses and in hallways; and
6. interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.

## TITLE I

Dear Parent(s) or Guardian(s),

The school your child is attending qualifies to receive federal funds from the No Child Left Behind Act of 2001 which is also called the Elementary and Secondary Education Act. Within the school system we often call this the Title I Program. There are a total of 10 schools in the Edgecombe County Public Schools that receive this money. The amount of money is given to the schools based on the number of children at the school who receive free and reduced lunch. The money is used to provide extra educational services for children who are behind in school.

The new law requires all school districts to notify parents in schools that receive Title I money of the information listed below. As parents or guardians, you may request that Edgecombe County Public Schools provide to you, in a timely manner, information regarding the professional qualifications of your child's classroom teacher(s), including the following:

- Whether the teacher has met state qualification and licensing criteria for the grade level and subject area in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The college 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 and;
- Whether the child is provided services by paraprofessionals (teacher assistants), and if so, their qualifications.

Also, parents or guardians may ask for and the school shall provide to each parent:

- Information on the level of achievement of the parent's child in each of the state academic assessments and;
- Timely notice that the parent's child has been assigned, or has been taught for 4 weeks in a row by a teacher who is not highly qualified.

Please feel free to contact us at 641-2652, or the principal of the school your child is attending if you have any questions.

## TÍTULO I

Estimados Padres de Familia y Guardianes Legales,

La escuela donde su niño(s) estudia califica para recibir fondos federales de la Ley de la Educación Elemental y Secundaria o como se conoce en inglés "No Child Left Behind Act of 2001". En el Condado de Edgecombe nosotros nos referimos a este decreto como el programa de Título Uno (Title I). En el Condado de Edgecombe hay 10 escuelas que reciben parte de estos fondos. Estos fondos son asignados dependiendo de cuantos estudiantes en la escuela reciben sus almuerzos gratis o a precio reducido. Estos fondos se usan para proveer servicios educacionales adicionales para aquellos estudiantes que estén atrasados en su progreso.

La ley nueva requiere que todos los distritos escolares informen a los padres de familia o a los guardianes legales que tengan niños en las escuelas que reciben fondos bajo el Título Uno la información presentada en el párrafo siguiente. Como padre de familia o guardian legal usted puede pedirle a las Escuelas del Condado de Edgecombe que le provean información en referencia a las cualificaciones profesionales de los maestros de su niño(s), incluyendo lo siguiente:

- Si el maestro ha llenado los requisitos exigidos por el estado para enseñar el grado escolar y el tema que se le ha asignado;
- Si el maestro está enseñando bajo condición de emergencia o provisional a través de la cual los requisitos se han sido aplazados;
- La carrera universitaria que estudió el maestro y cualquier otro certificado o título que el maestro haya obtenido; así como el área en que haya recibido su certificado o certificados.
- Si su hijo(a) recibe servicios por medio de asistentes y su preparación profesional.

Los padres y guardianes legales además pueden pedir y esperar recibir la siguiente información de las escuelas :

- Información acerca del nivel de aprovechamiento de su niño(s) en cada evaluación académica del estado
- notificación a los padres o guardianes informándoles de que su niño(a) ha sido asignado un maestro de no muy alta calidad por más de cuatro semanas.

Si tiene alguna pregunta por favor llámenos al 641-2600 o al director de la escuela donde su hijo/a estudia.



Edgecombe County Public  
**SCHOOLS**

THE KEYS TO SUCCESS: HOME, SCHOOL, COMMUNITY

DATE: July 23, 2018

TO: All Employees, Parents and Other Building Occupants

SUBJECT: Asbestos Hazard Emergency Response Act Regulations

As required under EPA regulations, (40 CFR Part 763), which went into effect in December of 1987, Edgecombe County Public Schools have been inspected for the presence and condition of asbestos containing building materials.

Written plans have been developed for dealing with the areas identified as having asbestos. These Management Plans are available for your inspection at the school's office and Edgecombe County Public School Maintenance Department. The Management Plan contains information about the location of asbestos materials, plans for managing the areas, such as periodic re-inspections, surveillance, and response actions, either planned or completed.

Appropriate action will be taken to prevent exposures to the asbestos in accordance with regulations and concerns for the safety of all building occupants.

If you have any questions, please call the Edgecombe County School Maintenance Department at 252-823-2808.

