

CHANGE OF ADDRESS/TELEPHONE

It is extremely important that every student maintain up-to-date address and working telephone number records at the school office. Please notify the school immediately if you have a change of address or telephone number during the school year.

ABSS INCLEMENT WEATHER PROCEDURES

If predictions of bad weather are being forecast, an automated phone message will be sent to all ABSS homes from the Public Relations office on Vaughn Road if school will be delayed or cancelled. You can also monitor local TV stations broadcast from Greensboro (WFMY 2 or WGHP 8) and/or check the ABSS website (www.abss.k12.nc.us) for additional information.



**SOUTHERN MIDDLE SCHOOL
Student/Parent Handbook**

Please read the attached Southern Middle School Handbook with your child. Sign and return this cover page only, with the appropriate signatures, so that it may be checked and recorded by the homeroom teacher.

STUDENT/PARENT ACKNOWLEDGEMENT

I have read and discussed the attached Southern Middle School Handbook (containing SMS rules, policies, expectations, etc.) with my child.

Student Name (please print):

Student Signature:

Parent/Guardian Signature:

Date of Return: _____

TOBACCO PRODUCTS

The ABSS 100% Tobacco-Free Schools Policy prohibits all tobacco use by everyone at all times on all school grounds and at all sporting events. Students, staff, parents, and other visitors may not use any kind of tobacco products, including cigarettes, e-cigarettes, “vapes”, pipes, cigars, and smokeless tobacco. Tobacco may not be used on any school grounds or at school events, including athletics, buses, parking lots and off-campus events.

This policy was adopted in June 2008 and went into effect on August 1, 2008 to protect the health of all ABSS student and staff, promote positive role models in schools and promote a healthy learning and working environment. The policy was adopted following state legislation mandating tobacco-free policies in all North Carolina public schools. The complete tobacco products policy can be read on the ABSS Website under “District Information”, “Board of Education” and then “Board Policies”.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are a privilege, not a right, and are regarded as such. Students with any outstanding obligations (whether current year or past) of books materials or money are not eligible to participate. These activities can include, but are not limited to, dances, sporting events, field day, clubs, athletic teams, contests or other events deemed applicable by the administration. If the debt is settled prior to the activity, a student may participate; recurring issues with school materials or borrowing lunch money may result in a student losing the ability to participate in activities for the remainder of the year.

SOUTHERN MIDDLE ATHLETICS

Girls’ sports include cheerleading, softball, basketball, volleyball and soccer. Boys’ sports include football, basketball, baseball, and soccer. A student must maintain good grades and behavior to remain on a team.

Sixth-graders are allowed by board policy to play on middle school athletic teams. Sixth grade students may tryout for all sports except for football at Southern Middle School. Sixth graders may also participate as team managers for athletic teams. Students are reminded that participating in athletics is a privilege not a right, and that all athletes must sign the SMS Athletic Code of Ethics.



ABSS WELLNESS POLICY & PROCEDURES

Federal and state laws require the ABSS to enact a local “Wellness Policy” for its public schools. This Wellness Policy discusses laws regarding physical activity, nutritional education and nutritional guidelines for school nutrition programs. The Wellness Policy also states that ABSS will issue other recommendations regarding food and beverages which are not specifically covered by federal and state law.

The Wellness Policy requirements and recommendations are stated in the ABSS “Wellness Procedures”. The Wellness Procedures describe (i) mandates and suggestions for disease control with respect to foods from commercial and non-commercial sources, (ii) recommendations for eating environments, (iii) goals and mandates for school lunches, (iv) laws and recommendations with respect to vending machines, (v) mandates regarding competition with federal school nutrition programs, (vi) laws and recommendations regarding fundraisers, concessions policies and student stores, (vii) laws and recommendations regarding school parties, celebrations and rewards, and (viii) goals and mandates regarding nutrition education and physical education.

The Wellness Policy can be read in full on the ABSS Website under “District Information”, “Board of Education” and then “Board Policies.”



SOUTHERN MIDDLE SCHOOL Student/Parent Handbook

771 Southern High School Road
Graham, North Carolina 27253
(336)570-6500 ~ 570-6504 (fax)
<http://sam.abss.k12.nc.us/>

Office Hours: 7:30am – 4:30pm (Monday through Friday)

Student Hours: Homeroom begins 7:50am 🕒 Classes begin 8:00am 🕒
School dismisses 3:15pm (daily times/regular schedule)

ALAMANCE-BURLINGTON SCHOOLS MISSION

“Providing engaging work for our students will enable the Alamance-Burlington School System to educate all students to meet high academic standards and become responsible citizens in a rapidly changing world.”

SOUTHERN MIDDLE MISSION & VISION

“Providing engaging work for all students and establishing high academic standards for all students will enable SMS to educate all students to become responsible citizens in a rapidly changing world.”

“The vision for SMS students is for all to...

- 🐾 engage in rigorous and meaningful work,
- 🐾 receive timely and focused interventions and enrichments
- 🐾 participate in collaborative learning that meets the demanding skill sets needed of 21st century learners and globally responsible citizens,
- 🐾 hold themselves to high academic standards by submitting quality work and being responsible for meeting high teacher expectations,
- 🐾 have their varied needs met through a balanced curriculum delivered by teachers who create a classroom culture founded on high academic expectations and data to drive daily instructional practices.”

SOUTHERN MIDDLE OFFICE STAFF

Principal	Heather Ward
Assistant Principals	Matt Ritter Elizabeth Fogleman
Finance Secretary	Stephanie Ray
Receptionist	Debra Jefferies
Data Manager	Kiersten Coble
School Counselors	Joy Hayes Sarah Carter

SOUTHERN MIDDLE PTSA OFFICERS

President	Kelly Chappell
Vice President	Christine Gainey
Secretary	Shelby Smith
Treasurer	

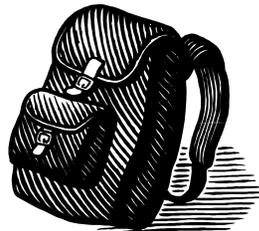
BEGINNING YOUR SCHOOL DAY

Students arriving at school prior to 7:50am are to report directly to their assigned waiting areas upon arriving to campus. These assigned areas are as follows: 6th grade and 7th grade students report to the gym and 8th grade students report to the cafeteria. Students will be called to eat breakfast beginning at 7:30am.

ATTENDANCE

Regular attendance by all students is necessary to foster the learning process. If a pupil is absent, parents should call the school as soon after 7:30 as possible. When the student returns to school, it shall be the responsibility of that student to bring a note signed by the parent or guardian giving the reason for the absence. Legal absences are as follows:

1. Illness of the student
2. Medical or dental appointment
3. Death in the immediate family
4. Quarantine
5. Court or administrative proceedings
6. Military deployment of family member(s) *
7. Religious holidays *
8. Educational opportunity prior approved by the principal *
9. Immediate demands of the home *



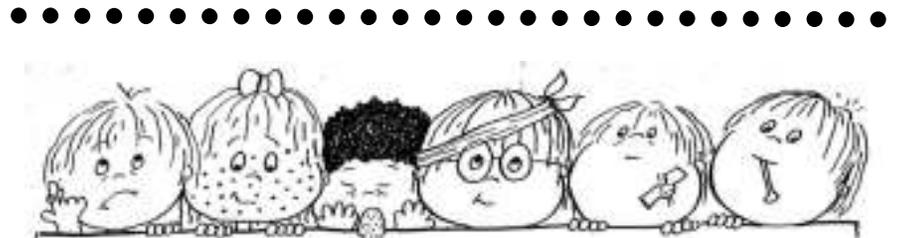
MEDICATION AT SCHOOL

Any medication to be taken during the school day must be accompanied by a Medication Authorization Form that has been filled out by the Health Care Provider and signed by a parent/guardian. The medication must be brought to school office in a pharmacy labeled bottle or original over the counter bottle. Parents are responsible for bringing their child's medication to the administrative office. The school system nurse will monitor the administration of the medication. Self-administration of **Emergency** medication is allowed per policy with a properly documented Medication Authorization Form and approval of the school nurse and administration.

School Nurse: Deborah Sasser

deborah_sasser@abss.k12.nc.us

336.570.6500



Step III Appeal to Board of Education – If the grievance is not resolved at Step II, and it involves an alleged violation of state or local board policy or state or federal law or state rule by a final administrative decision, it may be appealed in writing to the Board of Education. This written appeal must be made within ten (10) school days following the written response from the Superintendent at Step II. The board’s consideration of these appeals will take place in closed session and will be limited to the written record unless the board determines that additional information is necessary. The board may affirm, reverse, or modify the decision of the Superintendent. The Level Two decision will be reversed if the board determines that there has been a material violation of board policy or state or federal law or regulation, or that the decision is unsupported by substantial evidence in view of the entire record as submitted. The board shall offer a final written decision within thirty (30) days.

A grievant who is not entitled to appeal to the board may seek discretionary review by the board by submitting a written appeal to the Superintendent’s office within ten (10) school days following the written response from the Superintendent at Step II. The chair and vice-chair of the board shall review the request and notify the grievant within ten (10) school days from receipt of the request whether the board will consider the grievance. If the chair and vice-chair do not agree on whether to grant the request, a board hearing will be allowed. The procedures outlined in section 4 above will be followed in any discretionary review granted under this section.

General Provisions

- The Superintendent shall disseminate this policy to students at the beginning of each school year.
- If the school administration fails to comply with the time periods or other procedures outlined in this policy, the grievant may advance the grievance to the next level. If the grievant fails to comply with the time periods or other procedures outlined in this policy, including failure to appear at a scheduled hearing, the grievant waives any further rights of appeal and the grievance will be considered resolved.
- The grievance may be voluntarily withdrawn at any level. Once a grievance is withdrawn it cannot be re-opened. If at any time during the grievance process the school system grants the grievant the relief requested, the grievance shall be terminated at that time.

** School Board Policy states that prior approval of the principal is required for those absences occurring under items 6-9 above. All requests for educational opportunities must be made to the principal a minimum of two weeks prior to the date(s) of the trip.*

When an absence is necessary, it is the student’s responsibility to secure assignments and make up his/her work in a reasonable amount of time. According to the Alamance-Burlington Board of Education policy, a student is entitled to “twice the number of days absent to complete all assignments missed due to an excused absence from school or class (maximum of 5 days).” In cases with unusual circumstances, the time allowed to make up work may be extended with the approval of the principal.

The K-8 policy also specifies that a student with more than twenty (20) absences during the school year may be subject to retention. Parent conferences will be held when a student accumulates an abnormal number of absences. After fifteen (15) absences, a letter will be sent to the parent or guardian to appear before the attendance committee to provide documentation that the absences are legal.

It is the state attendance policy that a student must be present at school at least half of the instructional day in order to be counted as present. If a student signs in for the day after 11:30am, he/she will be marked absent, as will students who sign out prior to 11:30am and do not return for the remainder of the school day. Please remember a child must be present at school to attend extracurricular activities on the day of the event.

The spring window for all End-of-Grade Exams in Reading, Mathematics (including Algebra 1), Spanish and Science is June, 2018; please keep this in mind as you make vacation plans for your families; absences during exams can impact your child’s ability to be promoted for the next school year.



Unexcused Absence Procedures:

- Unexcused absences 1 and 2 = verbal warning
- When a student reaches three (3) unexcused absences, the parent, guardian or custodian shall be notified by letter of the absences, and a referral made to the Student Services Team (SST) for review.
- Unexcused absence 4 = one 1-hour detention after school.
- Unexcused absence 5 = two 1-hour detentions after school (to be served 2 different days).
- When a student reaches six (6) unexcused absences the parent, guardian or custodian shall be notified by mail that he/she may be “in violation of the Compulsory Attendance Law and may be subject to prosecution under the established attendance policies of the state and local boards of education.” Additionally, the SST shall establish a conference with the parent and student to review the attendance record and establish an appropriate plan for improved attendance.
- After ten (10) accumulated unexcused absences , the principal [or designee] “must review any report, or investigation prepared under G.S. 115C-381 and must confer with the student and his/her parent, guardian, or custodian to determine whether the parent, guardian or custodian has received notification and made a good faith effort to comply with the law.” This review and parent/student conference shall occur in conjunction with the SST review after ten absences. The SST review team, in conjunction with the principal (or designee), shall develop an appropriate plan to improve attendance, and, “If the principal determines that a parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal shall notify the district attorney and the director of social services of the county (Alamance) where the child resides.”

STUDENTS DISMISSED DURING THE SCHOOL DAY

Any time a student needs to leave school early for a doctor’s appointment, funeral, etc., he/she must be signed out in the office by an approved person before leaving. If a student leaves campus before 11:30 am, they are considered absent. If a student leaves and returns in the same day, he/she should sign back in at the front office upon arrival. Students will not be allowed to sign out after 2:45pm. Please schedule any appointments etc. as necessary.

Burlington Schools Board of Education. All other grievances may be appealed to the Superintendent or designee but are appealable to the Board only in its discretion as outlined below. This policy does not apply in the case of long-term suspension or expulsion where the provisions of the Due Process Policy apply or in the case of alleged sexual harassment where the provisions of the Sexual Harassment Policy apply.

Step I Principal Conference – A student, parent, or guardian wishing to invoke the grievance procedure shall make a written request for a conference with the principal to discuss the grievance and seek resolution. The request shall state in detail the basis for the grievance, name the specific policy, rule or law believed to have been violated, and specify the relief being sought. The following additional guidelines shall be observed in Step I:

- No grievance will be heard unless it has been filed in writing within thirty (30) calendar days after the act or condition giving rise to the grievance and states with particularity the basis for the grievance, the policy, regulation and procedure, rule or law believed to have been violated, and the remedy being sought.
- The principal shall grant the conference within five (5) school days following receipt of the request. The principal will state in writing his/her position on the question to the student or parent within five (5) school days following the conference.
- Only the parent, guardian, or someone acting in loco parentis shall be permitted to join or represent the student in the conference with the principal.

Step II Appeal to Superintendent or Designee – If the grievance is not resolved at Step I, the student, parent, or guardian may appeal the principal’s decision in writing to the Superintendent. The appeal must be made within five (5) school days following receipt of the principal’s written response. The Superintendent or designee shall review the grievance within five (5) school days following receipt of the appeal. If the Superintendent or designee determines that additional time is needed to develop the factual record, the grievance may be put on hold for fifteen (15) additional days (or longer if by mutual agreement) to allow time for investigation. A written response shall be made to the student, parent, guardian, and principal from the Superintendent or designee within ten (10) school days following the review.

other than the bus that takes the student to their own home.

Riding the school bus is a privilege, and improper conduct or failure to comply with established bus guidelines may result in that privilege being denied. Conduct report forms will be used by the bus driver to record any rule infractions or problems, and parents will be notified of further disciplinary action. Students may be suspended from the bus for:

- Delaying the bus schedule.
- Fighting, smoking, using profanity, consuming food/beverages, or refusing to obey instructions of school authorities or a school bus driver while riding on a school bus.
- Tampering with or doing damage to a bus.
- Refusing to meet the bus on time at designated stops.
- Unauthorized leaving the bus when in route to the home or school.
- Playing, throwing objects, or otherwise distracting the driver's attention while the bus is in operation.
- Failing to observe established safety rules and regulations required by law or adopted by the Board of Education.

REPEAT OFFENDERS

Frequent disciplinary referrals for violations of behavior rules hinder the educational process. SMS has a progressive discipline system. Reoccurring violations can result in lengthy out of school suspensions and/or recommendation for long-term suspension. All appropriate steps will be exhausted to work with a child in making good choices or avoiding issues, but the choice is still that of the student and we hope that our parents understand this and will support our efforts.

ABSS GRIEVANCE PROCEDURES

Any student feeling he/she has been subjected to discrimination in any of the activities under the jurisdiction of the Board of education that is based on race, color, religion, sex, national origin, or handicapping condition has the right to seek redress of his grievance.

A student, parent, or guardian may initiate the grievance procedure to appeal any final decision of school personnel within the school system, except as provided in section 1 below. Grievances that involve an alleged violation of board policy or state or federal law or regulation by a final administrative decision may be appealed to the Alamance-

TARDY POLICY

A tardy is defined as either arriving late after the first bell in the morning, or leaving early after having been present for one-half or more of the day but before the final dismissal at the end of the day. Students should be in homeroom no later than 8:00am in order to avoid being tardy. Students arriving to homeroom after 8:00am must report to the tardy check-in station for an admit slip to class. For students who check out of school after 11:30 am, parents must provide documentation for the absence, otherwise, the absence will considered to be a tardy. Although a few exceptions may be made by the principal with the proper documentation, students receiving multiple tardies within a 9-week period will have the following consequences:

- Tardy 1 = verbal warning
- Tardy 2 = verbal warning
- Tardy 3 = verbal and written warning, Connect-Ed call to parent
- Tardy 4 = after school detention (student and parent will receive verbal and written notice)
- Tardy 5 = after school detention and follow-up conference (parent and student) with Student Services Team (SST)
- Tardy 6 (or more) within a 9-week period may result in In-School Suspension

CAR RIDER ARRIVAL AND DISMISSAL PROCEDURES

Morning Car Rider Drop-off

Staff supervision of students begins at 7:30am, so please make arrangements where your child does not arrive to school prior to 7:30am. Homework Haven will be open at 7:20am for students who need assistance with school work.

Vehicles are to enter the driveway lanes as directed by the traffic guard or school resource officer. The traffic lanes will move forward in two lanes up to the student drop-off zone. The drop-off zone is the straight section of driveway that runs between the gym and office entrances. As vehicles approach the drop-off zone, a staff member will stop traffic on the driveway to allow two lanes of vehicles to enter the drop-off zone. Another staff member will be located near the office doors to stop and then advance traffic in the drop-off zone. When the drop-off zone is filled with stopped vehicles, students will be signaled to exit their vehicles. Once all students have cleared the drop-off zone, the staff member nearest the office will allow vehicles within the zone to exit the driveway. The advance of traffic into the student drop-off zone will be controlled by staff members.

Students may not be dropped off in the parking lot area in the center of the driveway. A staff member will be on duty each morning to restrict entry into the center parking area. Students may not be dropped-off in the gravel faculty parking lots.



After School Pick-up

Car riders are to be picked up by 3:45pm as staff supervision of students ends at that time. Please make arrangements so that your child is able to depart campus by 3:45pm. Our School Social Worker will contact you if your child is left unattended after 3:45pm.

Car riders will be dismissed each day at 3:10pm to the gym to await the arrival of their rides. A staff member will be in the entry area of the driveway each afternoon and will radio staff members in the gym as names are called. Staff members on supervision duty in the gym will announce student names to release students from the gym to the student pick-up zone. The traffic guard, school resource officer, and staff members will control traffic during after school pick-up in the same manner as morning drop-off (see above morning drop-off description). Car riders will not be dismissed to the student pick-up area until their ride is present in the driveway.

Students may not be picked up in the parking lot area in the center of the driveway or behind the building. A staff member will be on duty each afternoon to restrict entry into the center parking area. For the sake of safety, do not allow your child to attempt to enter or exit vehicles that are not in the drop off/pick-up zone. Please follow all traffic signs and arrows regarding traffic direction and entry to parking lots.

SOUTHERN HIGH SCHOOL CAMPUS

Southern Middle School students are not to enter Southern High School or enter the high school campus unless they have prior approval of SMS Administration (no exceptions).

NC GENERAL STATUTE 14-269

North Carolina State Law makes it a felony for any student to possess concealed weapons; violations of this law carry a \$500.00 fine or six months jail. This law states that no student shall knowingly possess, or transmit any knife, razor, ice pick, explosive, loaded cane, machete, pistol, rifle, shotgun, pellet gun, metal knuckles, extraordinarily large and heavy belt buckle, or other objects that can reasonably be considered a weapon or dangerous instrument:

- In any school building or on any school premises before, during, or after school hours; or
- In any school building or on any school premise at any other time when the school is being used by a school group; or
- On any bus on which the student is being transported for regular school attendance or for any school activity; or
- Off the school premises at any school activity, function, or event.

This law does not apply to normal school supplies such as pencils or compasses however, if such items (or any other objects) are used as weapons, the person found guilty of such will be liable to penalty.

SCHOOL BUS TRANSPORTATION

Bus riders will require a note from a parent to be signed by an administrator in order to be released from school with car riders. Transfer students (students who reside outside of the SMS school zone) may not ride yellow school buses to or from school.



First load bus riders are to go immediately to the buses as soon as they are dismissed from school in the afternoon. Second load bus riders will be called to the cafeteria to await their buses. Students must have written approval from an administrator in order to ride any school bus

- No yoga pants. Leggings may be worn with a dress or skirt over them as long as it is 3" past fingertips.
- Gloves, mittens, and sunglasses are not to be worn inside the building.
- Hats, bandanas, scarves, headbands, or other types of headgear. (Includes boys and girls)
- Bare midriffs, spaghetti straps, halter tops, tank tops with large sleeve openings, tank tops with less than 2.5" wide straps, tank tops with racer backs, basketball jerseys (unless a T-shirt is worn underneath), see through, mesh, or sheer tops through which undergarments can be seen, or tops that expose the any part of shoulder.
- Pants or shorts (whether additional clothing is worn underneath) are to be secured at the waist; no sagging or displaying of any undergarments.
- Pajamas, bedroom slippers, and shower shoes.
- Low-cut blouses/shirts/tops or extremely tight tops, tube tops, or any top that exposes cleavage.
- Clothing or jewelry with distracting, suggestive or questionable language or drawings (i.e. graffiti, gang related symbols, racial, ethnic, and/or sexual slogans or innuendos, tobacco products, pictures or language about alcohol, violence, drugs, language that is blatant disrespect of others' beliefs, or images deemed offensive or not in good taste).
- Chains or any attire that would identify and/or promote gang activity or could be used as a weapon.
- Temporary body art, face paint, writing or drawings on the body.

The final decision concerning the appropriateness of clothing will be made by the administration.

Consequences for Violating the SMS Dress Code

Students will remain in ISS until they receive a change of clothing.

- | | |
|----------|------------------------------------------------------------------------------------|
| 1st Time | verbal warning & required to change clothes |
| 2nd Time | written warning, parental contact and required to change clothes |
| 3rd Time | required to change clothes and detention |
| 4th Time | required to change clothes and 1 day of ISS |
| 5th Time | required to change clothes and 2 days of ISS |
| 6th Time | repeat offenders may be assigned out-of-school suspension (OSS) for noncompliance. |



Use of aerosol sprays is prohibited at school. Teachers will confiscate and infringements will be dealt with through discipline system.

HOMWORK HAVEN

Homework Haven is a homework help center that operates daily from 7:20 until 7:50am in the media center. Students with homework questions, those students who need help in reviewing class concepts, and those who need to access school computers for class assignments and research are welcome. Teachers may also recommend struggling students to attend to work on educational websites for additional practice. Students reporting to campus beyond 7:30am will not be permitted to enter the program.

GRADING AND REPORT CARDS

Report cards are sent home with students every nine weeks. These cards should be carefully reviewed by parents and students, signed by parents, and returned to school.

Grading Scale

A 90-100

B 80-89

C 70-89

D 60-69

F below 60

Progress Reports: are sent home every three (3) weeks

Report Cards: are sent home after each quarter/nine (9) weeks

Grades On-line: posted weekly

RETENTION POLICY

The principal has the authority to promote and to retain students in accordance with state law and based upon the standards set by the board and the State Board of Education. Promotion and accountability standards for students in the Alamance-Burlington Schools consist of the following:

- classroom performance of the student in relationship to his/her academic ability and/or exceptionalism;
- chronological age and physical size;
- attendance;
- performance on state and local tests; and
- potential success at the next grade level.



In addition to local promotion standards, students in grades 3, 5 and 8 must meet state Gateway standards for promotion based on standardized End-of-Grade tests. To be promoted to the next grade level, students in grades 3, 5 and 8 must score Level III or above on the End-of-Grade tests in both reading and mathematics. Students who do not meet the promotion standards will be given remediation and

retesting as provided in the subsection entitled “Opportunities for Retesting to Meet State Accountability Standards.” Students who do not score at least Level III on both reading and mathematics after receiving remediation and retesting will not be promoted, unless otherwise determined by the school principal in accordance with the subsection entitled “Waiver of Promotion Standards.”

Please reference ABSS Policy #3000 if you would like further details of the promotion and retention process used by SMS and our principal.

STUDENT AGENDA

Each student receives an agenda each nine weeks to use to record daily homework and daily learning targets that are used to facilitate instruction in each class. Students are to carry their agendas with them at all times during the school day; the agenda serves as a hall pass and library pass for students. Teachers must complete appropriate sections of the agenda to give permission for students leaving the classroom. The agenda also contains a section for communication between parents and teachers as some teaching teams may request that students get their agendas signed by parents on a daily or weekly basis. The agenda is also used for teachers to document good behaviors on the “Personal Banking Page” and inappropriate behaviors in the “SMS Behavior Infraction Log” section. Please review your child’s agenda as frequently as possible. Replacement agendas are sold in the office for \$1.00.

STUDENT SERVICES

School counseling services are provided and made available to all students. Many services are provided to students without request; however, if you feel a special need to discuss a problem or concern, you will always find our counselors receptive to your needs.

CONFERENCES

We encourage parents to make appointments for conferences with teachers, coaches, counselors, or the principal and assistant principal by telephoning the school office (570-6500) or e-mail.

SCHOOL VISITORS

Parents are welcome to visit the school for the purpose of communication with the principal or teachers or serving as volunteers.

CONSEQUENCES

Students who exhibit disruptive/inappropriate behaviors may be assigned to After School Detention, CUBS (Correcting Undesirable Behaviors of Students) or ISS (In-School Suspension). CUBS is an intervention program designed to provide students with silent reflective time for a class period. Students relocated to CUBS will be given a time-out for that class period to think about behaviors. Parents will be notified by both the classroom teacher and the ISS teacher. ISS serves as an alternative to out-of-school suspension and students assigned to this program by the principal or assistant principal will work on their regular school assignments in a closely supervised isolated situation until such time as they are ready to return to the regular classroom. Parents will be notified by telephone or written notice. Students assigned to ISS or who are suspended from school may not participate in any extracurricular events after school on the day(s) that the suspensions are in effect.

STUDENT DRESS CODE

Acceptable Dress

- Clothing must be clean, in good repair and size appropriate, with no holes or tears.
- Shirt tails may be worn out, but must not be longer than the student's wrist when their arms are extended fully by their side. If the shirt tail is longer, it must be tucked into the waist band, not the pockets (not rolled under). This applies to all shirts (sports jerseys, button shirts, etc.).
- All pants must be worn at the waist.
- Sweaters and hooded sweatshirts may be worn BUT they must not go beyond your wrists.
- Shorts, skirts, skorts, and splits must be no higher than 3" past your fingertips.
- Head covering as part of a religious belief will be allowed if there is sufficient proof the student is a practicing member of the religious sect.

Unacceptable Dress

- Clothing must be worn appropriately (nothing inside-out or backwards, no rolled up pant legs, no shirts worn half on and half off, unfastened bib overalls or suspenders.

- No holes or tears above the knees are allowed in any garments worn by students.

Students will be referred to school administration for disciplinary action after receiving five documented minor behavior infractions within a behavior category. Students will be immediately removed from class by school administration if they receive three recorded infractions within a single class. Students will also be immediately removed from class for any major behavior infraction.

Together with your child, please review the behavior expectations located below as well as those located in the back of the student agenda; these sections identify appropriate student behaviors for all areas of the school. Please encourage your child to bring his/her agenda home daily in order for you to review the "Personal Banking Page" and "SMS Behavior Infraction Log" with your child.

SMS STUDENT BEHAVIOR EXPECTATIONS

- Students are expected to demonstrate respect for themselves and others, as reflected in their dress, decorum, and interactions with school personnel and other students.
- Students are expected to demonstrate responsible citizenship by working cooperatively with the staff to promote a positive climate in the school.
- It is the student's responsibility to have their lunch money, textbooks, and homework for the day upon arrival.
- During a fire drill, tornado drill, or other emergency situation, all students will follow the teacher's directions without talking.
- Consumable items such as candy, gum, and soft drinks are not to be brought to school. Fast food items from outside the school building may not be brought into the school or cafeteria. Food is not to be taken from the cafeteria.
- Electronic devices such as cell phones and MP3 players are not to be operated or visible while at school. See the ABSS Code of Conduct for specific information regarding this policy.
- Students are not permitted to buy from or sell anything to each other at any time on the school grounds or school buses.
- SMS students are subject to all North Carolina General Statutes, Alamance-Burlington School Board Policies, and the classroom teacher's rules.

and/or other legitimate business within the scope of school and home relations. Please enter the building through the front doors only. For the protection of the students and security in the school, all visitors must report directly to the school office, sign in and wear a visitor's badge. Teacher or room visitations may be arranged either by directly contacting the teacher or by requesting an appointment through the principal's office. It is extremely important that classroom activities be interrupted as seldom as possible! Parents/Visitors are not allowed to eat lunch in the cafeteria.

DISABLED OR HANDICAPPED STUDENTS

Federal legislation and the Alamance-Burlington Schools Board of Education policies mandate that every student will receive a free and appropriate education. Some students may have physical or mental handicapping conditions that can substantially limit their ability to learn and participate in school activities. If a student or parent believes the student has such a handicapping condition, the student's principal should be contacted. Further assistance can be obtained from the Director of Student Services or the Director of Exceptional Children on Vaughn Road at (336)570-6060.



STUDENT USE OF THE TELEPHONE

The office telephone (570-6500) is for school business and may be used by students only in cases of emergency with the permission of the secretary, principal or assistant principal. Students who need to make arrangements to stay after school or ask parental permission for any matter must do so before arriving at school. Changes in transportation procedures should be made in writing, instead of using the telephone, except in the case of an emergency.

Classroom activities cannot be interrupted for phone calls to students and/or teachers. Essential messages will be taken and delivered to the room by the office staff. Communication with teachers may be done via e-mail. Each teacher's e-mail address is listed on our website (<http://sam.abss.k12.nc.us/>).

FOOD SERVICE PROGRAM

The cafeteria is an extension of the classroom and appropriate behavior is expected at all times. Our school provides breakfast and a hot lunch program each day. Free and reduced-price lunch is available to those who qualify. Forms are mailed to student homes during the summer

and may be obtained by calling the office. Free/Reduced applications must be submitted by Sept. 5th. You will be responsible for your child's lunch fines if the application is denied or not submitted by deadline.

The computerized Cafeteria Management System now makes it possible for students to place unlimited amounts of money in their meal account. Cash or checks for prepayment (made out to Southern Middle School Cafeteria) should be sent in an envelope to school. Please note that a \$25.00 processing fee will be charged for any returned check. Deposits to your child's cafeteria account may also be made using the electronic system at www.lunchprepay.com. You can also monitor what your child is purchasing at the aforementioned website. Student meal prices are as follows:

Lunch (regular):	\$2.60 per day
Reduced Lunch :	\$0.40 per day
Adult Lunch:	a la carte prices
Breakfast (regular):	\$1.50 per day
Reduced Breakfast:	\$0.30 per day



Cafeteria prices are subject to change. If a child forgets or runs out of lunch money, he/she will be able to borrow money (voucher) from the office; students are expected to pay back any money borrowed and are not able to charge for food or beverage purchases within seven days.

Lunch Visitation

Parents coming to eat lunch with their child/children is allowed following these guidelines: We ask that you come during your child's scheduled lunch period and sit with him/her in either the "pit" in the library or in the outdoor amphitheater section. Other students will not be permitted to join you and your child for lunch. Further, we ask that you do not bring in outside food for any student other than your own child.

Food for Celebrations: Treats for celebrations cannot be brought to the cafeteria during lunch per ABSS food service guidelines. No homemade food items are allowed. Special food from off campus (like pizza) cannot substitute food service offerings.

TEXTBOOKS

Textbooks are loaned free of charge to students for their use during the school year. Some are signed out to go home with students while others remain available for use in the classrooms. Textbooks are to be kept clean and handled carefully, and students will be required to pay for lost or damaged books. If a textbook is found after it has been paid for, the fee may be refunded after a consideration of the condition of the text book is made as well as depreciation for the loss of use.

SCHOOL-WIDE DISCIPLINE PLAN

We believe all students can behave appropriately while at school. We will allow no student to stop the teacher from teaching or prevent other students from learning. When a student is sent to the principal's office for disciplinary concerns, it is regarded as a serious matter. Acts of disrespect, dishonesty, abusive conduct, abusive language, threats, fighting, vandalism, etc., are not acceptable and may result in suspension from school. Proper conduct is expected and required of all students while on buses, while on the school grounds, in the hallways, and at school-sponsored activities.

STUDENT CODE OF CONDUCT

The Alamance Burlington Board of Education has adopted a Student Code of conduct pertaining to all students in the school system. Your child's teacher has discussed this code with his/her class. All students received a copy of this code. Additional copies of this code may be obtained by parents upon request at the school office. The main points are as follows:

- A student shall not behave in such a way as to intentionally cause a disruption in the function of the school.
- A student shall not physically assault or abuse a student or other person.
- A student shall not possess weapons and/or dangerous instruments. (Violations could result in the student being recommended for long term suspension, 365 day suspension and/or expulsion.)
- A student shall not engage in disorderly, threatening, or highly offensive conduct.
- A student shall not steal, damage, or attempt to damage school property or private property on any school premises.
- A student shall not knowingly possess, use, distribute, or be under the influence of drugs, alcohol, or tobacco products.

The aforementioned rules prohibit certain behaviors by our students and subject those who violate them to disciplinary actions, including the possibility of suspension or expulsion. In addition, behaviors which are against the law may also lead to legal prosecution.

POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS)

The SMS staff practices Positive Behavior Intervention and Support (PBIS) to address student behaviors at school. The system is based on giving frequent rewards for good behaviors, which will be recorded by teachers in the student agendas on the "Personal Banking Page" and giving quarterly rewards for limited numbers of recorded infractions on the "SMS Behavior Infraction Log", which is also located in the student agenda.