Selma Burke Middle School
Student Handbook



Revised July 2024

WE ARE BEARS

BRAVE
ENGAGED
ACTIVE
ROAR
SUPPORT

WE ARE BRAVE

As Bears we are **BRAVE** in the face of challenges and obstacles. We take risks that we believe will help us grow and thrive. We push ourselves and others to be better!

WE ARE ENGAGED

As Bears we are **ENGAGED** in all we do. We are curious and adventurous. We seek out those things that will strengthen us and our den!

WE ARE ACTIVE

As Bears we are **ACTIVE** participants in our lives. We make things happen and own our role in the events. We actively pursue excellence in all we do!

WE ROAR

As Bears we **ROAR!** We represent the Bear Spirit in all we do and say. We take pride in representing Selma Burke with integrity and respect. Everywhere we go, everyone knows that WE ARE BEARS!

WE SUPPORT

As Bears we **SUPPORT** each other. We reach our claws down to pull others up. We protect and encourage each other and make sure no Bear is ever left out.

Mooresville Graded School District
Board of Education

Mr. Roger Hyatt, Board Chair	rhyatt@mgsd.k12.nc.us
Mr. Greg Whitfield, Board Vice-Chair	gwhitfield@mgsd.k12.nc.us
Mr. Rakeem Brawley	rakeembrawley@mgsd.k12.nc.us
Dr. Debbie Marsh	dmarsh@mgsd.k12.nc.us
Ms. Kerry Pennell	kpennell@mgsd.k12.nc.us

Mooresville Graded School District
Administration

Dr. Jason Gardner, Superintendent	704-658-2535
April Kuhn, Assistant Superintendent of Human Resources	704-658-2541
Ms. Angie Davis, Chief Financial Officer	704-658-2540
Dr. Michael Royal, Assistant Superintendent of Secondary Education & CTE Chief Construction Officer & District Athletic Director	704-658-2537
Dr. Scott Smith, Assistant Superintendent of Auxiliary Services & Technology	704-658-2503
Dr. Quinetta Pratt, Assistant Superintendent of Elementary Education & Title 1	704-658-2695
Ms. Lynne Mauney, Director of Transportation	704-658-2635
Ms. Ginger Huffstickler, Testing Coordinator & Power School	704-658-2607
Dr. Sandy Albert, Director of Exceptional Children Program	704-658-2613
Ms. Danielle Lord, Director of Technology	704-658-2501
Ms. Tanae McLean, Chief Communications Officer, Website Administrator, & Title IX	704-658-2543
Mr. David Martin, Director of Maintenance	704-658-2630
Ms. Kim McCall, Director of School Nutrition	704-658-2639
Ms. Cindy Karriker, Director of Before and After School Program	704-658-2681

Selma Burke Middle School
Office Personnel

Mr. Dan Miller, Principal
Mr. Justin Poole, Assistant Principal
Mr. Gregory Kuhn, Assistant Principal
Ms. Essence Blackwood, Financial Data Manager
Ms. Shawna Gallmon, Receptionist
Ms. Etaisha Whittenburg, Data Manager & Attendance
Ms. Hope Smith, 6th & 7th Grade School Counselor
Ms. Michael Hamilton - Genson, 6th & 8th Grade School Counselor
Ms. Amanda Lawrence, Cafeteria Manager
Ms. Diana Polimine, School Nurse

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Selma Burke Middle School
General Information

The alphabetical list that follows should provide a general orientation to our middle school as well as more specific information which may be helpful throughout the year.

ACADEMIC EXPECTATIONS

Homework

Students will be assigned homework on a regular basis in order to improve their skills in various subjects. The total time spent studying and doing homework will influence how much students learn. However, homework shall not exceed 90 minutes. This means that each teacher has the ability to assign 15-20 minutes of homework each night. However, homework may exceed 20 minutes in a particular class if the total does not exceed 90 minutes.

- Every teacher will post their homework in Canvas.
- If a student does not have Internet access at home, *it is* ***his/her responsibility*** to write it down (digitally or on paper) before leaving school.

Our teachers will provide an effective environment at school for students to learn and improve their skills. It will be necessary for students to assume the responsibility to do the following:

1. After an absence, the student must request all make-up assignments from each teacher.
2. Complete all assignments and hand them in on time.
3. Ask questions when the student does not understand assignments.
4. Do all work neatly.
5. Attempt to do homework individually. Parents are encouraged to assist and monitor the homework of their student. Teachers will notify parents if a student continually fails to complete homework assignments. Parents should also monitor student grades in Canvas.

If a student is going to be absent for one day, please ask for assignments when your child returns to school. If your child is absent for more than one day, please ask for assignments 24-hours in advance. Students should utilize Canvas to learn about any missing assignments. Students are also encouraged to email teachers if they have concerns or can anticipate an announcement.

Late Work

Late work will be accepted at Selma Burke Middle School with a reduction of points on the assignment. If students do not turn in the work by the final late work deadline, they will earn a zero in the gradebook. PLCs will determine policies for late work, makeup work, retests, and extra credit. Any disputes about late work acceptance shall be directed to the student's teacher first, and then to that student's grade level administrator.

Note: This policy does not apply to assessments/projects which will be determined by teacher expectations as determined by the rubric being utilized.

ARRIVAL and DEPARTURE

Students may enter the building beginning at 7:30 a.m. Please do not arrive before that time. Staff members will supervise designated areas starting at 7:30 a.m. until the first bell rings at 7:55 a.m.

In order to provide a safe environment for our students and staff, all visitors are to report to the main office upon arriving on campus. Parents wishing to visit a student or a teacher will be given a visitor's pass before being able to visit a classroom.

Morning Procedures

All students must report directly to their first period class. On the way to their first period class students may purchase breakfast from the cafeteria.

Band Room

Students dropping off their instruments upon arrival at school should do so quickly and then report promptly to their first class so that they are not tardy.

Help Desk

Before requesting tech assistance at the SBMS Help Desk, will need to submit a ticket or have their teacher submit a ticket on their behalf.

Media Center

Students must complete an E-hall pass to visit the media center anytime during the day.

The tardy bell to start school rings promptly at 7:55 a.m. Arriving on time to school is very important. School dismisses at 2:55 p.m. for all students. Students should clear the building and be off campus by 3:05 p.m. unless under the direct **supervision of a teacher or coach**.

Early Dismissal

Any student requiring early dismissal must be signed out of office by parent/guardian or other adults listed in Powerschool. Students may be excused from school only when a parent/guardian requests early dismissal by note or telephone. Parents must meet their child in the office and sign their child out of school. If early check-out is needed, we strongly encourage parents to check out their student before 2:15 pm. Car rider traffic begins to accumulate at 2:15 pm, and it is more challenging for parents to safely get in and out of the school.If a student returns to school the same day, he/she must sign in at the main office before returning to class. ***Keep in mind that time out of the classroom deprives you of instructional time and you will be responsible for any missed work.*** We strongly urge you to schedule appointments after school hours.

Late Arrival

If a student arrives at school after 7:55, he/she must go to the main office to receive a documented tardy slip. Excessive unexcused tardies (Code 2) can result in disciplinary action. Students will arrive to class with a note for admittance. (Please see the tardy policy).

Illness
If a student becomes ill during the school day, he/she should report to the office to check out of school. The office will phone the parent/guardian to inform them that their child is ill and arrange for their dismissal from school. The parent must sign the student out before they can leave school. **Please be sure that the school has updated emergency phone numbers in case a situation such as this should arise.**

DISMISSAL
At 2:55pm each day students are dismissed from their classes. Students are required to be in their classes until 2:55 each day when the bell rings to signal school dismissal.

Students should proceed to one of two locations: the bus lot or the front of the school for the car rider line. During this time, **all students** must continue to abide by the Student Code of Conduct. Inappropriate behavior in the halls or during transition will result in disciplinary consequences. Students cannot be in areas of the school other than these designated areas.

Students should also report directly to their own destination without loitering in other destinations (i.e. hanging out in the car rider line when you are a bus rider).

Bus Riders
Bus riders should proceed orderly to their buses as soon as they are able. Students should load onto their buses so that the buses can complete their routes as quickly and safely as possible. Students should not walk around the parking lot.

Car Riders
Car Riders should be paying attention to their surroundings when they exit the building. Students should proceed as far down toward the car rider line as possible while not crossing the yellow warning line. Students should not be under the awning or on the back of the pavement while there is an active car rider line.
Students should not be:

- Looking down at their phones
- Throwing balls or running around
- Sitting in the grass or on the benches
- Climbing on the rock
- Having parents pick them up near the awning if space allows them to pull up
- Crossing the street to get in a car that is parked
- Walking between the yellow line and the street

Students should be:

- Following the directions of the adults on the front lawn and car rider line
- Spread out along the yellow line
- Actively looking up for their ride
- Moving to their vehicle as staff members direct it to its stopping point

Please note that students should be picked up by a relative that is on file in the school. Under no circumstances should students be picked up by a rideshare service (Uber, Lyft, or Taxi).

Walkers
Any student who is walking home from school must have a walker form on file in the main office. You can call 704-658-2720 to get a copy of this walking form.

ASSEMBLY

Assemblies are held periodically to provide students with additional educational opportunities. Assemblies are designed to enhance the curriculum. Students will accompany their teacher to the assembly and sit with their class. Students will demonstrate good manners and show their appreciation to our guests.

ATHLETICS

Selma Burke Middle School believes that a strong program of interscholastic athletics provides a balance in educational programming for its students. Athletic competition contributes to a student's total development by building self-discipline, sportsmanship, work ethic, teamwork, and a growth in emotional maturity. Students should learn that participation in athletics is not only a privilege but is also an honor that requires responsibility for maintaining one's academic progress in the classroom and for maintaining a high standard of conduct.

We wish that it were possible for all students who desire to play for a particular sport to do so; however, there are certain sports where "cuts" have to be made due to the number of players that any one team can have. We try to compensate for this by offering a wide variety of opportunities for students throughout the school year.

Athletes are students first; therefore we expect them to do their very best in the classroom. Coaches will encourage their players both "on and off" the field so we can move toward accomplishing the goals of the athletic program. A student whose grade in ANY subject is below a 60 at interim is put on probation. They can practice but cannot play in a game until the grade(s) is brought above a 60. A student-athlete does not have to wait until an official progress interim or report card is issued. As soon as the teacher indicates that the student is passing the course, they are reinstated.

The state middle school athletic eligibility requirements are as follows:

1. A student cannot participate in middle school athletics if they turn 15 years of age on or before October 16 of that school year.
2. Students must pass 70% of their classes each semester AND meet promotion standards established by the school system.
3. A student must be in attendance at least 85% of the previous semester.
4. All athletes must have a valid physical every 365 days. **This MUST be on a state approved physical form and can no longer be faxed**.
5. A student is eligible for middle school athletics for 4 consecutive semesters beginning with entry into the 7th grade.
6. Any student who receives an In-School Suspension or an Out-of-School Suspension should refer to the Athletic Code of Conduct, which outlines consequences for school infractions.

It is most important for students who play on athletic teams to make every practice in order for teams to meet their goals. Students who foresee conflicts with practice schedules should not try out for that particular sport. In addition, the Mooresville Recreation Department and other athletic associations provide additional opportunities for students to participate on sport teams. It is important that Selma Burke Middle School's athletic practices and games take precedence over those of other teams. A Selma Burke Middle School student who misses Middle School practice(s) and/or game(s) is subject to disciplinary measures up to and including dismissal from the Selma Burke Middle School team. On days when we have inclement weather and schools dismiss early or are canceled, there will be no practice, even if one had previously been scheduled.

It is state law that coaches must have a completed, valid physical on file before a student may try out for a given team. Students may not try out without a current physical.

The following outlines the sports currently offered at Selma Burke Middle School throughout the school year:

Fall Sports:
Girls Softball - 6th, 7th, & 8th grades
Boys and Girls Tennis - 6th, 7th, & 8th grades
Football - 7th & 8th grades
Cross Country - Boys/Girls - 6th, 7th, & 8th grades

Winter Sports:
Boys Basketball - 6th, 7th, & 8th grades
Wrestling - 6th, 7th, & 8th grades
Girls Basketball - 6th, 7th, & 8th grades

Spring Sports:
Baseball - 6th, 7th, & 8th grades
Boys & Girls Track - 6th, 7th, & 8th grades
Boys & Girls Soccer - 6th, 7th, & 8th grades
Girls Volleyball - 6th, 7th, & 8th grades

Fall and Winter Sports:
Cheerleading - 6th, 7th, & 8th grades

All conference athletic teams participate in the Tri-County Conference:
MGSD- SBMS, MMS
Rowan- China Grove MS, Southeast MS, North Rowan MS, Corriher-Lipe MS, Erwin MS, Knox MS, West Rowan MS
Davie County- Ellis MS, N. Davie MS, S. Davie MS

ATTENDANCE
Regular attendance is important throughout the year. Frequent absences interfere with your child's progress toward meeting minimum standards for promotion. A student must be present until 11:25 a.m. in order to be recorded as present for that day. Notification of absences by report card will be given at the end of each grading period.

Unexcused Absences
In accordance with the NC Compulsory Attendance Law, students who accumulate 10 unexcused absences are considered truant. These students and/or their parents or guardians may be referred to the district attorney. For absences in violation of the Compulsory Attendance Law, notification will be sent by letter for the 3rd, 6th, and 10th unexcused violation.

Excused Absences
Students who are absent must submit a note signed by the parent within three days of the absence. If the note is received within three days and meets state-identified criteria, the student's absence will be coded as excused.

The following reasons have been identified by the state of North Carolina as **Excused Absences:
a.) Illness or injury (physically unable to attend school)
b.) Quarantine ordered by board of health
c.) Death in the immediate family (grandparent, parent, brother, sister)
d.) Medical or dental appointment (note from physician/dentist)
e.) Court or administrative proceedings
f.) Religious observance
g.) Educational opportunity (**prior approval from principal required**)

Absences not meeting the state-identified criteria will be coded as **Unexcused Absences.**

Absences and Course Credit

Students who miss more than **12 days** in a course for the year will not receive a passing grade in that course. All absences (excused and unexcused) count towards this 12-day limit. Violation of the attendance policy may result in a student failing to meet local promotion standards. Opportunities to make-up excessive absences **will only be offered during summer school**. Making-up excessive absences does not guarantee a passing grade in a course.

Absences and Summer School

Students who miss more than 12 days during the school year and who do not qualify for or are denied a waiver of the attendance requirement must make up for each excessive absence in order to receive a passing grade. In order to make up for excessive absences students must attend summer school. Students choosing to complete make-up time in summer school must serve the entire term of summer school regardless of the amount of time to be made up.

Appeal Process for Excessive Absences

Students who do not receive a passing grade due to excessive absences have the right to appeal their case to the school-based Attendance Committee. In documented cases of extreme hardship (extended hospitalization, serious extended illness) the principal or Attendance Committee may decide to award a passing grade. Students seeking an appeal must submit a formal request for an appeal to the committee by the publicized deadline date in April in order to have their request reviewed by the Attendance Committee. Supporting documentation must also be included with the request for a waiver.

Selma Burke Middle School Tardy Policy

It is a reasonable expectation that in order for learning activity to exist, students must arrive at school and class on time. Students who continually do not meet this expectation are considered to be in violation of Rule 1 of the Student Code of Conduct and Discipline Handbook, Compliance with Directions of School Personnel. To help ensure that students arrive at all classes on time, the following procedures have been established. These procedures are for unexcused tardies and directly involve the student, parent, teacher and administration.

Morning Tardy Policy:

Tardies interrupt the classroom environment and interfere with the learning of other students. Please plan ahead and allow extra time for unexpected delays as excessive tardies will lead to disciplinary action. Excused tardy reasons are limited to illness, medical/dental appointments, and funerals for immediate family. ***Proper documentation is required to code excused tardies.*** Therefore, tardies resulting from personal reasons (business phone calls, late car pools, oversleeping, missing the bus, traffic, rain, flat tires, vacations, etc.) will remain unexcused. The Homeroom/First Block bell rings at 7:55 a.m. and students are considered tardy if they are not in their seats when the tardy bell rings. Students arriving after 7:55 must sign in and obtain an admit slip to class.

If getting your child to school on time is a consistent challenge, please consider our district provided transportation school buses. You may contact Mrs. Etaisha Whittenburg at 704-658-2776 to make those arrangements if needed. Please see the consequences for tardies as follows:

1st Tardy - Parent Square notification from school to parents

2nd Tardy - Parent Square notification from school to parents

3rd Tardy - Parent Square notification from school to parents

4th Tardy - Lunch Detention assigned with notification from school

**** 5th Tardy -** Lunch Detention assigned with notification from school

6th Tardy - Office Referral (in-school-suspension OR after-school detention assigned)

During Class Tardy Policy:

1st & 2nd tardy = verbal warning from teacher (document as a minor in Ed Handbook)
3rd tardy = teacher-student conference w/ teacher call to parent
4th tardy = lunch detention with teacher call to parent
5th tardy & beyond = Office referral

BUSES

Riding a school bus in the state of North Carolina is a privilege, not a right. Students who ride the bus are expected to conduct themselves in a proper manner according to the rules and regulations regarding school bus safety of the state of North Carolina and the Mooresville Graded School District.

Bus transportation is available for all students who live more than one mile from school during the 185 school days. Please require that your child follows the bus driver's instructions and obeys all bus safety rules. Specifically important are the following:

1. Wait until the bus comes to a complete stop and wait on the bus driver's signal before loading the bus.
2. Stay in your assigned seat and wait until the bus comes to a complete stop before standing to leave.
3. Listen to the bus driver's directions and remember that riding the school bus is a privilege.
4. Keep all arms, books, etc. inside the bus window.
5. Keep hands, feet, and articles to oneself.
6. If a student needs to ride a different bus than the one assigned by the transportation department, a signed parent note requesting the change must be signed by an administrator prior to the student boarding the bus. Such requests will be honored provided that space on the bus is available and in compliance with the transportation department's guidelines. **These changes should be for emergency situations only.**

If any student is unable or unwilling to comply with the designated school bus rules as outlined, the student may lose the privilege of riding the bus for a designated period of time. Parents will be notified and will be responsible for ensuring the student's attendance to school each day.

CAFETERIA ACCOUNTS

Mooresville Graded Schools Child Nutrition provides every student in our school district with an ID badge that will be used to purchase breakfast and lunch from the school cafeteria. Parents may send money to school to be placed on the student's account in whatever denomination they would like. When the student comes through the cafeteria line, they will simply show the cashier their meal and swipe their card to pay for their items. Prepayments can also be made online at Nutrislice. A student may also pay each day if they prefer. These accounts help prevent lost money as students do not have to handle money as often if larger sums are placed on the account. Account balances will follow them year after year and from school to school. If there are questions as to how the student is spending the money on their account, a history of that account may be run

by the cafeteria manager upon the request of the parent. The cost for a student lunch is $2.40 and the Premium Meal Price is $3.15.

Free and Reduced Applications
Each student is provided with an application for free and reduced priced meals in the packets they receive at the opening of school. These applications need to be completed and returned to the school within the first 10 days of school. **All students in one household may be placed on one application even though they are located at different schools. Only one application per family needs to be completed.** If a student was receiving free or reduced meals at the end of the last school year, they will receive free or reduced meals for the **first 10 days** of this school year, giving the parent time to return the new application.

Students who are new to Mooresville Graded School District will have to pay until the free and reduced meals application can be processed. When an application is approved for free and reduced meals it does not cover charges that have been made on a child's account. Those charges will have to be paid.

Middle school students are not allowed to charge a meal. Charges follow students from one school to another, so if a middle school student has a charge on their account, they will not be allowed to buy extra items until all charges are paid.

Students should purchase what they wish to eat when they go through the serving line the first time. The noise level should be kept to a minimum. Each student is required to return the tray, utensils, and trash to the dishwashing location and clean the table before leaving the cafeteria. Food and drink are not allowed out of the cafeteria or underneath the tables. **No soft drinks or fast foods are allowed in the cafeteria during lunch.**

CLUBS AND ORGANIZATIONS

An important aspect of school is participation in various clubs. These clubs provide organized activities for personal growth through school and community projects. A list of clubs will be provided to students during the first week of school, and they will be able to sign up for clubs that appeal to their interests. Please note that some clubs do have prerequisites in order to join.

COURSES

All courses required by the state of North Carolina are taught at Selma Burke Middle School. These include the core courses of language arts, mathematics, social studies, and science at each grade level. Elective courses are semester long. Below are courses available by grade level:

7th Grade

Core Subjects
Language Arts
7th Grade Math
7th Grade Honors Math
Science
Social Studies

Fine & Performing Arts
Band*
Vocal Music (Chorus)
Visual Arts
Theater Arts
Dance

Second Language
Exploratory Language

Required Subjects
Physical Education

Vocational Education
Life Skills
Intro to Business, Health, and Arts Careers
Exploring IT STEM Careers

7th Grade Elective Course Descriptions

8th Grade

Core Subjects	Fine & Performing Arts	Second Language
Language Arts	Band*	Spanish (HS credit)
8th Grade Math	Vocal Music (Chorus)	
Math I (HS Credit)	Visual Arts	
Science	Theater Arts	
Social Studies	Dance	

Required Subjects	Vocational Education
Physical Education	Nutrition and Wellness
	Exploring Careers in Business, Health, and Trades
	Business Education
	Exploring Careers, IT and STEM

- Band* - counts as two electives (7th & 8th grade)
- Spanish HS credit*** - counts as two electives (8th grade only)

8th Grade Elective Course Descriptions

Special Note about Physical Education

Students are expected to dress out for Physical Education **every day** in a Selma Burke Middle School gym uniform. **Any child unable to dress out in physical education must have a written statement from a doctor. Otherwise, they are expected to participate in all physical education activities**. If a student does not dress out, points will be deducted from the student's class participation grade. In this context, students are encouraged to grow in their ability to handle emotions, to relate to peers in a positive and supportive manner, to get a "handle on" expectations of themselves and others in the competitive arena, and to reflect upon the value of always striving for improvement in oneself and teammates whether one is in a "winning" or "losing" situation. We also value our students enjoying as many activities as possible to foster the importance of leisure recreational activities and exercise at home. Our goal is for students to take home with them, not only the physical educational activity, but the fun and enjoyment as well.

CUSTODY

In situations where a parent has exclusive custodial rights, the school must be notified in writing on an official court document to ensure that students are not released to anyone not on the Student Information Card. **It is the parent's responsibility to provide Selma Burke Middle School with the necessary court documentation.**

DRESS CODE

Students are expected to dress in a manner, which conforms with the accepted standards of the school and community relating to values for maintaining school discipline.

Students will not wear any clothing that creates, or has the potential to create a substantial disruption to the school day. Students are not permitted to wear clothing with profane or inappropriate language or that advertises or displays tobacco, drugs, drug paraphernalia or alcohol. In addition, no sexually suggestive clothing will be allowed.

Students that dress in a manner that violates the dress code will be sent to the office to change. Students in violation of the dress code will be asked to call home for a change of clothes. If a parent cannot bring a change of clothes, the student will be sent to ISS for the remainder of the school day.

Please note the following guidelines have been adopted by Selma Burke Middle School and are an extension to the Mooresville Graded School District's guidelines for student dress, which can be found in the MGSD Student Code of Conduct. These additional guidelines for student dress include:

Acceptable Dress for Students

- Students may wear hats and hoods as long as ears are showing
- Rips in jeans/pants/shorts are allowed as long as no underwear or buttock is showing
- Leggings are allowed
- Shorts and skirts must be long enough to not show underwear or buttock
- Pajama pants are allowed
- Headphones/earbuds **are to be put away during the school day unless otherwise permitted by your teacher**

Not Acceptable Dress for Students

- Gang related materials (ie. Bandanas) are not allowed
- Vulgar or offensive language, pornography are not allowed
- Midriff showing is not allowed
- Cleavage showing is not permitted
- Showing of any undergarment is prohibited
- Buttocks showing is not allowed
- Bedroom slippers are not allowed.
- Sunglasses are not to be worn inside the building.
- Ski masks are not allowed.
- Blankets and stuffed animals are not allowed to be out during the school day.
- Any clothing that promotes tobacco, alcohol, controlled substances, weapons and/or has chains or spikes on it are prohibited

DISCIPLINE

The administration and staff at Selma Burke Middle School will provide an environment that is conducive to learning during the school day. Please review the Student Conduct and Discipline Handbook with your child. The behavior guidelines outlined in the Student Conduct and Discipline Handbook remain in effect during all school-related functions and while students are coming to and from school.

Mitigating or Aggravating Factors: Any violation of the policies described in the student code of conduct may involve mitigating or aggravating factors that will necessitate consequences other than those listed. The administration shall make any changes in the consequences that it deems necessary.

Repeated Violations: Repeated violations of rules of the discipline code shall result in more severe consequences up to and including placement in an alternative educational setting or long-term suspension from school.

Disciplinary Consequences: The purpose of disciplinary consequences is not merely punitive. Consequences are also used to help students make a positive change in behavior. All disciplinary consequences

used are in accordance with the Student Conduct and Discipline Handbook approved by the Mooresville Graded School District Board of Education and the superintendent.

Behavioral Expectations

Maintenance of a Safe and Orderly Environment: All students should engage in behaviors that contribute to a safe and orderly school environment; otherwise, corrective action will be taken.

Respect of School Personnel: All students will respect the authority of teachers, administrators, and all other school personnel (including substitute teachers); otherwise, corrective action will be taken.

Respect of Other Students: Students will respect school property and personal property; otherwise, corrective action will be taken.

Respect of Property: All students will respect school and personal property; otherwise, corrective action will be taken.

Conduct on a School Vehicle: Students will behave appropriately on a school vehicle (i.e. school bus); otherwise, corrective action will be taken.

Appropriate Dress: Students should use good judgment in dress and grooming so that their appearance does not present health and safety problems nor disrupt the educational process; otherwise, corrective action will be taken.

Avoiding Fights: Students should do all they can to avoid fights even when others seek to provoke fights. Any student who is confronted by another student should **walk away and notify any school employee immediately.** ***Self-defense*** is defined as the act of shielding oneself from being hit and enabling oneself to get free from the attacker in order to prevent a fight and to notify school authorities. **It is not self defense to hit the attacker back and participate in the fight.** This action is retaliation that will be considered fighting. Administrators will have the discretion to recognize the need for self-defense on an incident-by-incident basis.

Video Recording Student Altercations: Students at Selma Burke Middle School that choose to video fights on any technology device (student or school owned) will be subject to disciplinary action that may result in out-of-school suspension of up to 10 days. In addition, the technology device in which the fight was recorded will be confiscated until a parent is able to pick it up. Please note in more serious incidents that the technology device may be turned over to the Mooresville Police Department for further investigation.

Compliance with School Rules: Students will comply with all other school rules designed to maintain a school environment that is conducive to teaching and learning.

EMERGENCY DRILLS - FIRE, LOCK-DOWN, and TORNADO

Fire drills are held monthly in order to help students learn proper safety measures and to practice moving in a quick and orderly manner to assigned safety areas during an emergency. Lock-down drills are held on a quarterly basis for the purpose of preparing students for other emergency situations. Selma Burke Middle School also participates in state and local tornado alerts annually. **During all drills, there will be NO TALKING and students will file out in single file lines. Teachers will lead students to their assigned safety area.**

EMERGENCY CONTACT INFORMATION

We must maintain updated information on all students in case of emergency.

It is important that the school maintain a current address and telephone number for each child for use in an emergency. It is also important to know when your work address and telephone number changes. **Notify the school immediately of any change so your student's emergency information sheet can be updated.** Your child's emergency data sheet should also contain the name(s) of anyone who is authorized to pick up your child in case of an emergency. **No one will be allowed to pick up a student unless they are listed on the Emergency Card**.

ENROLLMENT REQUIREMENTS

North Carolina State Law requires that all children enrolling for the first time or coming from outside our school system must present their birth certificate and record of immunization when registering. If these documents are not presented at this time, the parent/guardian is given thirty (30) days to fulfill this requirement; otherwise, the child is not legally enrolled and must be suspended until records are in order.

A physical examination by a doctor is required for students entering school for the first time. Every child in North Carolina shall be immunized against the following diseases by receiving the specified minimum doses of vaccine by the specified ages. For specific immunization requirements, refer to **http://www.immunize.nc.gov**. Parents will be asked to sign and provide a copy of the North Carolina Immunization and Health Assessment Report form when they righter their child in school.

FEES

Books or other instructional materials lost or damaged must be paid for, including library books. Please help us with this matter by encouraging your students to keep up with their school materials for all classes.

FIELD TRIPS

Field trips are taken to enhance objectives covered in the curriculum. Teachers will provide parents with detailed information concerning planned field trips. Please review information on field trips. Due to deposits required in planning field trips, students' deposits may not be refundable.

GRADING and REPORTING TO PARENTS

Communication between the school and parent is essential for a successful school year. Our organizational structure will allow team teachers to contact parents if a student is having a problem in a particular class. Interim reports will be issued to all students every three weeks via email. Report cards will be issued at the end of each quarter. Report cards will reflect academic achievement and attendance records.

GUIDANCE/STUDENT SUPPORT SERVICES

The school has two full-time guidance counselors who direct counseling activities, registration, testing and other student-related activities. Guidance services are available to all students and parents. For additional information or to set up an appointment with the counselor, please call 704-658-2720. An open-door policy is an option for all students.

6th & 7th Grade School Counselor -Fallon Smith
6th & 8th Grade School Counselor - Jennifer Fote
School Resource Officer - Officer Ellis
Intervention Specialist - Tina Jordan

How students can see a counselor:

Self-referral: The student completes form to see the counselor. The counselor will come get the student when they are available.

- Appointment made by counselor
- Administrative referral
- Staff referral
- Parent referral: See the link in the weekly Community Newsletter to schedule an appointment with the counselor.
- Referral by a friend
- Outside agency referral

HALL PASSES

Students will use eHallpass (located in ClassLink). Students will learn to use eHallpass during DENTime during the first 10 days of school. eHallpass is an online platform for students to use passes inside the school. Students will be required to have a hall pass if they leave the classroom to go anywhere in the building. *No students are allowed out of class the first and last 10 minutes because those are the most important parts of the class for instructional purposes.*

HONOR ROLL

Students will be recognized for achievement through a principal's Honor Roll Cabinet. To be eligible for the honor roll, a student must meet the following criteria:

1. Principal's Cabinet - All A's in every course with no grade less than a 90
2. A/B Honor Roll - All A's and B's on report card.

The Honor Roll is published at the end of each quarter in the Mooresville Tribune. Students are encouraged to do their very best at all times.

INJURY

If a student is injured during the school day, he/she should report the injury immediately to the teacher or principal. This is very important so that proper attention can be given to the student and the parent can be notified. **An updated emergency number should be on file in the office.**

INSURANCE

The school provides insurance applications to students. Insurance can be purchased through the school, providing either school time coverage or 24-hour coverage. **Checks should be made payable to the insurance company, not the school.** Insurance brochures are distributed to students on the first day of school in IMP Time.

IN-SCHOOL SUSPENSIONS (ISS)

Compliance with Directions of Principal, Teachers, and Other School Personnel

Depending on the seriousness of a violation such an action shall subject the student to disciplinary action and may result in ISS (In-School Suspension) or OSS (Out-of-School Suspension). Subsequent referrals may result in OSS. Major school violations can result in immediate out-of-school suspension. Please read the Student Conduct and Discipline Handbook carefully and thoroughly.

GUIDELINES FOR IN-SCHOOL SUSPENSION

1. Students may be placed in ISS as part of any disciplinary action.
2. Students should report to the ISS Room at 7:50 a.m.
3. Students must complete all assigned work.
4. Students are not allowed to communicate with any of the other students in ISS.

5. Attendance for the full time assigned to ISS is required. An absence from school does not decrease ISS time. The time must be made up when the student returns to school. The time must be made up when the student returns to school.
6. Students receive 2 bathroom breaks (one in the morning and one in the afternoon) and a lunch break during the ISS day.
7. Students are not allowed to use their school issued laptop in ISS. Any student requiring the need to use technology when assigned ISS will be provided an opportunity to do so under the supervision of the ISS instructor.
8. Students must come to ISS prepared to work. This includes having paper/pencil, books, etc.
9. No cell phones, food, drinks, gum candy, radios, et. are allowed in ISS.
10. Each student will be required to copy the violated rule and possible consequence from the code of conduct. They will also be required to write a reflection that includes the reason for being in ISS, how the student could have prevented the situation that resulted in ISS and what steps the student will take to prevent being assigned to ISS in the future.
11. If a student violates the rules of ISS, refuses to follow the directions of the ISS teacher or work on assigned activities during ISS, the student will be referred to the office for further disciplinary actions. Students referred to the office from ISS may be suspended from school for the remainder of their term in ISS.

LOST AND FOUND

Articles found in the building and on campus are to be placed in the Lost and Found located on the back counter in the cafeteria. If you lose an article, please check in the cafeteria. Students are responsible for keeping up with personal items. Please do not leave clothing, books, pocketbooks, wallets, etc where someone might pick them up. Please label all clothing for your student. Items in the Lost and Found are discarded several times throughout the school year. The office will make announcements prior to discarding items.

MEDICATION AND MEDICAL CONDITIONS (see also HEALTH AND SAFETY at the end of handbook)

Restrooms - If a student has a medical condition that necessitates leaving the classroom periodically to use the restroom; a doctor's note to that effect needs to be given to the student's teachers. This will prevent any misunderstandings.

MEDIA CENTER

It is important to remember that the media center (library) is a place for reading, research, and learning. Staff members will encourage constructive use of the media center. SBMS encourages students to visit the media center and check out books. Please be sure to return materials to the media center on time. Volunteers help to make this program work in our school. Please call Mr. Miller, our media specialist, at 704-658-2725 if you would like to volunteer.

ORGANIZATION OF SCHOOL

Each student enrolled will be assigned to a team of teachers who will work closely with each student and his/her parents during the school year. The student will receive his/her core subject instruction from the same team of teachers, each of whom specialize in a specific subject. Support will also be available from the administrative staff, guidance counselors, media specialist, and exploratory teachers.

PARENT CONFERENCES

Parents are encouraged to schedule a conference with teachers early in the school year. Parents and teachers can gain by sharing their knowledge of a student's learning and behavior. Conferences with a teacher may be

requested throughout the school year. Parents are discouraged from scheduling conferences before school if other arrangements can be made. Teachers generally need this time for preparation and planning for the school day. Conferences during each nine-week grading period would be valuable to you and your child. Conferences should be scheduled, if possible, at a specified time in order to assure that the teachers can be present for the conference.

PARENT TEACHER STUDENT ORGANIZATION

Selma Burke Middle School has a Parent Teacher Student Organization. Membership in the Selma Burke Middle School PTSO is a great way to participate in school events and voice your opinions. The SBMS PTSO helps the school with testing requirements, tutoring, student events, fundraising, and in many more important areas. Get involved in your child's overall educational experience. Join the SBMS PTSO!

SCHOOL PICTURES

School pictures will be taken early in the fall and spring of the school year. Parents will have the opportunity to see proofs before ordering photos.

SCHEDULES FOR STUDENTS

Our instructional day allows for 60+ minute periods of time for core classes and two 45 minute periods of time for electives. The core classes are for language arts, mathematics, social studies, and science. All core subjects and elective classes meet each day. The elective classes meet everyday on a semester schedule (except the 6th grade wheel and Band & Spanish I, which are year long) while core subjects run year-long.

6th Grade	
Core 1/HR	7:55 - 9:22
Core 2	9:24 - 10:51
Core 3 (lunch @ 11:00)	10:53 - 12:52
Den Time	12:55 - 1:25
Elective 1	1:28 - 2:12
Elective 2	2:15 - 2:55

7th Grade	
Core 1/HR	7:55 - 9:23
Elective 1	9:26 - 10:06
Elective 2	10:08 - 10:50
Core 2 (lunch @ 12:05)	10:53 - 12:52
Den Time	12:55 - 1:25
Core 3	1:28 - 2:55

8th Grade	
Elective 1/HR	7:55 - 8:38
Elective 2	8:40 - 9:20
Core 1	9:23 - 10:50
Core 2 (lunch @ 11:35)	10:52 - 12:52
Den Time	12:55 - 1:25
Core 3	1:28 - 2:55

Students will be dismissed at 2:55 pm and should be off campus by 3:05, unless staying for athletics or tutoring.

SNOW DAYS/SEVERE WEATHER

In the event of inclement weather causing poor road conditions, the superintendent or designee will determine whether schools will have a late opening or postponement. The television and radio stations listed below will be notified at the earliest possible time. Students, parents, and school personnel should listen for the announcement. An attempt will be made to make a decision to close schools or consider a delayed schedule by 6:00 a.m. In order to accomplish this task efficiently and with maximum coverage, school officials are asking all pupils and parents to cooperate by following these suggestions:

1. Listen to one of the television or radio stations listed below or visit one of the listed websites. Media outlets will post cancellations and postponements at their earliest convenience.

WBT 1110 AM, CHARLOTTE
WHIP 1350 AM, MOORESVILLE
WSIC 1400 AM, STATESVILLE
WBTV CHANNEL 3, CHARLOTTE
WCNCS CHANNEL 36 (NBC)
WSOC CHANNEL 9 (ABC)
wcnc.com
wbtv.com
www.mgsd.k12.nc.us

2. Do not call the weather bureau, television or radio stations, newspaper offices, the police or fire departments, or school officials
3. The absence of any announcement before 7:00 a.m. usually indicates school will open as usual.
4. An unscheduled closing during the day will be announced over the local stations.

In all cases, a Parent Square message will be sent to all parents by phone and email.

If phone numbers are not updated via Powerschool Registration, you will not receive these messages. You may contact the SBMS PS manager to make sure your registration is correct.

When making a decision on opening or closing school, school officials are primarily concerned with the safety and welfare of all pupils and employees as well as those of parents who transport their children to and from school.

STUDENT DEVELOPMENT, PROGRESS, AND PROMOTION

Since success in life depends on a sound education, SBMS wants each day to be meaningful in the development of your student. The best education is a result of a partnership between the student, the parents, and the school. SBMS asks that you join us in this effort to prepare our students to earn a high school diploma and be productive members of society. Learning and success in school requires actions on everyone's part. Learning will not happen on its own; learning takes place through student effort, parent participation and school action.

All decisions involving retention, promotion or placement are based upon what is in the best interest of the individual student academically, socially, emotionally, mentally, and physically. SBMS believes strongly that for our students to be successful in high school and beyond, the minimal level of middle school achievement by courses should include the following:

- Passing 3 out of 4 of the following core subjects: language arts, mathematics, science, social studies
- Passing 3 out of 4 elective classes for the school year
- Criteria used to determine grade placements are: Attendance, performance on quarterly assessments, remediation, and summer school attendance and performance, state testing results, passing of courses, teacher recommendations, and principal approval

TECHNOLOGY/HELP DESK

When students experience technological difficulties, they may visit the Help Desk located in the Media Center. The Help Desk will open daily at 7:15 a.m. It will remain open until 2:30 p.m. each day. Students are also able to submit a Help Desk ticket through ClassLink if they have technical difficulties.

TELEPHONES

School phones are available for students to use only under the following circumstances:

1. Emergency situations
2. Student illness
3. Student injuries
4. Missed Bus
5. Cancellation of a school activity

Cell Phones

Cell phone use is **NOT** allowed during the school day. Students are to turn their phones off and put their cell phones in their backpacks while in the school building. Consequences will occur if a student is found using their cell phones during the school day.

Please note below the discipline plan with regard to cell phone use during the school day.

Rule:	**Phones are to be turned off and put away once you enter the school.**
1st Offense	Staff member confiscates the phone; the phone is delivered to the main office to be logged. Student picks up the phone after dismissal that day from the main office. Parent notification.
2nd Offense	Staff member confiscates the phone; the phone is delivered to the main office to be logged. Student receives 1 day of In School Suspension for violation of SBMS cell phone policy. Student picks up the phone after dismissal that day from the main office. Parent notification.
3rd Offense +	Staff member confiscated the phone; the phone is delivered to the main office to be logged. Student receives 2 days of In School Suspension for violation of SBMS cell phone policy. A parent / guardian must retrieve the phone from SBMS main office and have a conference with an SBMS administrator before retrieving the student's cell phone.

If a student refuses to hand over their phone, they shall be found in violation of MGSD Student Code of Conduct rule #2 (non compliance with directives from Principals, Teachers, and other School Personnel) and shall be placed in ISS for the remainder of that day, at minimum.

SBMS is not responsible for items that are lost or stolen and is not required to investigate claims of loss or theft.

TESTING

The State Board of Education has determined that all middle school students participate in the End of Grade (EOG) Tests. In most cases, these tests are multiple-choice. All pertinent and available information regarding the EOG tests will be sent home with students with ample time for parents/guardians to review. The following subjects have EOG tests:

Grade 6	**Grade 7**	**Grade 8**
Mathematics	Mathematics	Mathematics
Language Arts	Language Arts	Language Arts
		Science

Further information about the NC Testing Program can be found at http://www.ncpublicschools.org/accountability/testing/

SBMS Vaping and Other Substances Discipline Plan

Confiscation of device. 5 days OSS. Repeat violations will result in 10 days OSS and may result in long-term suspension.

*A reduction in suspension may be offered for first offense only

VISITORS

In order to maintain a safe and secure environment for our students and staff, ALL visitors must report to the main office prior to gaining access to any areas within the school. This includes parents, friends, relatives, and the general public. Visitors must sign-in at the main office and obtain a pass. The SBMS Administration must grant permission before a student can bring a friend to school. If parents or immediate family members would like to eat lunch with students, we openly welcome this invitation. However, due to our child nutrition regulations, bringing in food from other locations is not permitted inside of our school cafeteria. Therefore, we invite families and their students to enjoy their meals in a location outside of our cafeteria. Additionally, due to health regulations, only parents may provide food for their own children.

Health and Safety

Health Service at School

SBMS employs a school nurse who provides services to minimize health conditions that impede learning. School health services include:

- Screening, assessment, identification, and planning for the care, safety, and ongoing evaluation of students with health care needs
- Referrals to community resources
- Consultation with parents and physicians about health conditions
- Health teaching and counseling for students
- Consultation with administrators and staff regarding health-related activities at school such as health room procedures, medication administration, medically authorized procedures, and communicable disease control

Health Conditions

If your child has a health condition that needs special assistance and/or emergency action plan at school, please contact your school nurse. Examples of health conditions of which the nurse needs to know include diabetes, asthma, severe allergies, seizures, sickle cell disease, etc. The nurse will work with school staff to ensure that your child's special health care needs are met.

Medications: In order for a student to receive prescription and nonprescription medicines at school, a parent/ guardian consent and written authorization from a licensed health care provider are required. Medications cannot be given to a student at school until a **Medication Authorization Form** (copy in the back of handbook) has been received. A separate form is required for each medicine. New authorization forms are required every year at the beginning of school, whenever the dose or directions change, or when a new medicine is prescribed. It is the parent's responsibility to provide all medicines to be given at school. Each medicine must be in an appropriately labeled pharmacy container that corresponds with the completed Medication Authorization form. Most pharmacies will provide an extra container for school use upon request. Over the counter medications must be in the original nonprescription container. Students are prohibited from transporting medications to and from school unless it is an emergency medication (examples-metered dose inhalers, glucagon, Epipen, etc.) and proper authorization is in place.

All medications must be picked up at the end of the school year by a parent/guardian. Any medication not picked up within 30 days from the last day of school by a parent/guardian will be discarded.

No student shall give to or receive from another student any medication, either prescribed or over the counter. Any such exchange may be considered a serious offense and may result in suspension.

It is critical that the numbers/information be updated and kept current during the year. It is extremely important that we are able to reach you in the event of an accident or illness.

Health Information for Families

Attendance and Children Who are Sick: Children perform better at school when they are well nourished and get adequate sleep (needing as much as 9-11 hours each night). Regular school attendance is important. However, children who are sick need to stay home to recuperate. A student, who is vomiting, nauseous, has diarrhea, or has a fever of 100 degrees or more should not be sent to school. Students should be symptom/fever free, without the aid of medication, for 72 hours before returning to school.

Meningococcal Meningitis is an infection of the fluids and covering of the brain or spinal cord that can be caused by bacteria. While viral meningitis is fairly common, and people usually recover fully, bacterial meningitis is very rare, but much more serious. Meningitis is spread by close exchange of infected saliva and respiratory secretions. Examples of how meningitis can spread include but are not limited to sharing of drinking glasses, sharing of cigarettes, or kissing. Symptoms of bacterial meningitis include severe headache, high fever, and stiff neck. Symptoms can worsen very quickly, leading to unconsciousness, and even death. A doctor should check children with any of these symptoms right away. A vaccine against bacterial meningitis is available through private physicians and the Iredell County Health Department, and is recommended for adolescents aged 11-12 years; adolescents at high school who were not vaccinated at the preadolescent visit, and students entering college. The vaccine is also recommended for children < 11 years of age who are at increased risk of meningococcal disease. The vaccine provides protection against meningococcal meningitis for approximately three to five years.

Human Papillomavirus (HPV) is the most common sexually transmitted virus in the United States. HPV vaccines are available to protect against HPV infection and HPV-related diseases. HPV vaccines offer the greatest health benefits to individuals who receive all three doses before having any type of sexual activity. HPV vaccination is recommended for preteen girls and boys at ages 11 or 12 years. Go to **www.cdc.gov/hpv** for more information about HPV.

Influenza (the Flu) is a viral infection that can cause severe illness and life-threatening complications in many people including young children, older adults, and other people with chronic illness. Symptoms of the flu include fever, headache, extreme tiredness, muscle aches, dry cough, sore throat, and runny, stuffy nose. Children sometimes also have nausea, vomiting, or diarrhea. The Flu is spread through respiratory droplets from a cough or sneeze, or from droplets on unwashed hands. A vaccine to prevent the Flu is available every year beginning in October through private physicians and the Iredell County Health Department. Flu immunization is encouraged because the flu can lead to other problems including pneumonia, inflammation of the heart, and inflammation of the lungs. Healthy children younger than five years of age are more likely than adults to be hospitalized for complications from the flu. The vaccine protects between 45 percent and 90 percent of healthy children from getting the flu. Studies have shown that the older and healthier children are when they get a flu shot, the more likely will be protected. Flu vaccination has also been shown to decrease middle ear infections among young children by about 30 percent.

H1N1 Flu (Swine Flu) specific information is available on the CDC (Centers for Disease Control and Prevention) website.

MRSA (Methicillin Resistant Staphylococcus Aureus) is an infection caused by skin bacteria that is usually starts as a pimple or boil on the skin, and is very hard to clear up without very special antibiotics. MRSA has become a growing problem among athletes who are involved in contact sports, (wrestlers in particular), and those using athletic equipment that is shared. A doctor should check students with rashes, pimples, or boils that do not heal.

COVID-19 General Guidelines:

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. The virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. That's why personal prevention practices (such as handwashing and staying home when sick), wearing a face covering, and environmental cleaning and disinfection are important practices.

Symptoms may appear 2 to 14 days after exposure to the virus. People with these symptoms may have COVID-19:

Fever or chills (100 degrees Fahrenheit)	SOB or difficulty breathing
New loss of taste or smell	Congestion or runny nose
Cough	Fatigue
Muscle or body aches	Sore throat

Other less common symptoms: nausea, vomiting, or diarrhea
Headache
****This list is not all possible symptoms**