

# **Springfield Middle School Student/Parent Handbook 2018-2019**

## **We Are Wildcats**

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Welcome to Springfield!

On behalf of our entire staff, I would like to welcome our new Sixth grade students and our returning Seventh and Eighth grade students! Much planning and hard work this summer has gone into preparing for another successful school year at Springfield.

Let me begin by introducing myself! My name is Mr. Marquis Spell and I will be your principal! I'm honored to be a former student, teacher and now the Principal of The Field! I look forward to building a positive relationship with all students. I'm eager to see your success and growth academically, socially, culturally, emotionally, and through extra curricular activities. I expect us to be a family and give a 100% effort in all areas from academics, to attendance, to behavior. I need you to believe in yourself and that working together WE will continue to be successful! **'We Are...Wildcats'** means WE (you, teachers, staff, community, parents, and me) will do all we can together for you and The Field to be successful! That success begins if we: **'DOMINATE and don't compete'** in all we do. I'm excited about this year and working with my Cats!

Students remember: *"You are responsible for you, make good decisions, make good choices, if you need help, please ask. And remember at Springfield Middle, We Are...Wildcats!"*

Marquis Spell,Principal

Springfield Middle School

252-237-4250

The School Handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of our schools. In order for schools to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook. The student handbook summarizes district policy and contains general guidelines and information.

If you have any questions regarding this handbook, please contact your student's building principal.

### Mission

Springfield Middle School will provide a safe and orderly environment, which recognizes cultural diversity, develops academic and social abilities while promoting lifelong learning for a global community.

### Vision

Springfield Middle School believes every student can learn and should experience success and recognition. Our school environment will have a profound effect on student achievement. Our staff will create a sensitive, caring environment which will encourage students to be lifelong learners. Students need to practice respect for others and themselves and should be held responsible for their own actions. Student success is enhanced when families, schools and the community are engaged in an ongoing partnership.

### School Mascot/Motto/Colors

Springfield's Mascot is a Wildcat.

Our School Motto is We Are Wildcats.

Our School colors are Green and Gold.

### General Information

School Office Hours

8:00-4:00 M-F

Instructional Hours

8:30-3:30 M-F

### Faculty and Staff

Teacher	Grade/Subject
Lindsay High	6th-Science
Amanda Evans	6th-Math
Jade Fatzaun	6th- ELA
Wendy Wilkins	6th-SS
Ashley Heath	6th-ELA
Jamie Davis	6th-Math

Teacher	Grade/Subject
	7th-Science
Linda Ward	7th-Math
Deborah Brown	7th- ELA
David Pittman	7th-SS
Valerie Lewis	7th-ELA
Sherrima Speight	7th-Math

Teacher	Grade/Subject
Juan Delgado	8th-Science
Julia Donajkowski	8th-Math
Jenasis Rogers	8th- ELA
Kelly Stevens	8th-SS
Jamie Dunn	8th-ELA
Amy Crayton	8th-Math

Teacher	Grade/Subject
Hayley Baxley	Exceptional Children's Teacher
Travis Johnson	CTE
Joyce Parks	CTE
Victoria Barnes	AG Education
Katherine Alphin	PE
Harrison Lamm	PE
Aaron Edmundson	Chorus
Danuasias Honeycutt	Band
Abby Boykin	Art
Sherry Edwards	Media
Danny Barnes	AIG

## Communication

### STUDENT REUNIFICATION FORMS

Each student is required to complete a Student Reunification Form. This form is the only reference for contacting families in an emergency situation. Students may not be released from the school or any emergency evacuation location with any person who is not listed on the form. Information on the form must be updated when telephone contact information changes.

### Springfield PHONE NUMBER: 252-237-4250

The school phone is our first line of communication with families and the community. When you call the school you will be greeted by one of our Customer Service Staff who will provide answers to your questions or redirect your call to another person. Families should use the school phone, rather than your child's cell phone, to inform the school of changes in contact information, changes in student transportation and any other instances concerning your child.

### VOICEMAIL

Every Administrator, Student Support Staff and Teacher has an extension where you may speak with them directly or leave voicemail. Teachers will not take outside calls during instruction, but are available during their planning period or after dismissal. Please leave your name, your child's name, your phone number and a brief message.

### STUDENT USE OF THE SCHOOL PHONE

We require that students use the school phone to communicate with family members during the school day if it's an emergency. Students must get permission from a teacher (or office staff) before using the school phone. Use of personal electronics is discouraged as it could be a referral for misuse of technology/devices (unless given permission by a school employee.)

### Springfield Middle School Website

The school website is updated and maintained to include important information and reports about all of the great things going on at Springfield. Please add our website to your favorites list.

### Social Media

Springfield Middle School utilize social media:

Facebook (Springfield Middle School <https://www.facebook.com/SMSWeAreWildcats/> , Springfield Middle School PTO)

Twitter (SMSSpell) (KCobb9880)

Instagram (SMSSpell) (KCobb9880)

## REMIND

Remind is (sometimes) used to provide information updates for dates and times for schoolwide events and communication from teachers concerning things going on in their Classrooms.

## EMAIL GUIDELINES

Each staff member has an email address as follows:

**firstname.lastname@wilsonschoolsnc.net.**

This email is used for communications with families and community members and provides a link for students to access instructional tools and receive feedback from teachers.

## BLACKBOARD CONNECT

Reminders and emergency bulletins will be communicated through Blackboard Connect. The numbers provided in Powerschool will be called and emails sent to the families of the children who are directly associated with the information. A calendar of events will be sent every Sunday evening to prepare students and families for the week ahead.

## **Safety and Security**

Student academic success is closely tied to their feeling of safety while they are at school. The following guidelines are in place to protect students maintain smooth school operations:

### Daily Safety Guidelines

- Students will have regular restroom breaks and will be monitored by their teachers during transition between classes and to the cafeteria.
- Students who must leave the classroom unsupervised should have a pass from the staff member who gave them permission and should go directly to their destination.
- Student emergencies, including restroom, sickness, injury, and student reports of conduct violations are handled in the front office at the time of the event.

### Safety Drills

Safety drills will be conducted in the school as required. Students will adhere to instructions reviewed by their teachers during the beginning of school. General instructions are listed below.

### Fire Drill

- Leave all personal belongings behind.
- Stand and move quietly to the assigned exit.
- Walk in a line to exit with your class and form a line in the assigned meeting area.
- Listen for your name and answer when your name is called.

- Wait for instructions to re-enter the building.

### Tornado Drill

- Silently Move to assigned area in the interior of the building away from windows and doors.
- Kneel facing the wall or lockers, placing your hands behind your head.
- Remain silent until the all clear is sounded.
- Quietly return to your classroom.

### LOCKDOWN DRILL

- Silently move to the safety zone in your classroom.
- Sit on the floor out of view from windows and doors.
- Remain in this position without making any noise until an official with a key opens the classrooms door and says, “All clear.”

### Behavior Expectations

Springfield Middle School is a Green Ribbon PBIS School. We use positive reinforcement to showcase the behaviors that are desired and consistent classroom management processes to correct non-productive behaviors. Springfield’s PBIS motto is A Wildcat is Always Responsible, Respectful and Ready! The PBIS matrix is included in your handbook. Students will receive recognition for positive behavior in the forms of various celebrations and rewards.

#### **Classroom Standards:** Students will. . .

- come to school with needed supplies and materials
- report to class on time
- comply with classroom rules of participation and movement
- comply with directives of all school personnel
- respect the rights, property and space of others (including their peers)
- comply with all rules of the district code of conduct

#### **Hallway Standards:** Students will. . .

- walk on the right side of halls during transitions and dismissals
- talk in moderate tones and volumes (referred to as Level 0 -2 voices) during independent transitions
- pass silently in the halls when escorted as a group
- be supervised by all teachers during class changes with visible presence in their halls and doorways
- refrain from defacing halls or other school property

#### **Bathroom Standards:** Students will. . .

- use restrooms during class transitions to avoid needless disruption of class time (or when specified by the teacher/admin)
- refrain from defacing restrooms or other school property
- use respectful behavior in restrooms
- use the restroom during class periods with proper “pass” permission from teachers. (Students found in unauthorized areas may be cited for “skipping” class.)

#### **Cafeteria Standards:** Students will. . .

- dine with their assigned classes

- Stand in the lunch line in a back to belly format (one behind the other)
- use proper dining etiquette
- use moderate conversational tones and volumes during lunch periods
- consume or dispose of all food and beverage purchases in the cafeteria (Food is prohibited in instructional areas.)

**Assembly Standards:** Students will . . .

- attend assemblies under the supervision of their assigned teacher
- sit in designated areas with their assigned teacher
- *S.L.A.N.T.* (Sit up, Lean forward, Act interested, Nod your head, Track the speaker)
- use appropriate audience etiquette during assembly programs (including attentiveness to speakers and programs). Students who fail to comply will be promptly removed from assembly and may jeopardize their right to future assemblies based on the severity of their misconduct.
- adhere to the directions of school personnel for orderly dismissal from assembly

**Morning and Afternoon Standards:** Students will . . .

- be afforded access to school facilities at 8:00 AM.
- go directly to the gym upon morning arrival, or to the cafeteria for breakfast
- remain in their designated seats or areas in the cafeteria
- sit in their assigned grade areas in the gym
- talk in respectable tones and volumes during morning gym period
- be released from the gym at 8:15 each morning
- report to their grade level hall/homeroom when dismissed from the gym/cafeteria each morning
- report to bus loading or car pick-up areas promptly upon afternoon dismissal

## **Student Recognitions**

### **Nine Week Honor Roll Assemblies:**

Honor Roll Assemblies will be held for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Nine Weeks **only**. Students will receive a certificate to honor their academic accomplishments after report cards have been sent home. Recognition at Assemblies will be A Honor Roll, A/B Honor Roll.

### **Honor Roll:**

- A Honor Roll – All A's
- A/B Honor Roll – All A's and B's
- No C's for **core** or **elective** classes

### **Scholars' Celebration and Eligibility:**

An end of year celebration will be held to celebrate the consistent academic success of our students. The following criteria will be used to determine how students are eligible to attend the celebration.

- **Honor Roll:** has made Honor Roll 3/3 Nine weeks

### **Celebration of the Arts**

To be handled in the Arts Department and chaired by an elective teacher. These awards will be given at the Spring Concerts. Types of awards will need to be determined in the Arts Department.

### **Athletic Awards Banquet**

To be handled in the Athletic Department and chaired by the AD.

### **PBIS Discipline Rewards**

- Special assemblies and reward celebrations will be offered for students who meet announced discipline requirements throughout the nine week grading period.



\*Discipline consequences may vary depending on the severity of the offense.

## **WILDCATS ARE ALWAYS RESPONSIBLE, RESPECTFUL AND READY!**

	<b>Classroom</b>	<b>Cafeteria</b>	<b>Rest Room</b>	<b>Hallways</b>	<b>Gym/ outside</b>	<b>Computer lab/library</b>	<b>Buses</b>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>-Employ active listening</li> <li>-Participate actively</li> <li>-Give your best effort</li> <li>-Complete all assignments</li> </ul>	<ul style="list-style-type: none"> <li>-Stay in assigned area</li> <li>-Clean up your eating area</li> <li>-Be on time</li> <li>-Dispose of food in proper manner</li> </ul>	<ul style="list-style-type: none"> <li>-Do your business and leave</li> <li>-Flush the toilet</li> <li>-Throw trash in appropriate receptacles</li> <li>-Wash Hands</li> </ul>	<ul style="list-style-type: none"> <li>-Carry a valid hall pass</li> <li>-Go straight to your destination</li> <li>-Use your own locker</li> <li>-Pick up litter</li> </ul>	<ul style="list-style-type: none"> <li>-Dispose of trash</li> <li>-Use equipment correctly</li> <li>-Be on time and prepared</li> </ul>	<ul style="list-style-type: none"> <li>-Follow media center and computer lab rules</li> <li>-Use equipment correctly</li> <li>-Access only appropriate websites</li> </ul>	<ul style="list-style-type: none"> <li>-Stay seated while the bus is moving</li> <li>-Keep noise to a minimum</li> <li>-Follow directions from Bus Driver</li> <li>-Keeps hands to self</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Raise your hand</li> <li>-Use appropriate language</li> <li>-Ask permission to use things</li> <li>-Speak kindly about self and others</li> <li>-Cooperate with others</li> <li>-Congratulate yours and others successes</li> </ul>	<ul style="list-style-type: none"> <li>- Follow directions</li> <li>-Listen to adults</li> <li>-Exhibit good manners</li> <li>-Keep food in cafeteria</li> <li>-Keep your place in line</li> <li>-Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>- Speak and act respectfully of others</li> <li>-Keep restroom and hallway clean</li> <li>-Respect privacy of others</li> <li>-Wait your turn in line</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands and feet to yourself</li> <li>-Observe personal space</li> <li>-Listen to adults</li> <li>-Use quiet inside voice</li> <li>Respect space of others</li> <li>-Use manners when walking around others</li> </ul>	<ul style="list-style-type: none"> <li>-Follow adult directions</li> <li>-Use appropriate language</li> <li>-Obey fire drill procedures</li> <li>-Congratulate yourself and others</li> <li>-Cooperate with others</li> <li>-Treat others the way you want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Use quiet inside voice</li> <li>-Raise your hand to be recognized</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Wait in line</li> <li>-Listen to the driver</li> <li>-Share seats</li> <li>-Use appropriate language</li> <li>-Use inside voice</li> <li>-Respect the space of others</li> <li>-Keep hands and feet to self</li> <li>-No put-downs</li> </ul>
<b>Ready</b>	<ul style="list-style-type: none"> <li>-Keep hands and feet to yourself</li> <li>-Remain in assigned location</li> <li>-Bring all Materials to class</li> </ul>	<ul style="list-style-type: none"> <li>-Wait in line for your turn</li> <li>-Listen to staff directions</li> </ul>	<ul style="list-style-type: none"> <li>-Report any problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>-Walk on the right</li> <li>-Wear appropriate shoes at all times</li> </ul>	<ul style="list-style-type: none"> <li>-Use equipment correctly</li> <li>-Hands and feet to self</li> <li>-Quiet Voice</li> </ul>	<ul style="list-style-type: none"> <li>- Enter and exit orderly</li> <li>-Stay in your seat</li> <li>-Report incidents</li> </ul>	<ul style="list-style-type: none"> <li>-Enter and exit orderly</li> <li>-Stay in your seat</li> <li>-Report any incidents</li> </ul>

## Transportation

### Bus Transportation

Bus transportation is a privilege. Detailed information about bus transportation may be accessed on the Wilson County Schools Transportation Department page. The information below applies to all students who ride Springfield buses in compliance with those policies.

### Bus Assignments and Special Permissions

- Bus assignments will be posted for all students registered with the school during Open House.
- Any requests for change of bus stop, special bus assignments or other special requests must be completed on a bus form and submitted to the Transportation department for verification and approval.
- Students who do not have bus assignments must be provided with alternate transportation until they receive approval.
- Requests for temporary bus reassignment (i.e., riding home with a friend) must be requested in writing by a family member listed on the Student Reunification Form and include an accurate phone number for verbal confirmation by the school office. Students should take notes to the front office in the morning to allow time for verification.

### Behavior Expectations on the Bus

All school policies regarding student conduct apply to students at their bus stop and on the bus. Students should follow these basic procedures when riding the bus.

- Wait for the driver to indicate that is safe to board the bus. Every student will receive instruction about the correct procedures during the first 10 days of school and again at the beginning of the 3rd quarter during Health classes.
  - Board the bus using the handrail.
  - Move quickly to your assigned seat. Be seated, face forward and remain in your assigned seat until you arrive at your destination.
  - Keep the aisle clear so the driver can observe traffic behind the bus.
  - Speak in a quiet voice and listen for instructions from the driver.
  - Silence is required when the bus is stopped at railroad crossings.
  - Keep yourself and your possessions inside the bus.
  - Refrain from eating and drinking on the bus unless allowed by your driver.
- Remove all trash from anything you consume on the bus when you get off.
- Remain seated on the bus until your driver dismisses you.

### Damage to School Buses

Board Policy states that any willful or careless damage to a school bus shall be paid for by the person responsible for such damage. The principal and the Transportation Director will inspect all school buses and assess fair and reasonable damage fees.

All persons should be aware that, in addition to violating Board policy, it is unlawful to willfully demolish, destroy, deface, injure, burn or damage any public school bus or public school activity bus.

Students who are assigned to a seat on the bus will be expected to maintain those seats.

Bus Discipline

Drivers will make every allowance before submitting referrals for bus discipline. Students who are written up will conference with administration and discipline will be applied based on the behavior. The general guidelines listed below will be followed.

1st Offense Administrative Conference	Verbal Warning Parent Notification Possible loss of bus privileges
2nd Offense	1-Day Bus Suspension Parent Notification
3rd Offense	3-Day Bus Suspension Parent Notification
4th Offense Suspension of Bus Privileges	5-Day Bus Suspension Parent Notification

Depending on the seriousness of the offense, administration reserves the right to suspend bus privileges at their discretion. During bus suspensions, the student must be provided with alternate transportation to and from school. Many buses are equipped with audio/video recording devices. Some infractions could result in Out of School Suspension.

Family Vehicles(Car Riders)

Morning

Students arriving by car in the morning must remain in their vehicles until the school opens at 8:00 AM or attend Morning Care for a fee. There are no adults at the school to supervise children and students are not allowed in the building before that time.

Afternoon

Students are released through the front doors of the school at 3:30 PM. Families may park in the car line and wait for students to leave the building. Individuals who need to enter the building should park in a parking space rather than the pick-up line to avoid congestion at dismissal.

Students who have appointments after school must be checked out before 3:00 PM. The school will not check students out between 3:00 PM and 3:30 PM.

## Attendance Procedures

When students are absent, they are missing instruction. Upon return to school, students must be responsible for notes and assignments missed. If students bring notes to justify their absence, they are to take the note to their teacher who will submit notes to the data manager each week.

POLICY CODE: 6000 ATTENDANCE can be found at the following link:

[https://boardpolicyonline.com/?b=wilson\\_old&s=190180](https://boardpolicyonline.com/?b=wilson_old&s=190180)

POLICY CODE: 6103 ABSENCES can be found at the following link:

[https://boardpolicyonline.com/?b=wilson\\_old&s=190195](https://boardpolicyonline.com/?b=wilson_old&s=190195)

### Absences

In the event of absence or tardiness, it shall be the responsibility of the student to bring to the principal or his designee a note signed by the parent or guardian citing the reason for such absence or tardiness. A principal may require any additional documentation deemed necessary to verify an absence or tardiness.

Such notes shall be presented within two days of the student's return to school. Failure to comply will result in the absence or tardiness being recorded as unexcused, as provided in Policy 6111.

Legal Reference: G.S. 115C-47, -288, -378 to -381

Adopted: August 4, 1995

### Excused Absences

6110.1 Valid conditions for excused absences are:

- A. Illness or injury which makes the student physically unable to attend school.
- B. Isolation ordered by the State Board of Health.
- C. Death in the immediate family.
- D. Emergency medical or dental appointment or such an appointment which has been approved in advance by the principal.
- E. Participation as a party, or under subpoena as a witness, in a court proceeding, or before an administrative tribunal.
- F. Observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal.
- G. Participation in a valid educational opportunity, such as travel, with prior approval by the principal. Within five days after returning to the school setting, the student shall present to the principal for his approval a log of activities and a written report explaining what insight or perspective the student gained by this trip.

6110.2 In the event of an absence, a student shall be required to make up work without receiving penalties to their marks or grades.

6110.3 Students in grades K-8 will have make-up work arranged at the direction of the teacher.

6110.4 Make-up work shall be assigned at the convenience of the teacher, and may be specific material missed by the student, or may be of a reinforcement or enrichment

nature.

6110.5 Regardless of whether the absence is excused or unexcused, students must begin making up class work within five (5) school days. Absences occurring at the end of a grading period and prior to an opportunity to perform make-up work will result in a grade of "Incomplete" until an opportunity has been provided for such make-up work.

### Unexcused Absences

Any absence not meeting the requirements of an excused absence shall be an unexcused absence. This includes, but is not limited to:

- A. Any absence not classified as excused in Policy 6110.1.
- B. Any absence listed in Policy 6110.1 for which proper and timely notification is not furnished to the school.

6111.1 Any absence of a student that results from a suspension of that student for misconduct shall not be considered an unexcused absence for purposes of the Compulsory Attendance Law. A student who receives a short-term suspension shall be provided:

1. The opportunity to take textbooks home for the duration of the suspension.
2. Upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with the assignment.
3. The opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.

### Tardiness

A student shall be seated or at his assigned station for work at the time appointed for the school day or class to begin, or be recorded as tardy for the day or class.

Students who arrive at school after the beginning of the school day or leave school prior to the end of the school day will receive a tardy.

Students who are tardy four (4) times will be assigned In-School Suspension (ISS) and will receive ISS for successive tardies following.

### Credit for Attendance

To be counted present for the school day, a student shall be in attendance at least one-half of the student school day. **(12pm)**

A student shall be considered present for that portion of the day that he is present to attend an official school activity at a place other than the school with the approval of the principal.

### Make-up Work

After returning from an absence, the student has two days for each missed day to make-up all missed work. All make-up work must be completed in the nine-week period in which the student was absent. Students who have been absent are required to contact the teacher to find out what work was missed. Suspended students will be allowed to make-up work when they return or a parent may come pick up missed work from the school.

## **Grading System**

The Board of Education requires that all parents be informed at regular intervals of the progress of their children in order to promote a process of continuous evaluation of student performance; to inform the student, his parents, and counselor of the student's progress; and to provide a basis for bringing about improvement in student performance, where such change seems necessary.

5520.2 When determining the final grade for a grading period, teachers shall weight assignments and assessments as indicated in the tables below.

### **Type of Assignment / Assessment Grades K-8**

**Tests / Projects 50%**

**Quizzes / Classwork 45%**

**Homework 5%**

Teachers shall ensure that there are an adequate number of assignments / assessments in each category during a grading period such that no single assignment or assessment has a disproportionate effect on a student's final grade for the grading period.

### **GRADING SCALE**

**Numerical Grade Range Letter Grade**

**100 – 90 A**

**89 – 80 B**

**79 - 70 C**

**69 – 60 D**

**59 – 0 F**

### **HOMEWORK**

The Board of Education believes that homework is an important part of the educational program. Homework assignments should be purposeful continuations or extensions of the instructional program and appropriate to the students' developmental levels. Homework should help students become responsible, self-directed learners, improve their academic achievement and provide reinforcement opportunities.

Homework shall never be used as a method of punishment.

### **Promotions Standards**

In order to be promoted to the next grade level, every middle school student must:

- Attend school 90% of the school year. A student may have no more than 18 absences.
- Have a passing final grade in the subjects of Language Arts, Math, Science and Social Studies
- Scoring at least a Level 3 on State Required End of Grade/Year Testing

POLICY CODE 5000 Instructional Services: can be found at the following link:

[https://boardpolicyonline.com/?b=wilson\\_old&s=190110](https://boardpolicyonline.com/?b=wilson_old&s=190110)

### School Counseling

All students at Springfield have access to services provided by the School Counselor. On-campus counseling is available to students who are experiencing difficulties with academics or behavior, social problems, family problems, including medical emergencies and adjustment to school in general.

In non-emergencies, students should let their teacher know that they would like to speak with the counselor. Then teachers should refer students to the counselor by having students fill out a counselor referral form, emailing or calling her about the situation. The counselor will call students to her office for conferences. Students will not be allowed to just come to the counselor's office without an appointment.

### Prohibition against Discrimination, Harassment and Bullying

Springfield Middle School adheres to the Board of Education policy on discrimination, harassment, and bullying. The board believes that all employees and students should be free of unlawful discrimination, harassment, and bullying as a part of a safe, orderly, caring and inviting working and learning environment. The board commits itself to nondiscrimination in all its educational and employment activities. The board expressly prohibits unlawful discrimination, harassment or bullying, including on the basis of race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, sex, pregnancy, age or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. The board also prohibits retaliation against an employee or student who has exercised any rights made available through state or federal law, including prohibiting retaliation for reporting violations of this policy. Any violation of this policy is considered a serious violation and appropriate action will be taken in response to a violation.

1. Discrimination means any act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, sex, pregnancy, age or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. Discrimination may be intentional or unintentional.

2. Harassment can be a type of unlawful discrimination. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. The hostile environment can be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe. Harassing behavior may include but is not limited to epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassing behavior. It is possible for harassment to occur at various levels; between fellow students or co-workers, between supervisors and subordinates, between

employees and students, or imposed by non-employees, including visitors, on employees and/or students.

3. Bullying is a form of harassment. Bullying means the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted (e.g. cyber-bullying) or emotional abuse or through attacks on the property of another. Bullying may include, but is not limited to, verbal taunts, name-calling and putdowns, extortion of money or possessions, implied or stated threats, and exclusion from peer groups.

4. Students and employees are encouraged to submit any complaints of discrimination, harassment or bullying through the complaint procedure established in this policy.

5. The board prohibits reprisal or retaliation against any person who reports an act of discrimination, harassment or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal, after consideration of the nature and circumstances of the act, in accordance with applicable federal, state or local laws, policies and regulations.

6. All formal complaints of discrimination, harassment or bullying shall be submitted and investigated according to the following procedure:

A. Complaints of discrimination, harassment or bullying shall be confidential. Information shall be given only to those individuals who need to have access to it in order to appropriately investigate and address the complaint.

B. The administration shall develop a complaint form to be filed by students or employees who feel they have been the victim of discrimination, harassment or bullying.

C. A student or employee who believes that he/she has suffered discrimination, harassment or bullying may report the matter to the school principal, who shall promptly inform the Superintendent or designee. The principal shall provide the student or employee with a copy of this policy and the form for use in filing a complaint and shall notify the student or employee of his or her right to file a complaint. The principal shall also inform the student's parent of the alleged discrimination, harassment or bullying.

D. Any school-level employee who has actual knowledge or who receives from a student a report of an alleged act of discrimination, harassment or bullying shall promptly report the same to the principal. Failure by the employee to do so may subject the employee to disciplinary action. The principal shall promptly notify the Superintendent or designee and the student's parent.

E. Complaints of discrimination, harassment or bullying shall be promptly and thoroughly investigated and appropriate action shall be taken.

POLICY CODE 6000 Services: can be found at the following link:

[https://boardpolicyonline.com/?b=wilson\\_old&s=190179](https://boardpolicyonline.com/?b=wilson_old&s=190179)



## Campus Guidelines

### Internet Use

All students must have a completed Internet Acceptable Use Agreement on file at the school before internet use is allowed. This agreement covers appropriate use of the internet in the regular classrooms and in the computer labs. Any inappropriate use of the internet will be addressed according to the Wilson County Schools Student Conduct and Discipline policy.

### Parent Conferences

Appointments for parent conferences with teachers, the counselor, or the administration can be arranged by leaving a voicemail message or by e-mail through the school's website. Every effort is made to maximize classroom instruction without interruptions.

### Physical Education

Springfield students are required to take physical education. Each student will need permission from a physician to be excused from taking physical education. All students are required to dress out for this class.

### Preparation for Class

Students are expected to come to class with all necessary materials. Students need their binder or notebooks, paper, homework, pencils, pens and charged Chromebooks. Students should not make a habit of coming to class unprepared.

### Health Emergencies

**Illness:** If a student becomes ill at school, he/she should notify the teacher and report to the main office where it will be decided what should be done. Students must not leave the building due to illness without authorization. If a student is not able to stay in class, a parent will be notified and the student will be sent home.

**Medicine:** No medicine will be given without a completed Medicine Dispense form signed by the parent/guardian, physician and approved by the school administration. **No over the counter or prescribed medicine shall be taken by students during the day or given to other students as it will be a referral (up to 10 days suspended and possible long term suspension)**

**Accidents:** Every accident in the school building, on the school grounds, or at school-sponsored events must be reported immediately to the person in charge and to the school office. An accident should be completed and turned in to the office staff.

### Insurance

It is recommended that all students who are not otherwise covered take advantage of the low-cost school insurance policy. Athletic injuries can be covered by the school insurance policy.

### School Locks and Lockers

Students in all grades will be provided with a locker and a combination lock for storage of belongings during the school day. Homeroom teachers will issue lockers and locks within the first five days of school. Students must pay \$6.00 if they lose or damage their lock. Students should use their locker to store books, paper, and other items needed for schoolwork and

study. All book bags should be in your lockers unless you have special permission from administration. **Students should not store anything for anyone else.** Lockers will be checked periodically for cleanliness. Lockers are school property and may be inspected at any time by a school administrator.

Breakfast/Lunch/cafeteria

Students will be taken to lunch with their classroom teachers. Students are expected to follow all school rules while in the cafeteria.

Students will have the opportunity to apply for assistance with the cost of breakfast and lunch at the beginning of each school year. All students will be responsible for paying for their meals until they receive approval from Child Nutrition. Applications are available in the Front Office. Students may not charge any meals.

<b>MEAL PRICES 2018-2019</b>		
	<b><u>Breakfast</u></b>	<b><u>Lunch</u></b>
Paid :	\$1.25	\$2.60
Per Week:	\$6.25	\$13.00
Reduced:	\$0.30	\$0.40
Per Week:	\$1.50	\$2.00

????????????????????? **FAQ** ??????????????????????

**Can I prepay for my teenager’s breakfast, lunch and extras?**

Absolutely! Take advantage of the *online payment system, Pay For It.* You may access and learn more about this system from our School Nutrition web page at the district website. By applying funds to an account eliminates the need for remembering and carrying lunch money on a daily basis. We will continue to accept cash or checks in the cafeteria. Remember to write your teenager’s name and lunch number on the check. We encourage prepayments to be made during or after the breakfast meal. We will accept prepayments at lunch, however, with so many to feed in such a short time frame, prepayment data entry leads to less time for students to eat, socialize and return to class.

**How can I be reassured to the accuracy of my teenager’s account?**

Students at Wilson County Schools are assigned a barcode number to be used in the cafeterias. Your teenager’s bar code number will remain the same, year to year, throughout enrollment at Wilson County Schools. Upon any purchase or prepayment, your teenager must enter on a keypad (or verbally state) his/her bar code number. Once entered, his/her picture will appear with the account. If you set up an account on the **Pay For It System**, you will be able to review your teenager’s record of purchases and prepayments. The Cafeteria Manager can also print you an account history report over a specific time period.

**How can I find out the balance in my teenager’s account?**

Utilize the **Pay For It online system.** Of course, you may still contact the Cafeteria Manager and she will be glad to assist with an updated balance of your teenager’s account.

**What must my teenager select in order to receive the reimbursable meal plate price?**

At breakfast, your teenager must select a *minimum* 3 out of 4 items offered on the service line with 1/2 cup fruit as one of the required selections. At lunch, your teenager must select a *minimum* 3 out

of 5 components

offered on the service line with 1/2 cup vegetable or fruit as one of the required selections. The Cafeteria Manager and her staff will assist and encourage your child toward a reimbursable meal plate which represents healthy, nutritional choices.

### Food and Drink

**Beverages and food of all types must be consumed only in the cafeteria.** Food and drink are not allowed anywhere else in the school except with the stated permission of the administration. Students are not allowed to have food purchased from outside vendors at school.

### Lost and Found

Students finding lost items should take them to the office where the owner can claim them. Lost items should be reported to the teacher in charge when the item was lost. Students are expected to keep up with his/ her belongings. While the school will do what it can to find lost or stolen items, it is not the school's responsibility to find a student's lost or stolen item. Students may check in the lost and found section in the office.

### Parent-Teacher Organization

Springfield's PTO was established as a support group to promote parental involvement and assist in any way to accomplish school-wide and system-wide goals. Parents and staff are encouraged to become members and attend all meetings and activities. All PTO activities planned for this year will be publicized on the school web page and through blackboard connect messages.

### School Closings

In the event that the school is to be closed for reasons other than scheduled, Wilson County School – Central Office will notify the radio and television stations that broadcast such announcements. The Connect-Ed phone system will also be utilized. It is important that parent/ guardian telephone numbers remain updated for this system to work properly.

### School Pictures

At a designated time during the school year, individual student pictures are taken. Pictures are taken for school record purposes. Students are under no obligation to purchase their pictures.

### Solicitations

Solicitations during the school day for money, clothing, dues, campaign drives, associations, or church groups are generally not allowed and must be approved by the administration.

## **Athletics**

Students in grades six (six can't do football) to eight are encouraged to participate in athletics at Springfield. Athletic teams in past years have represented the school in a manner that has brought much praise and recognition to our school. Many Springfield students are successful in the high school athletic program.

The following requirements are mandatory for each athlete:

- Students must receive a physical examination before being allowed to begin practices/tryouts.
- Students must meet **academic promotion standards** (must pass their grade) and grades must meet the eligibility requirements to participate. (Must pass 3 of 4 cores from 1st to 2nd semester to play 2nd semester sports)
- Students must maintain acceptable conduct.

- Students must have been in attendance for 85% of the **previous semester**. **A student can miss no more than 13 days in a semester to be eligible.**
- The principal must have evidence of the legal birth date of the student.
- Students must not have turned 15 years old on or before August 31 of the current year.
- Students must, at any time of any game in which he or she participates, be a regularly enrolled member of the school's student body, according to local policy.
- Student must be in school the day of the contest/game.
- Eligibility lists shall be certified with the signature of the principal and filed with the local superintendent prior to the first game or contest in that sport and a copy will be on file in the office of the principal.
- Regardless of the school organization pattern, a student who is promoted from the fifth grade to the sixth grade automatically meets the courses passed requirements for the first semester of the sixth grade.
- The student may participate only at the school to which the student is assigned by the LEA.
- A student transferred from one administrative unit to another by mutual agreement is immediately eligible for athletic participation in the receiving unit.
- **Student will not be allowed to leave early for a game if they are failing (below 60) a class they'll miss by leaving early. (Students can play, if the coach allows it, but they must get a ride to the game if the bus is gone.)**

## PERSONAL ELECTRONIC DEVICES

The Board of Education recognizes that the possession of wireless communication devices is a matter of convenience and safety for students and parents, but the use of these devices can also be a disruption of the instructional process. Through this policy, the Board of Education provides students the privilege of possession of wireless communication devices on school property, subject to the following provisions.

6403.1 No student shall use, display, transmit, or have in the "on" position on school property any wireless communication device, including but not limited to, cellular telephones, paging devices, two-way radios, or any similar device until after the conclusion of the instructional day. Exclusions to this policy include devices such as handheld computers issued by the school.

6403.2 The device must be in the off position and stored out of sight during the instructional day. Students should keep the device secured in their locker, book bag or other location approved by the principal. The school will not be responsible for wireless communication devices that are lost or stolen.

6403.3 The consequences for possessing a wireless communication device in violation of this policy will be:

- A. First offense: A warning will be issued to the student. The wireless communication device will be confiscated by school personnel and returned to the student at the end of the day.
- B. Second offense: The wireless communication device will be confiscated and held until a parent conference is conducted. The student will be assigned disciplinary consequences.
- C. Third offense: The wireless communication device will be confiscated and held

until the end of the school year. The student will be assigned disciplinary consequences.

D. Fourth and subsequent offenses: The wireless communication device will be confiscated and held until the end of the school year. The student will be assigned disciplinary consequences.

POLICY CODE: 6403 Electronic Devices can be found at the following link:

[https://boardpolicyonline.com/?b=wilson\\_old&s=190225](https://boardpolicyonline.com/?b=wilson_old&s=190225)

### **Chromebook Discipline Policy**

The use of the Chromebooks as a technology resource is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of Chromebooks. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to this technology resource may be denied, and the appropriate disciplinary action shall be applied.

**Students are solely responsible for the Chromebooks issued to them, including loaner devices, and must adhere to the following:**

- Bring Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. If a student's Chromebook is not charged properly they will not be given a loaner to use for the day unless there are unusual circumstances.
- Comply with teacher instructions
- Stay on Task
- Only visit appropriate sites
  - Streaming Movie, TV, Video, and Music Sites are prohibited.
  - Viewing obscene/pornographic material is prohibited.
  - Video/Picture/Text Messaging Sites are prohibited
  - Non Educational Online Gaming Sites are prohibited.
- Interact in a positive manner using internet etiquette.
- "Cyberbullying" is prohibited. (Cyberbullying includes tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting another student using a digital device.)
- Gaining access to other student's accounts, files, or password sharing is prohibited.
- Using device for the purpose of cheating is prohibited.
- Respect school property and the property of others.
- Sharing devices with others is prohibited. It is the owner of the device's responsibility for any damages occurred including theft or loss of the device.

### **Wilson County Schools School Board Policies**

Links to All Wilson County School Board policies can be found at:

[https://boardpolicyonline.com/?b=wilson\\_old](https://boardpolicyonline.com/?b=wilson_old)

[https://boardpolicyonline.com/?b=wilson\\_new](https://boardpolicyonline.com/?b=wilson_new)

# Appendix

## Daily Bell Schedules

6	
8:15-8:30	Homeroom
8:35-10:08	Block 1
10:10-11:43	Block 2
11:45- 1:55	Block 3
11:43-12:20	Lunch 11:43 -2 groups 11:47- 2 groups 11:50- 2 groups
12:20-1:55	Block 3 continued
1:58-2:42	Elective 1
2:45-3:30	Elective 2
7	
8:15-8:30	Homeroom
8:35-9:19	Elective 1
9:21-10:05	Elective 2
10:08-11:43	Block 1
11:45-1:55	Block 2
12:20-12:53	Lunch 12:20- 2 groups 12:23- 2 groups 12:25 -2 groups
12:55-1:55	Block 2 continued
1:58-3:30	Block 3
8	
8:15-8:30	Homeroom
8:35-10:08	Block 1
10:10-10:54	Elective 1
10:56-11:40	Elective 2
11:43-1:55	Block 2

	Lunch 12:50- 2 groups 12:53- 2 groups 12:55- 2 groups
12:50-1:30	
1:58-3:30	Block 3

# WILSON COUNTY SCHOOLS – 2018/2019 TRADITIONAL CALENDAR

## STUDENT/STAFF CALENDAR

JULY 2018						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13MW	14MW	15MW	16MW	17MW	18
19	20MW	21MW	22MW	23MW	24W	25
26	27	28	29	30	31	

SEPTEMBER 2018						
S	M	T	W	TH	F	S
						1
2	3H	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

OCTOBER 2018						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19W	20
21	22	23	24RNC	25	26	27
28	29	30	31			

NOVEMBER 2018						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12H	13	14	15	16	17
18	19	20	21ER	22H	23H	24
25	26	27	28	29	30	

DECEMBER 2018						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21ER	22
23	24H	25H	26H	27A	28A	29
30	31A					

FIRST DAY  
AUGUST 27, 2018

LAST DAY  
MAY 30, 2019

**AUGUST**  
August 13-23, Mandatory Teacher Workday  
August 24, Teacher Workday  
August 27, First Day of School

**SEPTEMBER**  
September 3, Labor Day Holiday

**OCTOBER**  
October 18, End of Nine Weeks  
October 19, Teacher Workday  
October 24, Report Cards

**NOVEMBER**  
November 12, Veterans Day Holiday  
November 21, Early Release  
November 22 & 23, Thanksgiving Holiday

**DECEMBER**  
December 21, Early Release/End of Nine Weeks  
December 24-26, Winter Holiday  
December 27, 28 & 31, Annual Leave

**JANUARY**  
January 1, New Year's Day Holiday  
January 2, Annual Leave  
January 3 & 4, Teacher Workday  
January 9, Report Cards  
January 21, Martin Luther King, Jr. Holiday

**FEBRUARY**  
February 18, Teacher Workday

**MARCH**  
March 8, End of Nine Weeks  
March 11, Teacher Workday  
March 14, Report Cards

**APRIL**  
April 19, Holiday  
April 22-26, Spring Break for Students/  
Annual Leave for Teachers

**MAY**  
May 27, Memorial Day Holiday  
May 30, Last Day of School, End of Nine Weeks and Early Release  
May 31, Mandatory Teacher Workday

**JUNE**  
June 3-6, Teacher Workday  
June 5, Report Cards  
June 7, Annual Leave  
June 8, Graduation

**INCLEMENT WEATHER DAYS**  
October 19  
February 18  
March 11

- CALENDAR KEY:**
- First/Last Day of School
  - Annual Leave (No school for students)
  - Holiday
  - End of 9 Weeks
  - Report Cards
  - Early Release
  - Teacher Workday
  - Mandatory Teacher Workday
  - Graduation



JANUARY 2019						
S	M	T	W	TH	F	S
		1H	2A	3W	4W	5
6	7	8	9RC	10	11	12
13	14	15	16	17	18	19
20	21H	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18W	19	20	21	22	23
24	25	26	27	28		

MARCH 2019						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11W	12	13	14RNC	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

APRIL 2019						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19H	20
21	22A	23A	24A	25A	26A	27
28	29	30				

MAY 2019						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27H	28	29	30ER	31MW	

JUNE 2019						
S	M	T	W	TH	F	S
						1
2	3W	4W	5WRC	6W	7A	8G
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



