



# **Turrentine Middle School**

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Principal:  
Scott Moore

Assistant Principals:  
Abigail Oliver  
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**\*Please understand that this handbook is subject to change throughout the 2025-2026 School Year.\***

**Parent & Student Handbook**

# Turrentine Middle School 2025-2026

## Daily Schedule

Our daily schedule is on our [school website](#). Students may not arrive on our campus until 7:45 AM and all car riders must be picked up by 3:45 pm.

## Student Drop-off and Pick-up Times

School hours for students are 8:30 am-3:30 pm unless otherwise stated.

Students may not arrive on our campus before 7:45 AM. Students arriving before the first bell will go directly to the cafeteria.

Students will not be allowed to check out after 2:45 PM due to the car rider traffic, except for an unavoidable, emergency situation. If you are not the custodial parent, in addition to presenting your ID, you must be listed in Infinite Campus with permission to pick up the student. If we do not have this information for your student in IC, we will have to contact you (the parent) before releasing the student.

As a parent, you can update this information through your parent IC account.

For students who are **not bus riders**, plan to pick up your child by 3:45PM each afternoon. Our goal is to keep our students safe and well supervised. If you are unable to pick your child up on time for dismissal, please use the school bus as a means for transporting your child home. Our staff have other school related responsibilities therefore no supervision will be available. If students are left **past 3:45 PM more than 5 times**, they will not be allowed to maintain their PM “car rider” status and will need to ride their assigned bus home from that point forward.

## Arrival Procedures

Doors will be open at 7:45 AM for all students to go directly to the cafeteria to either eat breakfast or wait there until 8:15 am when they will be escorted to their homerooms. Any students arriving between 8:15 am and before 8:30 am will go directly to their homerooms. Students must be in their homeroom at 8:30 am or they will be counted tardy. Due to parking and safety concerns, parents may not walk students to class, even on the first day, without prior approval. Any student needing access to the hallways to see a teacher for questions, tutoring, etc. MUST have a signed pass from that teacher.

### **Car Riders in the AM:**

**Please drop off at the front of the school building!** This will allow us to unload more students at one time.

In the morning, please follow the roundabout and proceed through the front parking lot making an inside lane (next to the curb). Please always pull forward to the first available colored cone to unload your student.

## Dismissal Procedures

**Bus students** will be released on a staggered dismissal. Students will remain in class until their bus is called. Students will only be allowed to ride their designated bus.

**Walkers** will be dismissed at 3:30 PM daily to walk home. Only students who live within a 1.5 mile radius of the school should be deemed as “walkers” per state statute. If your student will be a walker, please register your child so they can be issued a walker tag. The registration form can be found on our school website.

All walkers should exit the campus as soon as the bell rings. They will not be allowed back in the building. Students are expected to treat the neighborhood streets/property with respect as REAL Trojans. Please note that any videos showing students making poor decisions **on or off** campus that are turned into Administration will be dealt through normal discipline due process procedurals.

### **Car Riders**

Each family will need to complete a car tag for their students who will be car riders. You will need to complete this form should you anticipate your student being a car rider at any point during the school year. Car tags must be displayed in the windshield of the car picking students up in the car rider line. Without a car tag, your student will not be released. You will need to park, enter the building, and show proper identification to pick up your student.

### **Car Rider Procedures:**

**Please pick up students at the front of the school building!** This will allow us to load more students at one time.

In the afternoon, when entering the parking lot, please follow the roundabout and make two lanes. Those two lanes will proceed through the front parking lot making an outside lane (next to the parked cars) and inside lane (next to the curb). Please always pull forward to the first available colored cone. Students will be called to the cone by the car rider tag you have displayed. We will load the inside lane first and allow those cars to exit before we load the outside lane. Please follow the directives given to you by our traffic controllers.

### **Other safety reminders for arrival and dismissal:**

**Please put away the cell phones!** While driving through the traffic lines on Turrentine property, please refrain from using the cell phone. Your undivided attention is what we need in the parking lot and car circle! No cell phone use please, thank you.

**Please put your car in “park”!** When stopping in the car circle at a colored cone, please take your car out of gear so it is less likely that you will accidentally drive forward when students are getting in and out of cars.

**Please have students ready to get out of the car!** Students should have book bags, lunch boxes, etc. ready so they can get out of the car in a timely fashion when they arrive.

**Please display your car tag appropriately!** It will be important to this process for your car tag to be in plain sight. We use this information to call for your student and communicate with staff inside our building. It is also a safety measure that allows us to identify the driver and know our students are getting in the car with the appropriate adult.

**Remember, Safety First! Thank you!**

### **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/guardians: 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/guardians and visitors are required to sign in at the front office; please be prepared to have your license scanned. 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. Please understand any parent/teacher conferences and/or meetings need to be scheduled in advance. Due to the instructional day, teachers are unable to be pulled from teaching to meet with parents.

### **Conferences**

We encourage parents/guardians to make appointments for conferences with teachers, counselors, assistant principals, and the principal by telephoning the school office (570-6150). Due to the instructional day, teachers are unable to be pulled from teaching to meet with parents. Every parent is urged to have a phone or face-to-face conference with their student's teachers by Thanksgiving, at a minimum. 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 student's teacher, please feel free to contact a TMS administrator.

Turrentine Middle School Administrative Team

Scott Moore - Principal

Kelsey Lamanna - Assistant Principal

Abigail Oliver - Assistant Principal

When you arrive for a conference, 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.

**Assessments**

Classroom assessments will show formative assessment data of students and parents/guardians may contact their student's teachers at any time to discuss this formative data. TMS teachers will prepare for progress reports every 3 weeks and report cards each 9 weeks, which are all digital and can be found in IC. For help with access, please contact our front office.

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

**Attendance**

Attendance in school is imperative for educational success....The primary responsibility for school attendance rests with students and parents. The Board seeks the full cooperation of parents in promoting good attendance and punctuality. Parents and legal guardians must ensure that students attend and remain in school daily. No person shall encourage, entice or counsel any child to be absent from school unlawfully." ABSS Attendance Policy 4400

Our attendance goal is twofold: (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. In order to encourage positive behavior in regards to attendance, teachers:

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 attendance concerns to the school administration, counselors, and school social worker.
4. Offer incentives or recognition to acknowledge strong attendance rates for students.

To receive a perfect attendance certificate at the end of the year, children must be present all 180 school days with no tardies.

- Students arriving after 8:30 AM are considered tardy. This includes Early Release Days.
- Students arriving after 11:30 AM will be counted absent.
- Students leaving before 11:30 AM and not returning will be counted absent.

(e.g., perfect attendance awards for no absences and good attendance awards for fewer than three absences).

Students involved in extracurricular 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 immediate should be directed to the Admin Team
Religious Holiday	Requires prior approval from Admin Team to be considered excused
Court Summons	Verification from the court system is required to be considered excused
Valid educational opportunity (travel)	Prior approval from the Admin Team is required to be considered excused

In order for educational trips to be excused, these requests must be pre-approved by Mr. Moore. Please complete the [Vacation/Extended Absence](#) Form that is also available on our school website. There will need to be strong supporting evidence that the trip will reinforce the curriculum under study in the current grade of the child. Verification of learning through an educational journal is to be submitted to Mr. Moore for final approval upon the student's return to school.

### **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 email 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. In lieu of a written note, you can fill out [this form](#).

### **Procedures:**

- Unexcused absences 1 and 2 – verbal warning
- 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
- 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
- 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**

Please note that it is difficult to make up for learning loss, but not impossible. TMS is committed to ensuring that students have access to what they need to be successful. The following is our make-up work policy for all absences - in grades 6-8:

Upon students' return to school, they are entitled to twice the number of days absent to complete all assignments missed, up to five absences. Example: 3 day absence = 6 make up days for work. In case of unusual or extreme circumstances, the time allowed to make up work may be extended with the approval of the principal only.

### **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 "approved" in IC must come into the school with identification, 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. The individual must also be listed in IC as an approved contact. **Again, 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.

### **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.

### **Discipline**

Turrentine and all of ABSS utilizes school-wide Positive Behavior Intervention & Support (PBIS) expectations. This 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.

As a part of our PBIS core, Turrentine will emphasize these core behaviors: **"Respect", "Engage", "Act Responsibly,"** and **"Lead."** Our slogan is **"R.E.A.L Trojans"**

Our PBIS Protocols include:

- 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/guardians will be asked to attend a parent teacher conference.

### **Positive Decisions and Behavior**

(Note: The information contained in the handbook is a guide and is not meant to be all-inclusive.)

For a more complete and official description, refer to the Alamance Burlington School System [STUDENT CODE OF CONDUCT](#). School-based administrators reserve the right to handle any incident that is not covered or mentioned in this handbook in a timely and appropriate manner. They are granted the authority to exercise good judgment and apply a greater or lesser consequence than those stated.

### **PBIS (Positive Behavioral Interventions and Supports)**

**R.E.A.L. Trojans:**

- **R**espect themselves and others,
- **E**ngage in the work,
- **A**ccept Responsibility,
- **L**ead

Please help us to help your child to be a R.E.A.L. Trojan by partnering with us to reinforce qualities of respect, engagement, responsibility & leadership at home.

## **Turrentine Middle School PBIS Matrix**

### **REAL Trojans**

I will...	Classroom	Hallway	Buses/Car Line	Cafeteria	Restroom
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<b>Respect</b>	Practice self-control Honor personal space and property Use appropriate voice level Accept different learning styles	Keep hands and feet to yourself Do the right thing Keep your volume at level 0	Listen to staff and follow directions Keep hands and feet to yourself Use appropriate school language	Keep table/eating area clean Listen to staff and follow directions Use appropriate voice level (Line=0, Table=1)	Clean up after myself Take care of school property Use toilet and sink properly
<b>Engage</b>	Use active listening skills Ask questions Follow directions Participate in class Speak to others respectfully	Stay in a single file line Keep hallway clean Greet others with a smile	Stay in designated area Listen for bus number or car tag number Remain seated and quiet Speak respectfully to all adults	Wait in line patiently using voice level 0 Pick up all lunch materials while in line the first time Have quiet and appropriate conversations with those at the lunch table using voice level 1	Wash hands properly Pick up trash
<b>Act Responsibly</b>	Bring needed materials to class Ask for help when needed Submit assignments on time Follow directions	Walk quietly down the hall on the right Help take care of school property	Go directly to my designated area when released Get on and off bus safely Keep buses safe and pick up trash	Move directly to your seat after going through the cafeteria line. Remain in seat after sitting down Clean up after myself	Flush toilets Place paper towels in the trash can. Wait my turn Return to class in a timely manner
<b>Lead</b>	Be a positive example Encourage others to do their best Help your peers	Be a positive example Encourage others to do their best Help your peers Use your manners	Keep voice at level 0 so others can hear numbers being called Be safe! (walk, wait patiently, etc.) Help your peers Report concerns to staff members	Use kind words and include others Respect the personal space of others. Use good table manners	Honor the privacy of others Take care of school property Report concerns to adults

### Capturing Kids' Hearts

As a Capturing Kids' Hearts School, our goal is to *capture kids' hearts in order to capture their minds*. Research shows that when students feel more connected to their school and staff, they achieve higher academic success and are less likely to have attendance, tardy, or behavioral issues. We are a school campus committed to making students feel safe, connected, and eager to learn. We provide our students with a character-based curriculum and processes focused on the students' social- emotional wellbeing, a relationship driven campus culture, and connectedness. As a result there are key behaviors/actions you can expect to see in your child's classroom:

- Students will be greeted by the teacher at the door by name and with a smile.



- Students will have an opportunity to share something good that's happened.
- Students will participate in daily lessons focused on social-emotional learning.
- Students will build and develop buy-in for a social contract in order to create a self-managing classroom.
- Students will have opportunities to be reminded of the social contract and correct behaviors using teacher reminders, non-verbal signs, and the use of the following questions:
  - "What are you doing?"
  - "What are you supposed to be doing?"
  - "Are you doing it?"
  - "What are you going to do about it?"
- Students will have specific consequences if, after the above reminders, the student still chooses to misbehave.
- Students will end their day by summarizing the day's lessons and receiving a positive, meaningful message.

### **In-School Suspension**

This consequence is designed to help students stay in school while dealing with behavioral concerns. While in ISS, students are isolated from their normal peers and are expected to follow a very structured process. They will be doing their regularly assigned class work plus other restorative justice activities to help educate them on how to make different decisions. **Students assigned to ISS 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 OSS or ISS or more will not be allowed to attend PBIS celebrations during that nine week period.**

### **In-School Suspension Expectations**

Each student in ISS will work the entire time except during breaks. Furthermore, he/she shall complete all class work from classroom teachers.

1. The following behaviors are not permitted in ISS:
  - (a) talking without permission
  - (b) sleeping
  - (c) moving about the classroom
  - (d) disruptive noises and gestures
  - (e) cell phone/chromebook use (unless approved by admin)
2. Students in ISS will eat lunch at 11:00 a.m. each day. They will walk to and from the cafeteria with the ISS Coordinator who will supervise them in the cafeteria and during restroom breaks.

### **Out of School Suspension (OSS)**

Absences due to OSS do not violate the compulsory attendance law. Teachers shall provide make-up work for students during the suspension time as feasible. 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.

### **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. Students may be suspended from riding the school bus for delaying the bus schedule or for violating any rules in the Alamance-Burlington Student Code of Conduct. 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 3:45 PM. Although inconvenient to families, a bus suspension is not considered a suspension from school.

The following conduct is specifically prohibited and may result in revocation of school system provided transportation privileges: delaying the bus schedule, refusing to obey the driver's instructions, tampering with or willfully damaging the school vehicle, getting off at an unauthorized stop, distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation, throwing objects from the bus, failing to observe and obey safety regulations, willfully trespassing on a school-owned or operated vehicle or violating any other Code of Conduct rule while on the school bus.

### **Electronic Devices**

#### **Alamance-Burlington School System Cell Phone and Wireless Device Guidelines**

These guidelines outline the procedure for student use of cell phones and other wireless communication devices during school hours, in accordance with North Carolina House Bill 959 (Session Law 2025-38), Alamance-Burlington School System Code of Conduct, and Board of Education Policy 4318. Our goal is to create a focused learning environment free from distractions while ensuring student safety and well-being.

Cell phones and other personal electronic devices shall not be used during the instructional day unless permitted below:

- (1) If authorized by a teacher for educational purposes or use in the event of an emergency.
- (2) As required by the student's individualized education program or section 504 (29 U.S.C. § 794) plan.
- (3) As required to manage a student's health care, in accordance with a documented medical condition.

#### **Consequences for Violations**

Violations of this policy will result in disciplinary action, which may include, but is not limited to, the following:

Offense	Consequence
1	<ul style="list-style-type: none"> <li>Immediate confiscation of the device and turned into the front office. The device is securely stored until the student's school day ends and can be picked up in the main office at the end of the student's day.</li> <li>Parent or guardian is notified by the administration.</li> <li>Incident will be documented through the Behavior Management System.</li> </ul>

<p><b>2 &amp; 3</b></p>	<ul style="list-style-type: none"> <li>• Immediate confiscation of the device and turned in to the front office. The device is securely stored <b>until picked up by a parent or guardian.</b></li> <li>• Parents or guardians are notified by a school administrator and may be required to pick up the device.</li> <li>• Incident will be documented through the Behavior Management System.</li> <li>• Additional Consequences may be assigned, ranging from in-school disciplinary action up to 2 Days OSS.</li> </ul>
<p><b>4</b></p>	<ul style="list-style-type: none"> <li>• Immediate confiscation of the device and turned over to the administration. The device is securely stored <b>until pick-up by a parent or guardian.</b></li> <li>• Parent or guardian is notified by a school administrator and required to pick up the device.</li> <li>• Check-in/check-out process for the remainder of the school year.</li> <li>• Incident will be documented through the Behavior Management System.</li> <li>• Additional Consequences may be assigned ranging from in-school disciplinary action up to 2 Days OSS.</li> </ul>
<p><b>Refusal to Surrender Device</b></p>	<ul style="list-style-type: none"> <li>• Refusal to surrender a device when requested by school staff will be considered insubordination and will result in a two-day out-of-school suspension.</li> </ul>

### Device Responsibility and Liability

- Students are solely responsible for the security and care of their personal wireless communication devices. The school is not responsible for lost, stolen, or damaged devices.
- Students should keep their devices in secure locations when not in use.
- Any unauthorized or illegal use of a wireless communication device on school property, including but not limited to cyberbullying, cheating, accessing inappropriate content, or recording without consent, will result in severe disciplinary action and may involve law enforcement.

### Definitions

**Wireless Communication Device:** Any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties. This includes, but is not limited to, cell phones, smartphones, tablets, laptops, gaming devices, wireless headphones, wearable technology (e.g., smartwatches, google glasses, meta ray glasses), and two-way radios. Smartwatches and other wearable devices that also function as phones may be worn, but all wireless features must be turned off (set to airplane mode) during class.

**Instructional Time:** This typically extends from the first bell of the school day until the final dismissal bell, excluding designated non-instructional times (e.g., lunch, passing periods, and before/after school).

**By enrolling in an ABSS school, students and their parents or guardians agree to comply with the Cell Phone and Wireless Communication Device Guidelines.**

### **Dress Code**

Students are encouraged to take pride in their appearance. Clothing that interferes with the learning process or causes a disturbance will not be permitted. Should a student's clothing be inappropriate for the school environment, parents will be called by the office staff to either bring the student a change of clothes or to take the student home to change clothes.

- Hats, hoods, scarves, sweatbands, bandanas, sunglasses, and any non-religious head coverings may not be worn to school unless appropriate for a specific purpose by administrators or teachers.
- Hooded sweatshirts will be allowed but the hood is to remain down while on school property.
- Clothing must cover midriffs (no crop tops) and chests.
- Jeans and shorts should be the correct size so that they do not "hang" or "sag" below the waist or drag the floor.
- Ripped jeans must appropriately cover undergarments.
- The length of skirts, skorts, and shorts must appropriately cover and extend below the student's undergarments while also not being excessively short or tight.
- Inappropriate pictures, slogans, profanity, symbols, etc. will not be allowed.
- Shoulder straps must be at least 2 inches wide regardless of the age of the student (no undergarments may be visible).
- On your child's designated PE days, they should come wearing sneakers. Flip Flop sandals, bedroom slippers are not recommended due to the safety problems they create.

The judgment of the Turrentine administration regarding the appropriateness of student attire will be final. This ruling is created to treat all students fairly and equitably and to provide a free, appropriate education for all students.

### **Chromebooks**

Chromebooks will now remain at school for student use until further notice. Students will carry Chromebooks for academic purposes to all classes. Chromebooks are a vital learning tool and therefore we expect students to treat them with the utmost responsibility and care, as REAL Trojans. **Students/families will be held financially responsible for any damage and/or lost Chromebooks.** Students are advised to follow policies in the [mobile learning handbook](#).

### **Inclement Weather**

For weather related school closings and delays, please listen to the local TV (WFMY, Fox8, WXII) or radio stations for school scheduling information. You may also access the school system website to get current information about school closings and delays. Notifications will be sent via phone messages, text messages, mobile alerts and emails.

### **Student Involvement**

Turrentine Middle School offers the following activities for students.

- Clubs: AYLA - Leadership, Battle of the Books, Yearbook, and FCA
- Fall Sports: Cross Country, Football, Softball, Tennis, Boy's Soccer, and Cheerleading/Dance
- Winter Sports: Basketball, Wrestling, and Cheerleading/Dance
- Spring Sports: Baseball, Tennis, Track, Girl's Soccer, and Volleyball

Students and their parents are required to sign the *Parent-Partnership Form* indicating that they have seen and will abide by the rules of Turrentine Middle School and the policies of the Alamance-Burlington School System.