

# Vikings

Diversity...Educate, Empower, Embrace

## A Welcome From the Administration

Welcome to Hope Mills Middle School, home of the Vikings. The policies and procedures contained in this handbook are designed to ensure a safe and successful school year for all students. Please take the time to carefully read the information contained within, so that you will become familiar with the opportunities, responsibilities, and expectations of our school. We are looking forward to an exciting, productive, and rewarding year.

Dr. Cherié N. Graham  
Principal

Caroline Whitley      Melissa Davis  
Assistant Principals

### *Mission Statement*

**Our mission at Hope Mills Middle School is to provide a safe and orderly environment that fosters lifelong learning and challenges students to become successful in a globally competitive society.**

#### DAILY SCHEDULE

Time	Activity
7:30-7:37	Homeroom
7:41-8:31	1 <sup>st</sup> period
8:36-9:26	2 <sup>nd</sup> period
9:31-10:21	3 <sup>rd</sup> period
10:26-11:16	4 <sup>th</sup> period
11:21-12:40	5th/Lunch
12:45-1:35	6 <sup>th</sup> period
1:40-2:30	7 <sup>th</sup> period

This planner contains a one-year supply of assignment sheets. Students are expected to record every assignment given by teachers. Parents are expected to check the assignments daily to ensure completion of assignments. This will encourage effective communication among the student, parent, and teacher.

This planner is provided to all students. If it is lost or stolen, a replacement planner must be purchased.

**THE PLANNER IS DESIGNED TO MAKE STUDENTS MORE RESPONSIBLE FOR THEIR**

## SCHOOLWORK

### School Calendar 2016-2017

August 29	First Day for Students
September 5	Student/ Teacher Holiday
<b>September 28</b>	<b>Progress Reports go home</b>
October 31	End of First Nine Weeks
November 8	Student Holiday/Teacher Workday
<b>November 10</b>	<b>Report Cards go home</b>
November 11	Student/Teacher Holiday
November 15	Parent Teacher Conferences
November 18	First Nine Weeks Award Ceremony
November 23-25	Student/Teacher Holidays
<b>December 9</b>	<b>Progress Reports go home</b>
December 21 – January 2	Winter Holidays
January 16	Student Holiday/Teacher Holiday
January 27	End of Second Nine Weeks
January 30	Student Holiday/Required Teacher Workday
<b>February 3</b>	<b>Report Cards go home</b>
February 10	Second Nine Weeks Award Ceremony
February 20	Student Holiday/ Required Teacher Workday
<b>March 1</b>	<b>Progress Reports go home</b>
March 7	Parent Teacher Conferences
March 31	End of Third Nine Weeks
<b>April 7</b>	<b>Report Cards go home</b>
April 12	Third Nine Weeks Award Ceremony
April 13	<i>Viking Trek</i>
April 14	Student Holiday/Teacher Workday
April 17-April 21	Spring Break
<b>May 10</b>	<b>Progress Reports go home</b>
May 29	Student/Teacher Holiday
June 8	Final Award Ceremony
June 9	Last Day of School for Students

## Student Information

**Athletic Eligibility:** Each student must receive a physical before he/she will be allowed to begin practice for participation in inter-school athletic activities. Students are not allowed to miss more than **13.5** days in the previous semester to be eligible to play sports and must have at least a **2.0** cumulative grade point average in the previous semester. **Athletes must be present during the school day in order to participate in after-school activities; this includes practice or a game. Students receiving ISS for the entire day or OSS are ineligible to play or practice.**

Attendance/Absenteeism: **Regular attendance is a necessity for two reasons: (1) it is required by law, and (2) it is essential to the student's success and achievement in school. Reasons for lawful absences are as follows: illness or injury, quarantine, death in the immediate family, medical or dental appointments, court or administrative proceedings, religious observation, deployment activity, or an educational opportunity. With regard to an educational opportunity or deployment activity, prior approval must be requested and received from the principal for the absence to be considered lawful. A student's absence from school for any reason other than those listed above will be considered unlawful. A student who is absent must present a note to his/her homeroom teacher containing the following information: date note is written, exact date of absence, specific reason for absence, and signature of parent or guardian. All notes must be presented within 3 days of student's return to school. Parents of students missing more than 10 days of school will be required to meet with the school social worker. School truancy is a serious offense that may result in court action.**

**Book Bags:** Book bags are not allowed in the classrooms. Book bags should be left in the lockers at the beginning of the day, and students may pick them up before going home. Purses should not be used as book bags. Only mesh or see through Physical Education bags with gym attire are allowed. Books **ARE NOT** allowed to be carried in gym bags. Food and beverages **ARE NOT** allowed to be carried in gym bags. Sixth grade students can take their food or beverage to their 5th period teacher at the beginning of the day for lunch. Seventh and Eighth grade students need to store food or beverage in their locker until 5th period for lunch. Gym bags should be placed in lockers when not in use. Gym bags can be purchased through the main office. **Non-mesh sports bags cannot be worn during the school day.**

- *1st Offense* Warning and non-mesh bag will be emptied and sent to the front office to be picked up at the end of the day
- *2nd Offense* Parent may pick up non-mesh bag from the main office between the hours of 7:00 and 2:30
- *3rd Offense* Parent will pick up non-mesh bag from the main office at the end of the nine weeks

Bus Conduct: **THE SCHOOL TRANSPORTATION SERVICE IS A PRIVILEGE.** Students are required to ride on assigned buses. **Students who are riding a different bus must give a note to Mrs. Davis by 9:00 am. Students riding a school bus shall observe the directions of**

**the bus driver at all times. Violation of any of the school rules or school vehicle rules in the Student Code of Conduct may result in temporary or permanent suspension from the bus. The CCS policy on Search and Seizure extends to students who ride the bus.**

- *1st Offense* 5 day bus suspension
- *2nd Offense* 10 day bus suspension
- *3rd Offense* 20 day bus suspension
- *4th Offense* Bus suspension for the remainder of the school year

**Cafeteria Policies:** Students are expected to be orderly and respectful while in the cafeteria. Students are not allowed to take food and/or drinks out of the cafeteria. Students may not leave the cafeteria without the permission of an adult. Students must eat during their assigned lunch time. Students who go into the cafeteria in the morning before school starts **MUST** be there to eat breakfast. Students whose accounts are *negative* will be given an alternative lunch.

<u>Breakfast</u>		<u>Lunch</u>	
<u>Paid</u>	<u>Reduced</u>	<u>Paid</u>	<u>Reduced</u>
<b>\$.90</b>	<b>\$.30</b>	<b>\$2.15</b>	<b>\$.40</b>

**Change of address and/or phone number:** Please inform the Registrar's office and your homeroom teacher if you change your address or telephone number anytime during the school year. Please provide the appropriate paperwork to confirm address change, which includes your new lease or contract, a utility bill, and proof you have vacated your previous residence.

**Check-in procedure:** Students arriving to school after the tardy bell (7:30 AM) must have a **parent** check them in through the main office. There will **not** be access to the breezeway after 7:30 so students must check in through the main office. The bus is available to most students. If parents choose other transportation, they are responsible for getting the student to school **on time**. Excessive tardies to school will be referred to the school social worker and administration. **Students checking in after 11:00 am will be considered absent for the school day.**

**Check-Out:** Students leaving school during the day must check out through the main office. Students will be released to the parent or parent designee with proper identification. Students will not be called out of class to check out until the person checking them out arrives at the school. **Students checking out before 11:00 a.m. will be considered absent for the day. No checkouts are allowed after 2:10 p.m.** This is a busy time for the main office and instructional time does not end until 2:30 p.m. when dismissal begins.

**Dress and Grooming:** Students are expected to use good taste in choosing clothing so as not to present a health hazard, attract attention or interfere with the educational process. Any printed material on a student's clothing must not be offensive or detract from the ongoing educational process and should be consistent with generally accepted standards of the school community. **The administration reserves the right to determine when apparel/appearance is in good taste for school.**

The following is a guide for proper attire:

- Waist of pants must be worn at your natural waist – **NO SAGGING OR EXCESSIVELY TIGHT PANTS!**
- No inappropriate signs, emblems, or language on clothing.
- No skin-tight clothing. Leggings, jeggings, yoga pants or any other skin tight clothing will be considered undergarments and must be worn with appropriate dress attire which must be no more than two inches above the knee.
- Dresses, skirts, or shorts must be no more than two inches above the knee. This includes the under lining of clothing such as hi/low or double layer dresses/skirts. Only two inches of skin above the knee may be visible, all the way around the leg, either by length, holes, transparent material or any other insert.
- No hats or headgear, such as earmuffs, are allowed during school hours. These items include but are not limited to: bandanas, sunglasses, non-prescription glasses, and hoods on sweatshirts.
- No pajamas, bedroom shoes/slippers or exposed undergarments.
- No sheer or see through fabric in tops or bottoms unless it has solid fabric underneath it; this includes but is not limited to, crochet, lace, sheer or knitted fabrics.
- Spaghetti straps, tank tops, halter tops, tube tops, racer back tops, shirts revealing midriffs or cleavage, and any other revealing items of clothing **are prohibited.**
- No holes or tears exposing the skin are allowed on clothing above the knee. Holes exposing the skin must not be disguised with leggings, undergarments, or other skin tight fabric.
- Chains and spiked apparel are not allowed. Clothing that can be construed as a weapon(s) is not allowed.
- Hair color or styles that are reported as distracting to the learning environment are not allowed. Hair cannot be worn over the eyes.
- Flip-flops and slides are not permitted. Shoes must be affixed at ankle. Wearing of open-toe shoes is discouraged due to safety concerns.

**Due Process:** The Board of Education mandates and the law requires that all students be treated fairly and honestly in resolving grievances, complaints, or suspensions/expulsions. Due process shall be defined as fair and reasonable approaches to all areas of student governance and discipline on the part of all school officials. Whenever a student or parent has a complaint regarding a decision made by a teacher, principal, or other local school employee which cannot be resolved by the principal at the school, the student or parent shall provide the complaint in writing to the appropriate assistant superintendent no later than fifteen days after the disposition of the matter by the principal.

**Electronic Devices:** Any device disruptive to the school environment such as MP3 players, electronic games, cellular telephones, iPods, PSP's, cameras, and other similar items may **not be displayed or utilized** during school hours (7:22-2:30). Students are not permitted to take pictures or videos unless approved by the principal. Unauthorized use of such devices during school hours will result in confiscation of the device and potential administrative action. The school assumes no responsibility for lost, stolen, or damaged property. All students in violation of this policy will be charged accordingly. The following disciplinary actions will take place cumulatively for cell phone/electronic device infractions:

1<sup>st</sup> offense- Warning and student may pick up the item from the front office at the end of the day

2<sup>nd</sup> offense- Parent may pick up item from office between the hours of 7:00 and 2:30

3<sup>rd</sup> and subsequent offenses- Parent picks up item from the office at the end of the Nine-weeks in which the item was taken

**The refusal to give up any cell phone/electronic device or other prohibited item to school personnel upon request will result in automatic suspension.** Students can avoid this possibility by not bringing these or similar items to school, or storing them in their lockers for the duration of the school day.

**Food/drinks:** All food/drink items brought to school will be consumed in the cafeteria during lunch and/or breakfast hours. The consumption of food or drink items will not be permitted in the classroom, hallway, gymnasium, media center, auditorium, and restrooms. Any violation will result in the confiscation of the food/drink item. Food items are not to be sold by students.

**Grades:** Grades can be accessed online via PowerSchool. The grading scale is as follows: A= 100-90 B= 89-80 C=79-70 D=69-60 F=59 and below. Login information is also available through the HMMS Guidance Office.

**Hours of Operation:** Students and parents are advised that the official hours of operation at Hope Mills Middle School are 7:00-2:45. Students attending athletic events and school-sponsored activities must exit campus and return no more than 15 minutes prior to event. Students staying for these events must be picked up within 15 minutes of the ending time of the activity.

**Lockers:** Each student will be assigned a locker only after a lock has been purchased. School locks are \$6.00. Only school approved locks are to be used on lockers unless otherwise approved by administration. Do **not** give your lock combination to any other student. Students may **not** share lockers. All lockers are subject to a locker search. Students are to adhere to their assigned locker schedule.

**Make Up Work:** Once missed, classroom discussions, programs, and any group instruction can never be completely recovered or made up. However, a student is allowed to make up their work, so far as possible, when he or she has missed school for illness or emergency, or another reason which is classified under the Board of Education Attendance Policy. Work must be completed within 5 days after the student returns to school. **The burden of responsibility for completing make-up work rests entirely upon the student rather than the teacher.** If students are suspended from school, they will not be assigned work during the suspension. If they wish to make up work for the days missed, (and we strongly encourage this), it is their responsibility to make arrangements with the teacher once they return. **Teachers are not required to accept make-up work from students who have failed to complete assignments during class.** Late

assignments, if accepted by the teacher, will be subject to deduction of points. Late work policies are posted in each classroom.

**Media Center:** The Media Center is open for Study Hall from 7-7:22 AM each day. The first twenty students to arrive and sign in are allowed to stay during this time to read, take AR tests, study, or work on assignments quietly.

Students are allowed to visit the Media Center anytime throughout the school day as long as they have a written pass from their teacher. Students may visit the Media Center after school between 2:30-3:00 PM each day for checking out books, completing research, taking AR tests, or studying.

**Loan Period:**

Students are allowed to check out up to three books at a time for a three week period.

**Library Fines:**

Students are charged a \$0.05 fine per book each day it is late. Fines do not accumulate over \$5.00 per book. If a student loses a book, he/she is responsible for paying for the book.

**Medication:** The school cannot administer medication, including aspirin, unless students have a “Request to Administer Medicine” form signed by a physician and parent authorizing the medication. The medication, original container, and form must be left in the guidance office. All medicines will be administered in the guidance office.

**Middle School Promotion Requirements:** In order to be promoted from grade 6 to grade 7 and grade 7 to grade 8, each student must earn a passing grade of 60 in Language Arts, Math, Social Studies and Science. Additionally, students must earn a passing grade of 60 in one of the following: Health/P.E., Vocational, Cultural Arts, Foreign Language, or any approved elective.

**Grade 6, 7 and 8 Requirements:**

A passing grade in:

1. Language Arts
2. Math
3. Science
4. Social Studies
5. One other course

**No Fail Procedure:** To support the education of our students, it is recognized that a grade below 50% puts our students in a position of certain failure. Therefore in recognition of the need to give students an opportunity to succeed, a grade of no lower than 50% will be the minimum grade for the report card grade for the first two quarters. In rare occasions at the discretion of the Student Services Team, a third quarter report card grade of 50% can be given rather than the lower grade earned by the student for that quarter. The principal or the teacher can't give the third quarter report card grade of a 50% without the consent of the Student Services Team.

**Parent Conferences:** If problems arise concerning students at Hope Mills Middle School, parents may make appointments for conferences with teachers, counselors, or the principal, by telephoning the school office. We request that all conferences be made during your child's team planning period. Please allow the school sufficient time to set up conferences.

**Planners:** Students MUST have planners with them at all times. All students are issued a planner. If lost, the replacement cost is \$5.00.

**School Telephone:** The school office phone is the only telephone authorized for emergencies. All calls made from the main office will be supervised by office personnel. Students are not to make or receive phone calls/texts from personal cell phones during the school day. Parents should call the school in case of an emergency.

**Search and Seizure – School Property:** Desks, lockers, and other equipment at any school belong to the school district, and although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable belief that some substance or other material is contained therein which is illegal, harmful to the safety of the student, or the student body as a whole, or significantly disruptive or dangerous to the overall discipline of the school.

**Searches – Student’s Person:** The Board of Education authorizes teachers and administrative personnel who have reasonable belief that a student or students are in possession of weapons, illegal drugs or other items harmful to the student or students or to the welfare of the student body to search the person of said student(s). The above shall be within the knowledge and under the supervision of the principal.

**Section 504/Americans With Disabilities Act:** No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district ADA / Section 504 Coordinator Cumberland County Schools, P.O. Box 2357, Fayetteville, North Carolina 28302, Phone: 678-2430.

**Student Behavior:** At Hope Mills Middle School, we believe that good discipline is essential to learning. Each student has the right to a positive, nurturing interaction with the faculty, staff, and administration, and the right to be free from distractions caused by the inappropriate behavior of others. Disruptions to the educational environment will not be tolerated. Over-familiarity between students to include hugging and kissing and an open display of affection will not be permitted and will result in disciplinary action as will the use of profanity and abusive language. Each student will receive a copy of the Cumberland County Schools Student Code of Conduct, which defines the system’s expectations for proper behavior. In addition to the violations and consequences listed in the Cumberland County Schools Student Code of Conduct, students are also advised of the following guidelines:

- First Offense – Verbal Warning
- Second Offense – Written Warning
- Third Offense – Phone Call to Parent
- Fourth Offense – Teacher Detention
- Fifth Offense – Office Referral

**Student ID Policy:** All students will be required to purchase a school ID for \$5. It is mandatory for students to display their ID at all times for general safety purposes. ID's will also be used for lunch, checking out books, internet purposes, and special activities. Defacing and improper display of ID's will not be tolerated. Broken, illegible, and damaged ID's **will be subject to confiscation** and will need to be replaced. The cost of a replacement ID will be \$5.

Students must have their ID properly displayed during all classes and upon checking into school. Temporary ID's must be properly displayed. All ID offenses will result in lunch detention and/or hall restriction. The 5<sup>th</sup> and subsequent offenses will also result in an office referral. Students caught in the hallway without their ID properly displayed will be subject to disciplinary action. Wearing or using another student's ID is not allowed. Students with improperly displayed ID's or temporary ID's will be subject to hall restriction or other disciplinary actions. Students may be required to wear their ID at school sponsored events (i.e. dances).

**Tardiness:** Tardiness to class is handled by each teacher within the class. Tardy policies are displayed in each classroom. Excessive tardiness will require a parent-pupil-administrator conference. Students arriving late to class will face some form of disciplinary action. On the third unexcused tardy to the same class, student will be subject to administrative action.

**Visitors:** All visitors must report to the main office and obtain/wear a visitor's pass before being allowed to walk through the school/campus. It will be necessary for visitors to leave their ID and keys at the front office before walking through the school/campus.

At Hope Mills Middle School, we believe parents play a vital role in support of the discipline process and should expect contact from school personnel when an incident requiring administration action occurs. An infraction sheet will be utilized to address most inappropriate behavior and foster parent-teacher communication. The infraction sheet details consequences of these behaviors. Some behaviors will require bypassing these consequences and result in administrative intervention.

<b>HMMS Infraction Sheet</b> <b>1st 9-Weeks</b> ***Parents MUST sign each infraction				<b>Hall Pass Record</b> <b>1<sup>st</sup> 9-Weeks</b>		
Infraction & Date	Reason	Parent Signature	Date	Destination	Teacher	
1			1			
Comments:	2					
2			3			
Comments:	4					
3			5			

Comments:	6			
4		7		
Comments:	8			
5		9		
Comments:	10			
6		11		
Comments:	12			
7		13		
Comments:	14			
8		15		
Comments:	16			
9		17		
Comments:	18			
10		19		
Comments:	20			
<b>Consequences</b> Students will receive team consequence if infraction sheet is lost. 1 <sup>st</sup> - Warning 2 <sup>nd</sup> - Conference with student 3 <sup>rd</sup> - Parent Contact 4 <sup>th</sup> - Team Detention 5 <sup>th</sup> - Administrative Referral	21			

	22			
	23			
	24			

<b>HMMS Infraction Sheet 2<sup>nd</sup> 9- Weeks</b> <b>***Parents MUST sign each infraction</b>	<b>Hall Pass Record 2<sup>nd</sup> 9-Weeks</b>
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Infraction & Date	Reason	Parent Signature		Date	Destinati on	Teacher
1			1			
Comments:	2					
2			3			
Comments:	4					
3			5			
Comments:	6					
4			7			
Comments:	8					
5			9			
Comments:	10					
6			11			
Comments:	12					
7			13			
Comments:	14					
8			15			
Comments:	16					
9			17			
Comments:	18					
10			19			
Comments:	20					

<b>Consequences</b> Students will receive team consequence if infraction sheet is lost. 1 <sup>st</sup> - Warning 2 <sup>nd</sup> - Conference with student 3 <sup>rd</sup> - Parent Contact 4 <sup>th</sup> - Team Detention 5 <sup>th</sup> - Administrative Referral	21			
	22			
	23			
	24			

<b>HMMS Infraction Sheet</b> 3 <sup>rd</sup> 9-Weeks ***Parents MUST sign each infraction				<b>Hall Pass Record</b> 3 <sup>rd</sup> 9-Weeks		
Infraction & Date	Reason	Parent Signature		Date	Destination	Teacher
1			1			
Comments:	2					

2			3			
Comments:	4					
3			5			
Comments:	6					
4			7			
Comments:	8					
5			9			
Comments:	10					
6			11			
Comments:	12					
7			13			
Comments:	14					
8			15			
Comments:	16					
9			17			
Comments:	18					
10			19			
Comments:	20					

<b>Consequences</b> Students will receive team consequence if infraction sheet is lost. 1 <sup>st</sup> - Warning 2 <sup>nd</sup> - Conference with student 3 <sup>rd</sup> - Parent Contact 4 <sup>th</sup> - Team Detention 5 <sup>th</sup> - Administrative Referral	21			
	22			
	23			
	24			

<b>HMMS Infraction Sheet</b> 4 <sup>th</sup> 9-Weeks ***Parents MUST sign each infraction				<b>Hall Pass Record</b> 4 <sup>th</sup> 9-Weeks		
Infraction & Date	Reason	Parent Signature		Date	Destination	Teacher
1			1			
Comments:	2					

2			3			
Comments:	4					
3			5			
Comments:	6					
4			7			
Comments:	8					
5			9			
Comments:	10					
6			11			
Comments:	12					
7			13			
Comments:	14					
8			15			
Comments:	16					
9			17			
Comments:	18					
10			19			
Comments:	20					

<p><b>Consequences</b>  Students will receive team consequence if infraction sheet is lost.  1<sup>st</sup> - Warning  2<sup>nd</sup> - Conference with student  3<sup>rd</sup> - Parent Contact  4<sup>th</sup> - Team Detention  5<sup>th</sup> - Administrative Referral</p>	21			
	22			
	23			
	24			