



TURRENTINE MIDDLE SCHOOL  
1710 Edgewood Ave.  
Burlington, NC 27215

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336.570.6150 (phone) · 570.6210 (fax)  
Website: <http://tum.abss.k12.nc.us>

### ADMINISTRATIVE TEAM

Principal

Fredrick Sellars

Assistant Principals

William Hatten

Jeri Jackson

Tara Miles

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### STUDENT-PARENT HANDBOOK

2019-20 SCHOOL YEAR

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In compliance with federal laws, the Alamance-Burlington School System administers all educational programs, employment, activities, and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law. Inquiries or complaints should be directed to: Mr. Emmet Alexander, Assistant Superintendent of School Administration, Alamance-Burlington School System, 1712 Vaughn Road, Burlington, NC 27215 336-570-6060.

En cumplimiento con las leyes federales, el Sistema Escolar Alamance-Burlington aplica todos los programas educativos, actividades de empleo y de admisión sin ningún tipo de discriminación basada en la raza, religión, nacionalidad o grupo étnico, color, edad, servicio militar, discapacidad o género, a excepción de aquellos casos donde la exención es apropiada o permitida por la ley. Preguntas o quejas al respecto deben ser dirigidas al: Mr. Emmet Alexander, Al Asistente del Superintendente, de Administración Escolar, El Sistema Escolar Alamance-Burlington, 1712 Vaughn Road, Burlington, NC 27217 336-570-6060.

### **Student Drop-off and Pick-up**

Students may not arrive on our campus before 7:30 A.M. Students arriving before the first bell will go directly to class. Students will not be allowed to check out after 2:45.

### **Parents**

We request that you pick up your child by 3:25 P.M. each afternoon. Our goal is to keep our students safe and well supervised. If you are unable to pick your child up at dismissal, please consider using the school bus as a means for transporting your child home. Our staff have other school related responsibilities therefore no supervision will be available.

### **School Telephone**

The office telephone (570-6150) is for school business and may be used by students only in case of emergency and with the permission of the secretary, principal, or assistant principal. Students who need to arrange to stay after school or to ask parental permission for any matter should do so before leaving for school each morning.

Note to parents: Students will not be called out of class for a telephone call unless it is an emergency. A message will be given to your child as soon as possible. We do not interrupt instruction to deliver messages.

### **Visiting TMS**

Parents and visitors are required to sign in at the front office. The receptionist will notify the staff member with whom you wish to visit and someone will meet you in the office to escort you to your conference site. For security reasons, you will need your drivers license to check students out of school. Parents and visitors are not to enter the building without signing in at the office and waiting for the appropriate staff member. Visitors may not be in classrooms or hallways while classes are in session without prior administrative approval.

### DAILY SCHEDULE

7:50 a.m.	Warning Bell
8:00 a.m.	Tardy Bell for Homeroom
3:05 p.m.	Dismissal

### MASTER SCHEDULE

GRADE SIX

7:30-8:00 a.m.	students report to homeroom (B1)
8:00-9:15 a.m.	Block 1
9:15-10:30 a.m.	Block 2
10:30-12:15	Block 3 and lunch
12:15 -1:00 p.m.	Elective A
1:05-1:50 p.m.	Elective B
1:50--3:05 p.m.	Block 4

GRADE SEVEN

7:30-8:00 a.m.	students report to homeroom (B1)
8:00-8:45 a.m.	Elective A
8:50-9:35 a.m.	Elective B
9:35-10:50 a.m	Block 1
10:50-12:35	Block 2 and lunch
12:35-1:50 p.m.	Block 3
1:50-3:05 p.m.	Block 4

GRADE EIGHT

7:30-8:00 a.m.	students report to homeroom (B1)
8:00-9:15 a.m.	Block 1
9:15-10:30 a.m.	Block 2
10:30-11:15 a.m.	Elective A
11:20-12:05	Elective B
12:05-1:50 p.m.	Block 3 and lunch
1:50-3:05 p.m.	Block 4

Students may not arrive on our campus until 7:30 a.m. Doors will be open at 7:30 for students to go directly to breakfast or homeroom.

# DRESS CODE

- Shorts, skirts and dresses may be worn. The length must be no higher than 6 inches (the length of a dollar bill) above the kneecap and must not have holes that expose skin or undergarments. Shorts, skirts and dresses should not be excessively tight fitting. If a dress or skirt has a slit, the slit must meet the same length guidelines (six inches above the knee).
- Pants must not be excessively tight fitting or expose skin more than six inches above the knee. Pants must not show skin /undergarments above the waistband and must be worn at the waist - no "sagging."
- Shirts and tops must cover the midriff, waist, back and cleavage and must not be excessively tight fitting or see through. Tank tops are allowed, but straps must be at least three student finger widths wide. Hoodies and jackets are allowed but cannot be worn on the head while inside the school building
- SHOES MUST BE WORN AT ALL TIMES. BEDROOM SLIPPERS/SHOES ARE NOT PERMITTED.
- LESSINGS ARE ALLOWED ONLY WHEN WORN UNDER A DRESS CODE APPROVED CLOTHING ITEM (SHORTS, SKIRTS OR DRESSES)
- INAPPROPRIATE APPAREL SUCH AS PANTYMAS OR CLOTHING REPRESENTING DRUGS, ALCOHOL, TOBACCO, SEX, GANGS, VIOLENCE OR ARE CRUDE, SUGGESTIVE OR DIVISIVE IN WORDS OR PICTURES MAY NOT BE WORN.

- ITEM NOT ALLOWED ON CAMPUS INCLUDE BLANKETS USED AS OUTERWEAR AND OTHER ATTIRE THAT IS DISTRACTING TO THE LEARNING ENVIRONMENT, ITEMS THAT CAN BE USED AS A WEAPON, SUCH AS STUDDED BRACELETS AND BELTS, CHAINS (INCLUDING WALLET AND HANGING CHAINS)
- ITEMS NOT TO BE WORN INSIDE THE BUILDING INCLUDE SUNGLASSES, GLOVES, MITTENS, HATS, CAPS, SCARVES, HOODS, HEADGEAR (OTHER THAN HAIR BOWS AND HEADBANDS).

\*\*\* THE ADMINISTRATION RESERVES THE RIGHT TO MAKE THE FINAL DECISION CONCERNING APPROPRIATE AND INAPPROPRIATE DRESS AS WELL AS WHAT IS CONSIDERED DISTRACTING TO THE LEARNING ENVIRONMENT.

## CONSEQUENCES:

STUDENTS WHO ARE OUT OF COMPLIANCE WITH THE DRESS CODE WILL NOT BE ALLOWED TO ATTEND CLASS. THEY WILL BE ALLOWED TO CHANGE INTO APPROPRIATE CLOTHES IF THEY HAVE SUCH ITEMS. IF NOT, THEY WILL BE ALLOWED TO CALL HOME FOR A CHANGE OF CLOTHING. STUDENTS UNABLE TO ACQUIRE APPROPRIATE CLOTHING WILL BE ASSIGNED TO IN-SCHOOL SUSPENSION FOR THE REMAINDER OF THE DAY. INAPPROPRIATE ITEMS WILL BE CONFISCATED AND HELD IN THE OFFICE. ALL CONFISCATED ITEMS WILL BE RETURNED.

## ASSESSMENT

Progress reports and report cards will be issued on the following dates per school board policy:

End of nine weeks	# of school days in 9 weeks	Progress reports issued	Report cards issued
10/28/19	45	9/13 & 10/4	11/4/19
1/17/20	45	11/22 & 12/18	1/28/20
3/26/20	45	2/14 & 4/24	4/3/20
6/10/20	45	5/15	6/10/20

The Board of Education has established the following numeric system for grading:

A	B	C	D	F
90-100	80-89	70-79	60-69	0-59

At the end of each grading period, students will be recognized for making the A Honor Roll and the A/B Honor Roll.

## ATTENDANCE

Our attendance goal is two-fold: (1) teachers and other school staff want students to be at school, and (2) the students at our school need to be present to be successful. Teachers have the following options when dealing with chronically absent students:

1. Assess attendance concerns at team meetings.
2. Call students and their families to express a concern for their well-being and to stress the importance of good attendance.
3. Report concerns to the school administration and social worker.
4. Carefully assess excessive absences at progress report and report card times and be proactive in helping students understand the importance of being at school.
5. Offer incentives or recognition at the end of each nine weeks to acknowledge strong attendance rates for students (e.g., perfect attendance awards for no absences and good attendance awards for fewer than three absences).

Students involved in extra-curricular activities must sign the Extra-Curricular Code of Conduct, which includes the following attendance requirements: Students must be present for at least 50% of the school day in order to participate in any extra-curricular event (on or off campus) that is scheduled for that day.

### Excused Absences

The following conditions constitute an excused absence:

Condition	Notes
Illness or injury of student	Illness over five days or injury requiring five or more days out of school requires verification from a licensed health professional to be considered excused
Medical or dental appointments	Requires verification from a licensed health professional to be considered excused
Death in the immediate family	Questions regarding the term <i>immediate</i> should be directed to the Admin Team
Quarantine	Copy of quarantine order by the State Board of Health or Alamance County Health Department is required
Religious Holiday	Requires <i>prior</i> approval from Admin Team to be considered excused
Court Summons	Verification from the court system is required to be considered excused
Immediate demands of the home	Prior approval from the Admin Team is required to be considered excused
Valid educational opportunity (travel)	Prior approval from the Admin Team is required to be considered excused

### Unexcused Absences

Any absence from school, with or without the knowledge of the parent, which does not meet the requirements of an excused absence, shall be classified as an unexcused absence. In addition, any absence for which there is no documentation on file is considered an unexcused absence. Upon returning from an absence, documentation must be provided. A parent note, doctor's note or parent e-mail to the homeroom teacher indicating the reason for the absence will count as documentation. Students have three days upon their return to clear their absences.

## Attendance Policy

### Unexcused Absence Procedures:

- a. Unexcused absences 1 and 2 - verbal warning
- b. When the student accumulates three unexcused absences, the parent/guardian shall be notified by letter of the absences and a referral made to the Student Services Team (SST) for review
- c. After six unexcused absences the parent/guardian shall be notified by mail that he/she is violation of the Compulsory Attendance Law and a conference with the SST will be set to review the attendance record and establish an appropriate plan for improved attendance
- d. After ten unexcused absences the principal (or designee) and the SST will review the attendance record and determine if the parent/guardian has made a

good faith effort to comply with the law. If not, the district attorney and Department of Social Services will be notified.

### Make-up Work Policies

We will follow these make-up work policies:

Type of Absence	Work Due	Notes
Excused	<p style="text-align: center;">In grades 6-12, students are entitled to twice the number of days absent to complete all assignments missed due to being absent for school (maximum of five days). In case of unusual circumstances, the time allowed to make up work may be extended with the approval of the principal.</p>	No reduction in grade can be given unless the work is not turned in within five school days of the student's return to class
<i>Please see the definition of an excused absence</i>		No reduction in grade can be given unless the work is not turned in within five school days of the student's return to class
Unexcused		No reduction in grade can be given unless the work is not turned in within five school days of the student's return to class
<i>Students with unexcused absences have the right to make up their work without a reduction in grade</i>		No reduction in grade can be given unless the work is not turned in within five school days of the student's return to class
OSS		No reduction in grade can be given unless the work is not turned in within five school days of the student's return to class

### Students Leaving Campus during the School Day

The following policies are in effect for students leaving campus during the school day:

1. A parent or guardian *must* come into the school to sign the student out of the office. Students being signed out by anyone other than a parent or guardian must bring a note with the student's full name, reason for leaving, time of departure, parent's signature and the name of the person signing out the student. **Identification will be required.** Phone verification from the official guardian will be required before the student can be released. If the office cannot confirm the change, the student will go home as usual.
2. If the student returns that school day, a parent or guardian *must* come into the school to sign the student back into school.
3. Students may not leave the campus with anyone not listed on their school information sheet.

### DISCIPLINE

Turrentine utilizes school-wide expectations. It is a proactive approach to school-wide positive discipline. We have established a set of expectations, which are taught, modeled, practiced and reinforced throughout the year. During the year, students will be recognized for exhibiting positive behaviors, attitudes and actions.

Turrentine will emphasize these core behaviors: **"Show Respect", "Engage," and "Take Responsibility."** Our slogan is **"S.E.T. the Course for Success"**

The behavioral system includes:

- A common purpose and approach to discipline.
- A clear set of positive expectations and behaviors.
- A set of guidelines for teaching expected behavior
- A set of guidelines for encouraging expected behaviors.
- A set of guidelines for ongoing monitoring and evaluation.

Consequences for minor discipline incidents may include:

Warning, loss of privileges, seat change, redirection, parent contact, confiscation of inappropriate items, silent lunch, before/after school detention. Teachers will contact parents to inform them of inappropriate behavior. **If a student is a constant disruption to the learning environment he or she will be removed from class and parents will be asked to attend a parent teacher conference.**

### THERAPEUTIC LEARNING CENTER(TLC)

Based on the philosophy of "in-school isolation", this center is designed to help students stay in school while dealing with behavioral problems. Students who are unable to successfully complete behavioral and attitudinal changes can be assigned by an administrator to spend part of a day or several days in the Therapeutic Learning Center Program. While in TLC, students are isolated from their peers and are expected to follow a very structured process. They will be doing their regularly assigned class work plus other activities to help deal with their behavioral problems. **Students assigned to TLC are not allowed to attend or participate in any school or athletic events, including practice or tryouts, scheduled for that day. Furthermore students that have been assigned a full day of TLC will not be allowed to attend field trips during that nine weeks period.**

### THERAPEUTIC LEARNING CENTER

#### TLC Expectations

1. Each student in TLC will work the entire time except during breaks. Furthermore, he/she shall complete all class work from classroom teachers.
2. The following behaviors are not permitted in TLC:
  - (a) talking without permission
  - (b) sleeping
  - (c) moving about the classroom
  - (d) disruptive noises and gestures



3. Students in TLC will eat lunch at 11:00 a.m. each day. They will walk to and from the cafeteria with the TLC Coordinator who will supervise them in the cafeteria and during restroom breaks.

## Out of School Suspension (OSS)

Absences due to OSS are involuntary for attendance counting purposes and do not violate the compulsory attendance law. Teachers shall provide make-up work for students during the suspension time and shall count the graded work per Administrative Team policy. Students shall not receive a reduction in grade for the work unless the work is not turned in within five days of their return to school. Students who are suspended are not allowed to attend or participate in any extra-curricular activity during the time of their suspension. Suspensions may also prohibit students from participating in any subsequent field trips.

## AFTER SCHOOL DETENTION (ASD)

Another strategy for dealing with students with disciplinary infractions is After School Detention (ASD), which lasts from 3:30 - 4:30 p.m.

### Notice

The administration reserves the right to implement policies, procedures and consequences about incidents or topics that may not be listed in this handbook in order to ensure a safe and orderly school environment.

## Conferences

We encourage parents to make appointments for conferences with teachers, counselors, assistant principals, and the principal by telephoning the school office (570-6150). Teachers are available during their planning period on Wednesday and Thursdays. If you have a classroom question or concern, please contact the teacher before calling an administrator. If you still have questions after talking to your child's teacher, contact a counselor. If you still have questions, please feel free to contact a TMS administrator.

## School Bus Transportation

Riding the school bus is a **privilege and not a right**. The safety of our students is dependent on the cooperation and good conduct of each passenger. Therefore, all the rules of good classroom behavior apply to bus situations, and the driver carries the responsibility of a teacher in maintaining order and safety on his/her bus. The following rules and procedures are necessary to maintain safe and orderly transportation for our most precious resource and priceless possession, our students. Students will be suspended from riding the school bus for delaying the

bus schedule or for violating and rules in the Alamance-Burlington Student Code of Conduct. Parents will be contacted and a copy of the bus referral will be sent home with the student. If a student is suspended from the bus, it is the parent's responsibility to provide transportation and from school. As with all students who are car riders, students who are suspended from the bus must be picked up no later than 3:25 P.M. A bus suspension is not considered a suspension from school.

The following actions apply to bus discipline referrals:

First Bus Offense - Warning to 3 day bus suspension

Second Bus Offense - 3-5 day bus suspension

Third Bus Offense - 5-10 day bus suspension

Fourth Bus Offense - permanent bus suspension

### INSURANCE

THE SCHOOL SYSTEM DOES NOT CARRY ACCIDENT INSURANCE FOR YOUR CHILD. PROVIDING ACCIDENT INSURANCE IS THE PARENT'S RESPONSIBILITY. HOWEVER, THE SCHOOL SYSTEM DOES OFFER GROUP ACCIDENT INSURANCE TO PARENTS AT REDUCED RATES. ALL TRANSACTIONS ARE BETWEEN THE PARENT AND THE INSURANCE COMPANY; THE SCHOOL IS NOT THE AGENT.

SCHOOL ACCIDENT INSURANCE WILL BE OFFERED BY THE YOUNG GROUP, INC. ALL STUDENTS PARTICIPATING IN SCHOOL SPORTS, INCLUDING CHEERLEADING, MUST BE COVERED BY SOME TYPE OF INSURANCE.

### INCLEMENT WEATHER

FOR WEATHER RELATED SCHOOL CLOSINGS AND DELAYS, PLEASE LISTEN TO LOCAL TV OR RADIO STATIONS FOR SCHOOL SCHEDULING INFORMATION. YOU MAY ALSO ACCESS THE SCHOOL SYSTEM WEB SITE AT [WWW.ABSS.K12.NC.US](http://WWW.ABSS.K12.NC.US) TO GET CURRENT INFORMATION ABOUT SCHOOL CLOSINGS AND DELAYS. CONNECTED PHONE MESSAGES ARE SENT TO INFORM FAMILIES OF SCHOOL CLOSINGS AND DELAYS.

### STUDENT PLANNERS

TEACHERS WILL BE SENDING YOUR STUDENT'S PLANNER HOME FOR YOU TO SIGN AT THE END OF EACH WEEK. THE TEACHERS WILL USE THE PLANNERS AS ONE WAY TO COMMUNICATE YOUR CHILD'S BEHAVIOR AND GRADES. PLEASE SIGN THE PLANNER BEFORE SENDING IT BACK TO SCHOOL ON MONDAY. REPLACEMENT COST OF LOST PLANNER IS \$5.00

### ELECTRONIC DEVICES & HATS

**Students shall not use or display cell phones, i-pods, MP3 players, etc. All electronic devices should be turned off before entering the building.** If used or displayed these items are subject to be confiscated by staff members, teachers and the administrative team. Consequences 1<sup>st</sup> offense warning and returned to student at the end of day, 2<sup>nd</sup> offense confiscated and parent pick up, 3<sup>rd</sup> offense confiscated, parent conference and parent pick up 4<sup>th</sup> electronic devices banned from campus and OSS

Teachers are to turn in any confiscated items to the office, labeled with the student's name, and are not to leave these items in their classrooms. Parents will be contacted to pick up these items. They will *not* be returned to the student, after the initial warning.

In addition, hats, hoods and other headgear shall not be worn in the building 8:00-3:05. Consequences will be given by classroom teachers. Headgear will also be confiscated.

## STUDENT INVOLVEMENT

Turrentine Middle School offers the following activities for students:

Baseball	Battle of the Books	Basketball	Soccer
Builders Club	Cheerleading	Dance Team	Man -Up
Tennis	Football	AYLA -Leadership Turrentine	Softball
Project Unify	Volleyball	Track Club	Cross country club

**We encourage all students to get involved at TMS!**

## STUDENT CODE OF CONDUCT

There are 26 rules in the ABSS Student Code of Conduct with which students and parents will want to familiarize themselves. Students are responsible for following all 26 of these rules for which, if broken, consequences will be provided. Not knowing the rules is not an acceptable reason for students to break them.

At Turrentine, we take safety, academics, and opportunities for students to be involved with extracurricular activities very seriously. We will not allow our students to prevent our teachers from teaching or our students from learning.

Student and their parents are required to sign the verification page indicating that they have seen and will abide by the rules of Turrentine Middle School and the policies of the Alamance-Burlington School System

LUNCH PROGRAM  
Lunch and Breakfast Prices

	Breakfast	Lunch
Full price (students)	\$1.50	\$2.60
Reduced price (students)	\$.30	\$.40
Adult price	A la carte	A la carte

Students may bring a bagged lunch from home but may not bring outside food of any kind (e.g., fast food). **In addition, this type of food may not be brought from home or dropped off by a parent.** Food and drinks purchased in the cafeteria should not be taken out of the cafeteria.

Free/reduced lunch forms, are available online and in the front office, should be collected from students and forwarded to the Cafeteria Manager. **Those students who received free or reduced lunch last year continue to be eligible during the first thirty days of school provided there is documentation that the student had free/reduced lunch. Otherwise, the student will be expected to pay the full price for his/her lunch. Failure to return the lunch form during this period of time is grounds for being dropped from the program.** Questions relating to student eligibility should be directed to the Cafeteria Manager.

**Students without lunch money who charge lunch are expected to repay the charge by the end of the next school day. Students owing lunch money will not be allowed to participate in athletics, extra-curricular activities, special events, etc. until their debt is paid. There will be a \$20 fee for all returned checks.**

### **Making a Smooth Transition Back to School**

Yes, it is that time of year again. It is important to start the year on the right foot, and to establish routines for the entire year. Here are some suggestions for easing the transition back to school.

1. Make sure kids are in bed at a reasonable hour on school nights.
2. Get your kids to school on time—every day.
3. Record all important school dates and events on a calendar.
4. Don't talk badly about your child's teacher in front of your child.
5. Make plans to be involved in the school and education of your child.

This means regularly attending PTO meetings, looking at your child's homework every night, visiting teacher web pages, etc.

## **Exceptional Children**

Questions or concerns relative to 504, Title II, or Title IX issues should be forwarded to:

Exceptional Children's Division of the Alamance-Burlington Schools,  
1712 Vaughn Rd., Burlington, NC, 27217.  
Phone 336-438-4121

## **Academically/Intellectually Gifted**

Parent and/or teacher referrals for screening for possible AIG services must be made in writing to the principal and/or the student's teacher before November 22, 2019.

## **Tobacco - Free Schools**

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, pipes, cigars, and smokeless tobacco. Tobacco may not be used on any school grounds or at school events, including athletic events, buses, parking lots and off-campus events.

## **Annual School Health Screenings**

Each year the ABSS conducts student health screenings to better serve the students in Alamance County. Vision screenings are conducted by trained and certified staff members. Blood pressure screening and Body Mass Index (BMI) may be conducted for special populations in the schools. Parents/Guardians and school staff may request a screening at any time. The screenings are performed at selected grade levels and parents may contact their child's school for specific screening dates. Vision screening is conducted in grade 7. Parents shall be notified in writing if a student fails a health screening and may need additional evaluation and/or follow up care. Parents who do not wish to have their child screened must send a written note to the child's homeroom teacher prior to the screening.

## **Garrett's Law**

On July 17, 2004, Governor Easley signed Senate Bill 444, referred to as Garrett's Law." This law mandates at the beginning of every school year local Boards of Education shall ensure that schools provide parents and guardians with information about meningococcal meningitis, influenza and their vaccines. Beginning July 2007, information about Human Papillomavirus (HPV) and the HPV vaccine will also be provided. This vaccine is available for females and may prevent certain diseases and cancers. Copies of this information are available in the office. Additional information on the diseases and the vaccines can be found at [www.cdc.gov](http://www.cdc.gov), [www.immunizenc.com](http://www.immunizenc.com), [www.acha](http://www.acha), or [www.immunizationinfo.org](http://www.immunizationinfo.org).