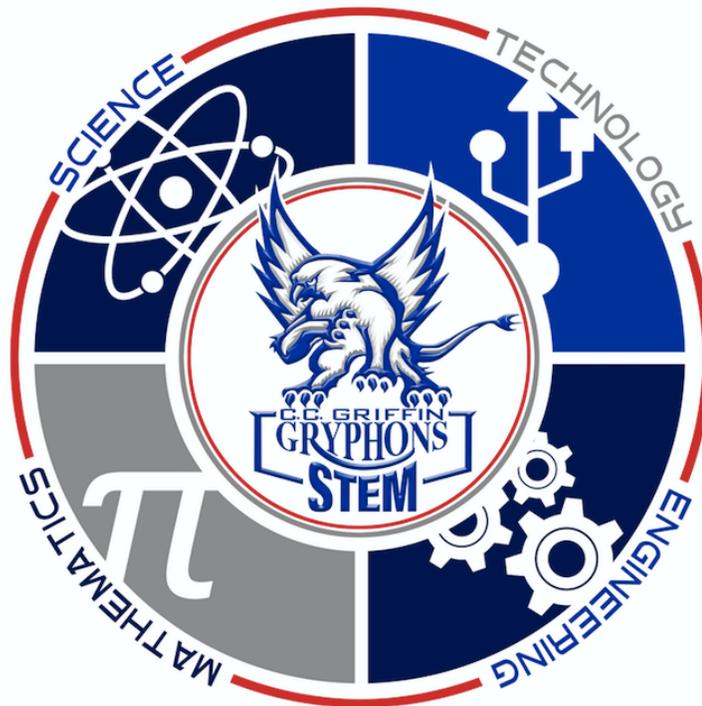


C.C. GRIFFIN STEM MIDDLE SCHOOL

7650 GRIFFIN'S GATE DRIVE SW
CONCORD, N.C. 28025
(704) 260-6410

<http://www.cabarrus.k12.nc.us/griffin>

HOME OF THE MIGHTY GRYPHONS



**Student Handbook
2020-2021**

COVID 19 Student Handbook Amendments under Plan B and Plan C

Online Behavior Expectations COVID 19 under Plan B and Plan C

Protecting Students, Families, Teachers and Staff

-  Face coverings required for every teacher, staff, and student from kindergarten through high school to reduce disease transmission
-  Schools must limit total number of people in the building so that 6 feet of distancing is possible
-  Symptom screenings, including temperature checks, must take place daily before children can enter school buildings
-  Schedules must allow time for frequent hand washing and schools will regularly clean classrooms, bathrooms, buses and equipment
-  Seating on buses will be limited to one student per seat (unless a family member)
-  Procedures must be in place for handling suspected, presumptive or confirmed cases of COVID-19
-  Plans must be in place for vulnerable teachers and staff
-  Remote learning option available for students and families

Proven Measures for Minimizing Risk



Visitors: No visitors or school volunteers will be permitted at school during this time. In addition, parents will not be allowed to walk their students into the building or to the classroom and must remain in vehicle at all times.

Cafeteria Service: Breakfast and Lunch will be served in the classrooms. Please use the online K12 Payment Center when making cafeteria payments. There will be no food sharing during this time.

Field Trips: There will be no travel field trips. Students will participate in virtual field trip experiences when applicable.

Dress Code: Facial Coverings are required at all times. This includes while students are traveling on the school bus and while on the school property. Mask must cover both nose and mouth. Face Shields alone will not be allowed.

Social Distance- In all areas of the school grounds students must remain 6 feet apart at all times.

Lockers- Lockers will not be used during the 2020-2021 school year. Students are encouraged to bring book bags to school to store personal items. Phones/devices must be stored in bags on silent, and having either out may result in a consequence *Bags with wheels are prohibited

Attendance: During Covid19 pandemic students will follow CCS attendance policy for remote learning under Plan B & Plan C.

Student Virtual Classroom Behavioral Standards

Students must:

- Follow the CCS Student Code of Conduct
- Be aware of your environment. Your surroundings should be appropriate and free of distractions (This includes family and noise around you).
- Dress in appropriate clothes (like you would at school, no provocative language, drug images, violent depictions etc.)
- Be alert and engaged appropriately (No smoking, vaping or inappropriate language)
- Be sure you tell your family you are in class. If you are in a small group with your video on, be sure you're the only person on the screen.
- Use appropriate and respectful actions, gestures, and language (written or spoken).
- Do not make audio recordings of live sessions or take screenshots, videos, and pictures of teacher and classmates and sharing these with others.

C.C. Griffin STEM Middle School
7650 Griffin's Gate Drive SW
Concord, North Carolina 28025
704-260-6410 704-260-6429 (Fax)

ADMINISTRATIVE TEAM

Susann Nash – Principal
Jerome Crews– Assistant Principal of Instruction
Jason Iadarola – Assistant Principal
Shawana Ward- Dean of Students

VISSION-MISSION STATEMENT

Our Vision: *Create a reflective and resilient learning environment by empowering all student's true potential.*

Our Mission: *CCGMS staff foster a positive learning environment that inspires and ignites students' full potential through STEM instruction, critical thinking and innovation.*

Inspire, Ignite, Innovate

SCHOOL COLORS

Red, Royal Blue and Silver

SCHOOL MASCOT

Gryphon

WHAT IS A GRYPHON?

Gryphons are mythical creatures that have the intelligence of an eagle and heart of a lion.

C.C. Griffin is the home of the Mighty Gryphons.

WELCOME

The faculty of C.C. Griffin STEM Middle School welcome all of our new and returning Gryphons. We look forward to partnering with parents and families to provide our students with a quality educational experience. We encourage parents to work closely with teachers in order to help students grow emotionally, socially, physically and intellectually. We strive to develop each student into a healthy, skilled and responsible young person.

WHAT IS MIDDLE SCHOOL?

Middle Schools primarily serve students between the ages of 10 and 14. Cabarrus County's middle schools are comprised of grades six, seven, and eight. Middle schools were developed to recognize the special and unique needs of this age groups of students.

The methods of teaching and the educational practices that help middle grades students enjoy school have been well established by educational research. Good middle schools are full of people who understand and recognize the needs of students during this transitional period of their lives. Middle school teachers are caring, knowledgeable individuals who design an educational program based on knowledge of the nature of the students whom they serve tempered with flexibility, care, and love.

STEM at CCGMS

Science Technology Engineering Mathematics

As a STEM (Science, Technology Engineering, Math) school, our teachers design instruction and student learning

experiences using STEM strategies and materials. Students are challenged to ask questions, work collaboratively, and problem-solve real world issues. Students will participate in PBLs (Problem/Project Based learning) throughout their course work. Additionally, students will be provided the opportunities to participate in district wide STEM challenges.

DAILY SCHEDULE

Morning

8:40 a.m. - Earliest arrival
8:40- 9:00 a.m. - Breakfast
9:00 a.m. - Morning Tardy Bell

Afternoon

4:00 p.m. - Car riders dismissed
(All car riders should be picked up by 4:10 p.m.)
4:00 p.m. - Bus riders dismissed

ARRIVAL AND DISMISSAL

Student hours for the 2019-2020 school year will be from 9:00 a.m.-4:00 p.m. Student car riders can be dropped off at school no earlier than 8:40 a.m. Students who are car riders in the morning must be dropped off at the doors by the cafeteria, not in the front of the building. At 8:40 a.m., all students arriving should report to their homeroom classroom unless they are going to the cafeteria to eat breakfast. The outside doors of the cafeteria will be locked at 9:00 a.m.; students who arrive after 9:00 a.m. will be considered tardy and will need to check in at the office.

Dismissal time is 4:00 p.m. and all students need to be picked up by 4:10 p.m. Student check outs are not permitted after 3:30 p.m., and messages for change in transportation will not be guaranteed after 3:30 p.m. These procedures are established to ensure a safe and efficient closing to each school day.

BUS RIDERS

Each eligible student is assigned to a morning and afternoon bus run. Students may not ride any bus other than their assigned morning and afternoon bus.

The Cabarrus County School Transportation Department has issued a statement declaring children ineligible to ride a school bus if they do not have an assigned seat.

Due to policy and maximum load capacity, we cannot accommodate special school bus transportation requests made by parents. Please do not send notes or make phone calls for this reason. Your child can only ride a school bus on which he/she has an assigned seat.

Bus Rules

These School Bus Rules and Guidelines are for the safety of the students and the bus driver. Parents are asked to review and reinforce bus rules with their children. Remember, *school provided transportation is a privilege, not a right, and the administration at C.C. Griffin reserves the right to take this privilege away if a student exhibits irresponsible and/or inappropriate behaviors.* Serious misbehavior or safety violations will result in immediate discipline that may include suspension from the bus.

Be **SAFE** at all times.

1. Remain seated, facing forward in your assigned seat.
2. No eating or drinking.
3. Keep your body and all other objects to yourself and inside the bus. Secure loose items in backpacks.
4. Use appropriate noise levels.

Be **RESPECTFUL** at all times.

5. Follow the School Bus Driver and/or Monitor's directions the first time given.

6. Be respectful with words and actions.

Be **RESPONSIBLE** at all times.

7. Ride only on your assigned bus; get on and off at your assigned stop.
8. Maintain cleanliness and appearance of the bus. Do not damage the bus in any way.
9. Middle and High School Students- May use personal electronic devices responsibly.

INCLEMENT WEATHER

The school Superintendent decides when schools require closing. Parents should listen to the radio or watch local TV channels for information concerning school closings. A decision to close schools or to operate on a delayed schedule will be announced by a Connect ED phone call.

Should inclement weather situations occur after school begins, the news will also be announced on radio, TV, and by Connect ED phone call. **Please DO NOT** telephone the school or ask your child or your child’s teacher to call you. You may call **704-784-6197** for updated information.

SCHOOL COMMUNICATION

Our school also uses the Connect-ED notification system. This is a system that allows the school to send phone and/or email messages to all parents within a matter of minutes, including but not limited to, weekly school event emails, inclement weather messages, school announcements, and student absences. To be certain parents/guardians receive important notifications and timely communication in the event of emergencies, we ask that the school be kept informed of any changes or updates to contact information (phone numbers, home addresses, and email addresses). In addition, we will post the school newsletters, events, ads and announcements on the C.C. Griffin Facebook, Twitter and Instagram account. Please follow us for the most up to date information.

ATTENDANCE(Under Plan A)

It is very important that your child attend school each day unless the child has a contagious disease or is otherwise too sick to attend. The State Compulsory Attendance Law (G.S. 115-116) requires that all children between the ages of seven (7) and sixteen (16) years of age attend school.

According to regulations issued from the office of the State Superintendent of Public Instruction, “a child shall be present at least one-half of the school day in order to be recorded present for that day.” This means that children who leave school before 12:30 p.m. will be recorded absent for that day.

Parents are to send a note each time a student is out and give the reason for the absence. Parents can send a note to the child’s homeroom teacher via email or complete the online absence excuse linked on the school’s webpage. Excuse notes will only be accepted within two days of the absence. IF A NOTE IS NOT RECEIVED, THE ABSENCE IS COUNTED AS UNEXCUSED.

Per CCS, Board Policy, students will receive one day of absence for every 5 unexcused tardies (arriving after 9:00 am) or unexcused early checkouts or any combination of the two that equals 5.

Childhood illnesses happen often and school personnel are aware that sick children should be at home. However, please know that if you must take your child away from school, he/she misses the learning activities that are happening in the classroom setting. As teaching styles change to more group oriented and hands-on type activities, students miss many important learning opportunities when they are absent. With this in mind, please plan vacations and trips out-of-town during students’ holidays and vacation times. **Excessive absences can require students to repeat their current grade.**

Lawful/Excused Absences Include:
1. Illness or Injury

2. Quarantine
3. Death in the immediate family
4. Medical or Dental Appointments
5. Court or Administrative Proceedings
6. Religious Observance
7. Educational Opportunity-Prior Principal Approval Required

SCHOOL/CLASS TARDIES

If a student arrives at school after 9:00 a.m. Students will receive a “Tardy Slip” to admit them to class. **Students must be in their classroom by 9:00 a.m. or they will be considered tardy. Per CCS, Board Policy, students will receive one day of absence for every 5 unexcused tardies (arriving after 9:00 am) or unexcused early checkouts or any combination of the two that equals 5.**

Students can also earn tardies by getting to classes late throughout the day. Students are given ample time to move from one class to another. Tardies accumulate each quarter. Students are expected to move directly to their next class to avoid unnecessary tardies. Students who are more than 10 minutes late to class are considered skipping and will be referred to an administrator. When students are dismissed in the afternoon, they are expected to go directly to their assigned areas (car-rider pick-up, bus lot, athletic practice area, etc.) to avoid unnecessary delays. Tardies will be handled in the following manner:

1 st	Warning
2 nd	Warning
3 rd	Lunch Detention
4 th	Lunch Detention
5 th	After School Detention
6 th	Administrative Decision

EARLY CHECK-OUT

If a parent comes to school to pick up his/her child during the school day, he/she must come by the office first to sign the student out of school. Early check-outs should be kept to a minimum. Students must attend 3.5 hours to be counted present for the day. ***Students cannot be checked out after 3:30 p.m.*** Parents will need a picture ID to pick up their child. **IF A NOTE IS NOT RECEIVED, THE EARLY CHECK-OUT IS COUNTED AS UNEXCUSED.** ***Per CCS, Board Policy, students will receive one day of absence for every 5 unexcused tardies (arriving after 9:00 am) or unexcused early checkouts or any combination of the two that equals 5.***

EDUCATIONAL OPPORTUNITY

When it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, the absence(s) may be considered valid and lawful/excused. **However, an Educational Opportunity Form must be completed and submitted to the principal prior to the absence to be eligible for this consideration.** It is recommended that requests be turned in as early as possible to ensure adequate time for processing and return notification which has to occur prior to the absence. Students can be excused for up to five (5) school days per school year for approved educational opportunities. (*School Attendance & Student Accounting Manual, Public Schools of North Carolina, 2009-2010, Chapter 2, Section IV-D*) The Principal will consider current student absences when approving Educational Opportunities.

ABSENTEE MAKE-UP WORK

Students have three school days to make up missed assignments. If a student is absent for at least two days, parents or guardians can call the office by 9:00 a.m. and pick up missed assignments from 3:30-4:00 p.m. that afternoon. Also, checking teachers' webpages or emailing teachers is an effective way to obtain make-up assignments. Teacher email addresses can be located on the school's website.

KEEPING INFORMATION CURRENT

It is **VERY important that we have current information in the office concerning how parents can be contacted during the day.** Please notify the school immediately if there is a change in status during the school year:

- Address •Phone number • Email information • Employment
- Any information that could be helpful to the school and your child

CAFETERIA MEAL PRICES

Breakfast	\$1.45
Reduced Breakfast	Free
Lunch	\$2.85
Reduced Lunch	\$0.40
Quick Bite Lunch	\$3.50

Breakfast: We are pleased to offer a breakfast program for our students. All students who wish to eat breakfast are to report directly to the cafeteria upon arriving at school. Breakfast is available to all students from 8:40 a.m. until 9:00 a.m. daily. If the bus is late, students will be served.

Charging Meals: Students who forget or lose breakfast or lunch money are allowed to charge for that day. These charges need to be paid as soon as possible. Students may not charge more than \$5.00 before the charges are paid. Students who do not have money and who owe \$5.00 or more will be given an alternate lunch until their charges are paid. Meal charges No a la carte items will be sold to a student owing a charge. No charges will be allowed the last 3 weeks of school.

CABARRUS COUNTY SCHOOLS FOOD POLICY: Parents are discouraged from bringing their child a lunch that includes soda, energy drinks, fast food items, or candy. **Foods coming from fast food restaurants MUST be rewrapped in plain paper and drinks must be placed in plain paper cups.**

GOOD STANDING

Students must be in good standing to attend extra-curricular activities (athletics, dances, etc.) Good Standing requires all student fees to be paid/ or on active payment plan. Students may not have any referrals the week of the extracurricular event. Multiple office referrals can lead to a loss of all extracurricular participation, per administration. In addition, students must be completing assignments and making progress in their academics.

STUDENT FEES

Instructional Supply Fee	\$20 per school year
Yearbook	\$40 per yearbook*
Art Classes	\$10 per semester
Band	\$10 per semester
Chorus	\$10 per semester
Instrument Usage Fee	\$25 per semester
Strings	\$10 per semester

Student Fees are an important supplement to various programs in our school. All students are asked to pay the instructional fee recently approved by the CCS Board of Education. *The*

Instructional Supply Fee is used for teachers to purchase STEM materials, instructional supplies for the classroom, as well as maintenance and minor repair (unintentional damage) of district provided student Chromebooks. Special ARTS Programs also require additional fees to support the program materials. **Fees must be paid to be in Good Standing.**

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Students are expected to properly care for all instructional materials and return them as outlined by his or her teacher. If a book is lost and is not recovered within a reasonable time, students will be charged for the book. Another book will be issued after payment is made.

TECHNOLOGY

Students are expected to use technology ethically and for educational purposes. Care should be taken with all school equipment. **Damage or misuse of school equipment may result in disciplinary action and/or a fee for replacement of equipment.**

EXTRA-CURRICULAR EVENTS & FIELD TRIPS

Extra-curricular activities (dances, athletic activities, etc.) are for the enjoyment of the students. Students are required to exhibit appropriate behavior and are expected to follow all school guidelines, including the school's dress code policy. Failure to follow these guidelines will result in being removed from the event, and the price of the ticket will not be refunded. Administrators reserve the right to suspend or deny extracurricular activities/field trips based on unacceptable student behavior choices. Failure to follow rules and procedures during a field trip may result in a loss of privileges to attend the next field trip. Students attending extra-curricular activities must have their purchased ticket (as applicable) and **remain in Good Standing.**

GRADING SCALE

Grades on report cards are assigned numerical equivalents rather than as letter grades. The following scale can be used in comparing numerical grades to letter equivalents:

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

GRADING POLICY

The faculty of C.C. Griffin Middle School intends to report grades that reflect student learning. To accomplish this, grades will not be inflated or diminished by activities that do not reflect student learning of the content being taught (i.e. extra points for parent signatures on graded tests or points deducted for no parent signature on graded tests).

PAPERLESS REPORT CARDS

C.C. Griffin uses Powerschool to maintain and report student grades. Paper report cards will not be sent home. **Parents MUST request access to the Parent Portal in Powerschool, from the school Data Manager. Parents are encouraged to check this weekly in order to remain knowledgeable about student progress and grades.** Students are taught to also check their PS grades and use goal setting to stay current on their progress.

REPORT CARD DATES

- 1st Nine Weeks: 10/22/20
- 2nd Nine Weeks: 1/24/20
- 3rd Nine Weeks: 4/14/21
- 4th Nine Weeks: 6/11/21

HOMEWORK POLICY

It is the commitment of C.C. Griffin Middle School faculty to promote learning not only during the school day but also while students are at home. Students can expect to have homework on a daily basis that supports the instruction taking place at school. Students are expected to read for approximately 30 minutes each night in their Independent Reading Book (IRB). Please check the teacher's website for more information on homework.

PBIS

Positive Behavior Intervention Support

At C.C. Griffin Middle School, we use the PBIS model (Positive Behavior Intervention and Support) to teach, encourage and maintain positive student behaviors. In each area of the school building students are expected to display SAFE, RESPECTFUL, and RESPONSIBLE behaviors.

As Mighty Gryphons, we work together to uphold a positive and productive environment. Throughout the year specific instruction is provided to students regarding the behavioral expectations. Reteaching and interventions such as parent contacts, student conferencing, and written reflection are provided when needed.

Students have different opportunities to earn positive rewards. Students modeling positive behavior within the school can earn **gryphon bucks**. They can then use the **gryphon bucks** to buy items from the **Gryphon School Store**. Students can also earn the opportunity to attend quarterly celebrations.

Students who, despite interventions, frequently fail to meet behavioral expectations will receive more intensive interventions such as school-based consequences, referral to Responsibility Room (RR), and/or a referral to an administrator. Severe or illegal behaviors warrant immediate referral to the office. Only members of the administrative team have the authority to assign In-School Suspensions (ISS) and Out-of-School Suspensions (OSS).

Character Education

Character education improves relationships among students, staff, and the community by emphasizing the development of positive character traits. A C.C. Griffin Middle School student exemplifies empathy, integrity, responsibility, respect, honesty, and self-discipline. Students will be expected to exemplify these traits as representatives of C.C. Griffin Middle School both on campus and in the community. Character education will be integrated into the curriculum. Each school day begins with the students reciting the Pledge of Allegiance.

Students also have the opportunity to be recognized for modeling positive character traits during the year. Each month of the school year there will be a focus on a certain character trait. Teachers can nominate students to be recognized if they display the character trait of the month. One student from each team will be recognized each month.

DRESS CODE GUIDELINES

What to wear:

- **Skirts and Shorts:** No more than 3 inches above the knee.
- **Tights:** Must be worn with a dress, skirt, or shorts which meet the description of acceptable attire as stated above.

- **Leggings:** Must be worn with a top garment that covers the student's front and rear equally. Skirts and shirts over leggings must be at least 3 inches above the knee.
- **Shirts and Blouses:** Must cover the student's midriff – no plunging necklines or exposed cleavage. Straps must be the width of 2 inches or greater.
- **Pants:** Fitted at the waist without exposing undergarments (including shorts sometimes worn as under pants), garment must be free of holes, rips, or frays that expose skin or undergarments above the knee, includes mesh panels. Leggings may be worn underneath ripped pants.
- **Shoes:** Shoes or sandals.

What NOT to wear:

- Spaghetti strap tops, mesh, or see-through shirts/blouses .
- Clothing advocating drug, alcohol, or tobacco use.
- Clothing with inappropriate or suggestive language.
- Clothing that discriminates against particular groups.
- Excessively tight or baggy clothes;
- Bedroom slippers or pajamas.
- Excessively long or oversized shirts, coats or jackets.
- Sunglasses, hats, caps, stocking caps, toboggans, or any other headgear while in the school building.
- Any apparel or accessories that depict gang affiliation, including rosary beads.
- Flip Flops
- Exposed undergarments

The Cabarrus County Board of Education specifies that each student must come to school appropriately dressed in clothing that is not disruptive to the educational process and does not endanger the health and safety of self and others.

SCHOOL SAFETY

School safety is our number one priority. Ensuring that our students and staff feel safe at school every day is a necessity. Students and staff will participate in a various safety drills throughout the year including fire, tornado, lock downs, evacuations, earthquake, and bus safety. To continue to enhance our district's safety measures, random mandatory Safety Checks using metal detectors and bag checks will be implemented in all traditional middle and high schools in the 2019-2020 school year. See the district's safety website for additional details: <https://www.cabarrus.k12.nc.us/safety>

HALL PASSES

All students out of class during the school day must have a written pass from a teacher. Students are to check into assigned classes before going to the office, the school counselor, or any place other than their assigned classes.

SCHOOL BEHAVIOR GUIDELINES

Students are expected to display appropriate behaviors at all times. Any minor disruption to the learning environment will be managed in the classroom and will be documented as a **Minor Incident Referral**. If the behaviors continue despite classroom interventions the student may receive an Office Discipline Referral and be sent to the Responsibility Room (RR).

The Responsibility Room (RR) allows a student to reflect on his/her behavior(s), calm down, self-correct, and return to the next class period (depending on the severity of the behavior). RR guidelines prohibit talking, movement, and any disruptive behaviors or noises.

For more severe or illegal behaviors, students will receive an Office Discipline Referral and be removed from class immediately. The Parent Information and Student Code of Conduct Handbook, including the related Board of Education policies, is available on the district website at www.cabarrus.k12.nc.us/handbook. No student shall

manufacture, distribute, dispense, possess, or use any alcoholic beverage, vapes, drug, or drug paraphernalia on school property which includes the bus and bus stop.

IN-SCHOOL SUSPENSION

An in-school suspension (ISS) results from office referrals at the discretion of administrators only. It is used for more severe behaviors and/or patterns of inappropriate/disruptive behaviors that are referred to the administrative team. A student first reports to homeroom and then proceeds to the Responsibility Room to serve his/her ISS consequence. The student spends the day working on assignments from teachers. The student is counted present and is expected to complete the assignments which will be returned to the classroom teacher for grading. A student forfeits participation in any extracurricular event(s) on the day ISS is served.

BOARD OF EDUCATION POLICIES/ADMINISTRATIVE RULES

The following information is a condensation of rules and policies concerning student conduct. Any student who violates these policies/rules shall be subject to discipline up to and including suspension and/or expulsion.

1. **Threats** – No student shall use words, signs, or actions that constitute a threat of force, violence, or disruption, including, but not limited to, bullying, blackmail, and extortion. No student shall harass anyone.

2. **Bomb threats** – No student shall give or cause to be given, or advise or aid another person in giving a false statement that there is located in the building or other structure or car or any device designed to destroy or damage the building, structure, or car by explosion, blasting. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat or perpetrate a bomb hoax must notify a teacher or the Principal immediately.

3. **Weapons – Cabarrus County Schools will not tolerate the presence of weapons, bomb or terrorist threats or actions that constitute a clear threat to the safety of students and employees.** Any student violating this policy will be removed from the classroom or school environment for as long as necessary to ensure a safe and orderly environment for learning. Except where certain consequences for misbehavior are required by law, principals in the elementary grades are expected to use good judgment and reasonable discretion in determining the appropriate consequence for violation of board policies, school standards or rules. Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon, or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include, without limitation, all of the following: loaded or unloaded firearm, including a gun, pistol, rifle, explosives, including a dynamite cartridge, bomb, grenade, mine, knife, including a pocket knife, bowie knife, switchblade, box cutter, utility blade, dirk, dagger, slingshot, leaded cane, blackjack, metal knuckles, BB gun, air rifle, air pistol, blowgun, stun gun, other electric shock weapon, such as tasers, ice pick, razor or razor blade, fireworks, laser pointers, mace, pepper spray, any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance.

4. **Drugs, Drug Paraphernalia, and Alcoholic Beverages** – No student shall manufacture, distribute, dispense, possess or use any alcoholic beverage or any narcotic drug, caffeine or diet pills, hallucinogenic drug, amphetamines, barbiturates, marijuana, cannabinoid or any substance containing cannabinoid including cannabinoid oil, and or any other controlled substance. No student shall manufacture, distribute, dispense, possess a counterfeit or “look-alike” version of any of the above substances. No student shall be under the influence of any of the above substances or any other controlled substance that the student did not lawfully obtain. No student

shall use, manufacture, distribute, or possess drug paraphernalia. No student shall transmit or sell prescription drugs or over-the-counter drugs or substances.

5. **Tobacco** – No student shall possess, distribute, display, or use any tobacco products or tobacco paraphernalia, including, but not limited to vaporizers, pipes, rolling papers, matches, vape liquid or vape liquid containers, and lighters.

6. **Disruptive Actions** – No student shall participate, engage, or encourage any activity that interferes with or disrupts the educational process.

7. **Fighting** – There will be a continuous effort to help students understand the proper ways to settle conflict. However, a fight involving two or more people is considered an affray and is a violation of NC law. Fights will be handled in the following manner:

1. Parents/guardians will be called.
2. Consequences will be administered by a member of the administrative team, which will typically include out of school suspension.
3. The school resource officer will investigate to determine if a report should be filed with juvenile authorities.

8. **Sexual Harassment** – The Cabarrus County Board of Education has adopted a policy, which reflects the law, dealing with sexual harassment as it applies in the workplace and among students. Some examples that could involve students are: 1) making telephone calls and sending notes, letters, or materials of sexual nature or content; 2) touching and initiating physical closeness of a sexual nature; 3) making obscene or sexually suggestive looks, gestures, sounds, advances, or propositions; 4) making sexually provocative or graphic comments about another’s body; 5) pressuring for dates or sexual activity; 6) engaging in sexual banter or teasing, making jokes or remarks, or asking questions of a sexual nature; 7) displaying sexually suggestive pictures, cartoons, or other related items; or 8) sending emails or instant messages that communicate any type of sexual or physical threats. **A student should report any such incident to his or her teacher, counselor, or any member of the administration.**

9. **Theft** – No student shall take property belonging to another person without that person’s consent.

10. **School Bus Misconduct** – Students shall obey all rules of conduct, as well as all safety rules and regulations, while riding on a school bus. Students shall not delay the bus schedule, damage a bus, distract the driver or get off at an unauthorized stop.

11. **Bullying- Bullying and/or harassing are strictly prohibited.** The repeated pattern of intimidation may be real or threatened. There are 3 types of bullying: physical, emotional, and relational. Bullying may include, but is not limited to verbal taunts, name-calling, implied or stated threats, and exclusion from peer groups. Bullying can occur in person, or through social networking sites, texting, blogging, and the internet. Students who feel bullied, harassed or intimidated at school by an adult or another student should report the concern to a teacher, administrator or other staff member at school. Bullying and Harassment Reporting Forms are available on the CCS website and at school.

12. **Social Networking-** Social networking sites have become an increasingly prevalent place for bullying to take place. The school respects the right of students to use social networking sites (e.g., Twitter, Facebook, YouTube), personal Web sites, Weblogs, Wikis and other web tools (collectively, “Internet Postings”) as a medium of self-expression. Due to the fact that some communication through these mediums can be seen as negative, demeaning, and an attack on another’s character, any inappropriate Internet postings by students that cause substantial disruptions to the school environment will be subject to disciplinary actions. The Cabarrus county School Board Policy # 4312 states: The inappropriate Internet postings by students can cause substantial disruptions to the school environment. The Board requires that students observe the

following guidelines for Internet postings, regardless of the location of the internet access. Students shall not:

- use language, pictures, or graphics promoting violence or gang activity in internet postings
- post pictures of school system employees without obtaining written permission. Students shall not falsely represent themselves as an employee of the school system
- use internet postings to harass, bully, or intimidate employees or other students
- use internet postings to libel or defame the Board, school system, school employees, or other students
- use profane, pornographic, obscene, indecent, lewd, vulgar, or sexually offensive language, pictures, or graphics in internet postings that could cause a disruption to the school environment

CONSEQUENCES - Any violation of this policy will result in disciplinary action, up to and including long-term suspension, 365 days suspension, or expulsion.

CONSEQUENCES FOR ELECTRONIC DEVICE VIOLATIONS

Electronic devices such as cell phones, wireless headphones, handheld games, cameras, etc. should not be visible or in use. The device does not have to be visible to be in violation. If a student does not comply with this policy, the Minor Incident Referral process as described in the School Behavior Guidelines will be followed. Multiple MIR's for an electronic device violation will result in an administrator assigning consequences.

PERSONAL PROPERTY

Cell phones, Air Pods, speakers, headphones, electronic devices, toys, lasers, or other items that do not have a specific educational purpose should not be brought to school. Therefore, if these items are brought to school, **the school is not responsible for damaged, lost, stolen or the replacement of personal items.** School Board Policy 4318 states, "School employees may immediately confiscate any electronic device that is on, used, displayed or visible."

Students should not have cell phones or ANY electronics in their possession during school hours without the expressed permission of a C.C. Griffin Middle School faculty member. These items should be stored in the student's locker during the instructional day. A student phone is available in the front office for students who have received teacher permission to phone a parent/guardian in the event of illness, forgotten items, a change in afterschool activities, etc. While teachers do ask students to bring ear buds for instructional purposes, we recommend inexpensive ones. Air Pods are not recommended for school use and the school is not responsible if a student brings/loses or damages, them.

ANTI-GANG POLICY

No student shall commit any act that furthers gangs or gang-related activities. Conduct prohibited by this policy includes:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that show affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation;
2. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation;
3. Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
4. Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person as related to gang activity;
5. Inciting other students to intimidate or to act with physical violence upon any other person as related to gang activity;

6. Soliciting others for gang membership

Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

PARENT LIABILITY

According to North Carolina law, parents and guardians are liable for the following:

1. Damage fees for abuse or loss of books.
2. Damage to school buildings and furnishings.
3. For any gross negligence or willful damage or destruction of school property to the extent of \$5,000.

GREENBLATT ACT

Cabarrus County Schools will follow the requirements of the Deborah Greenblatt Act (House Bill 1032) ratified July 14, 2006 and to take effect July 1, 2006. The complete Greenblatt Act is posted on the Cabarrus County Schools website. This Act addresses the permissible uses of seclusion and restraint in public schools. It is required as part of school board policy and as a part of the Safe Schools Plan. The act contains a provision for training school personnel in the management of disruptive and dangerous student behavior. It includes a parent notification component.

FOOD POLICY

Any food that is sent to school must be store bought and labeled with the ingredients. Items purchased at bakeries must contain ingredient labels. This precautionary guideline assures the school staff that foods are sanitary. It provides school personnel with a "contents label" to protect students with specific food allergies. This policy applies to students only. **Classrooms who have students with severe, life-threatening allergies may be prohibited from bringing in certain foods.**

BIRTHDAYS

Due to a large number of food allergies, cupcakes and other birthday treats **are not allowed.** In order to avoid hurt feelings on part of the students, invitations to private birthday parties should be mailed rather than distributed at school. The delivery of balloons, gifts, flowers, etc., to school is strongly discouraged. No items will be kept in the office until the end of the day and then sent home with a student. Balloons, flowers, baskets, and large gifts are prohibited on the bus,

GRIEVANCE PROCEDURE

The people of Cabarrus County can be very proud of the harmonious relations which exist among its school personnel, students, parents, and the general public. However, from time to time in any organization, there are questions, problems and grievances which need attention. It is the desire of Cabarrus County Schools to have good, clear communications and to resolve problems and grievances in a simple, orderly, and equitable manner.

The following guidelines have been established by Cabarrus County Schools for good communication regarding problems and grievances.

1. Talk to the teacher or other school staff member with whom you have a problem, a question, a grievance. Give that person a chance to settle the dilemma before contacting others.
2. If you are not satisfied with your contact in step one, then ask for a conference with the Principal to attempt to resolve the problem.
3. If you feel that your problem is still not resolved to your satisfaction, then you should confer with the Superintendent of schools or with someone on the Superintendent's staff whom he designates to hear the problem.

- If the problem is still not resolved to your satisfaction, then you should request in writing, addressed to the Superintendent, a hearing before the Board of Education.
- The Superintendent will inform you of the date on which the Board will hear your grievance. At the hearing before the Board, all parties will be given the opportunity to be heard.

STUDENT INSURANCE

To enroll in the student insurance program, go online to <http://www.k12studentinsurance.com/> and click the "Enroll Now" button. Enrolling online is easy and should take only a few minutes.

DOMOCILE

Parents are responsible for accurate reporting of their home addresses and other emergency information (telephone numbers and emergency contacts). **False reporting of an address in order to attend a different school is a Class F Felony.**

PARENT INVOLVEMENT AND ENGAGEMENT

We encourage parents to visit our school and to participate by volunteering in various ways as we work cooperatively in the interest of our students at C.C. Griffin Middle School. Parents will be needed to serve various roles within our school such as a leadership team representative, PTO member and/or officer, testing proctor, field trip chaperone and volunteers for other athletic or academic programs. Certain opportunities require background checks and/or approval by the principal.

PARENT TEACHER ORGANIZATION(PTO)

The PTO is an organization where parents and teachers work together for the total educational experience of the students. It supports the entire school program and includes volunteers for mentoring, tutoring, fund-raising, assisting teachers, etc. The C.C. Griffin Middle School PTO welcomes all as members. For more information please contact ccgpto@gmail.com

SPIRIT ROCK GUIDELINES & RESERVATION INFORMATION

- The rock reservation is for the duration of 2 days (1 for painting and 1 for viewing).
- Reservation requests will be filled on a first-come, first-served basis.
- All materials and painting supplies are your responsibility.
- All things painted on the Spirit Rocks must be in good taste. The Spirit Rocks are available for birthday messages, messages of congratulations or well-wishes. Anything profane, obscene or deemed inappropriate for children is not permitted.
- The school reserves the right to cover up or paint over anything deemed to be inappropriate.
- For reservations please contact the front office at 704-260-6410.

VISITORS

All visitors must present their ID and sign in at the office. Visitors must have office approval and wear the provided badge before moving throughout the campus. If you are visiting for lunch, you must have approval from the office and the food must be in an unlabeled bag due to Federal Guidelines. All visitors must be immediate family members age 18 or older who are on the approved database list. Visitors may conduct classroom observations only with prior principal approval.

TELEPHONE

The office phones are for school business, and students are only allowed to use these phones with permission from their classroom teacher. Students will not be called out of class to receive phone calls. Please make arrangements for after school rides or activities and for personal messages before coming to

school. In emergency situations, students will have access to an office phone.

LOST AND FOUND

Students are urged not to bring valuables to school. Articles found should be turned in to the Responsibility Room. A student who has lost an article should check in the Responsibility Room before or after school. To ensure a better chance of finding lost articles, students are urged to label coats, gym bags, band instruments, and any other articles which the student may not have with him/her at all times. Any unclaimed articles will be donated to a charitable organization such as CVAN or Goodwill at the end of each semester.

PUBLIC HEALTH NURSE

Students at C.C. Griffin Middle School have access to the services of a public health nurse. If a student is sick, he/she should ask permission from his/her teacher to go to the nurse. The nurse will help the student contact a parent or guardian. When the parent or guardian arrives, he/she will sign the student out in the office.

STUDENT SUPPORT SERVICES

Students in the young adolescent years have a wide variety of social, emotional, psychological, and physiological needs. While all staff members attempt to assist in this process, students can seek specific assistance from the following program specialists:

School Nurse	Nurse Kristin Broome
School Social Worker	Sarah Jones
School Resource Officer	Officer Dustin Page
Guidance Counselors	6 th - Shamika Cole 7 th - Justina Rodriguez 8 th -Shana Harris

SCHOOL COUNSELING PROGRAM

The school counselors are available to assist students with a variety of concerns. Information discussed with the counselors remains confidential unless the situation involves a safety issue. Individual counseling is available both by appointment and as needed for crises. Group counseling is an option for students who want to share concerns about divorce, study skills, friendship issues, grief, and other problems. Classroom guidance is led by counselors through science and social studies classes. Topics covered include transitioning to middle school, study skills, friendship, bullying, depression, anger, the school-to-work connection, high school scheduling, and the multicultural world. Counselors consult with teachers, administrators, and community resources on a regular basis. Parent calls are always welcome.

Procedures to see a counselor:

- Teachers have appointment forms in their classrooms.
- Students complete online request forms.
- Counselors will meet with students as soon as possible.
- Teachers may also refer students to counselors.
- Teachers will allow students to make up work missed when visiting the counselor.

MEDIA CENTER

- Schedule: Monday-Friday from 8:40 a.m. to 4:00 p.m.
- Books may be checked out for a period of 2 weeks, and a student may check out only 3 books at a time.
- Students should use ID numbers to check out books. This ensures efficient and accurate check-out procedures.

STUDENT COUNCIL

The purpose of the Student Council is to provide a forum for students to develop leadership skills by serving as liaisons between the administration and the student body and by identifying and addressing school needs. The group also sponsors school dances and participates in community activities. Members must meet the grade, attendance, and behavior requirements stated in the C.C. Griffin Student Council Constitution.

ATHELTIC ELIGIBILITY

In order for students to be eligible to participate I sports they must:

- Pass 3 of 4 core classes
- Students cannot miss 14 or more days per semester

Fall sports eligibility will be based on the spring semester from the year before. Spring sports are based on the fall semester.

ATHLETIC DISCIPLINE GUIDELINES

These guidelines are minimum levels of suspension. Anything about this us up to the coach, but must be communicated to the parent, administrative team and the athletic director.

- Any discipline dealing with drug or alcohol infraction the student- athlete will be immediately dismissed form the team.
- Suspensions from teams resulting from In-School Suspension (ISS):
 - The first ISS will result in the student-athlete missing 10% of the season. This will generally be 1 game due to the fact that most season are 10 games.
 - The second ISS s will result in the student-athlete missing 25% of the season. This will generally be 3 games due to the fact that most season are 10 games.
 - A third ISS will result in the student-athlete being dismissed from the team for the remainder of the season.
- Suspensions from teams result in from Out of School Suspensions (OSS):
 - The first OSS will result in the student-athlete missing 25% of the season. This will generally be 3 games due to the fact that most seasons are 10 games.
 - The second OSS will result in the student-athlete being dismissed from the team for the remainder of the season.
- If a student-athlete receives one ISS and placement and 1 OSS placement, then the student-athlete will be removed from the team for the remainder of the season.
- If a student athlete is unable to complete a suspension during a particular season, then that suspension will carry over o the next season they participate.

COVID 19 under Plan B and Plan C

Appendix: COVID 19

Protecting Students, Families, Teachers and Staff

- Face coverings required for every teacher, staff, and student from kindergarten through high school to reduce disease transmission
- Schools must limit total number of people in the building so that 6 feet of distancing is possible
- Symptom screenings, including temperature checks, must take place daily before children can enter school buildings
- Schedules must allow time for frequent hand washing and schools will regularly clean classrooms, bathrooms, buses and equipment
- Seating on buses will be limited to one student per seat (unless a family member)
- Procedures must be in place for handling suspected, presumptive or confirmed cases of COVID-19
- Plans must be in place for vulnerable teachers and staff
- Remote learning option available for students and families

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Proven Measures for Minimizing Risk



Visitors: No visitors or school volunteers will be permitted at school during this time. In addition, parents will not be allowed to walk their students into the building or to the classroom and must remain in vehicle at all times.

Cafeteria Service: Breakfast and Lunch will be served in the classrooms. Please use the online K12 Payment Center when making cafeteria payments. There will be no food sharing during this time.

Field Trips: There will be no travel field trips. Students will participate in virtual field trip experiences when applicable.

Dress Code: Facial Coverings are required at all times. This includes while students are traveling on the school bus and while on the school property. Mask must cover both nose and mouth. Face Shields alone will not be allowed.

Social Distance- In all areas of the school grounds students must remain 6 feet apart at all times.

Lockers- Lockers will not be used during the 2020-2021 school year. Students are encouraged to bring book bags to school to store personal items. Phones/devices must be stored in bags on silent, and having either out may result in a consequence *Bags with wheels are prohibited

Attendance: During Covid19 pandemic students will follow CCS attendance policy for remote learning under Plan B & Plan C.

Online Behavior Expectations

Student Virtual Classroom Behavioral Standards

Students must:

- Follow the CCS Student Code of Conduct
- Be aware of your environment. Your surroundings should be appropriate and free of distractions (This includes family and noise around you).
- Dress in appropriate clothes (like you would at school, no provocative language, drug images, violent depictions etc.)
- Be alert and engaged appropriately (No smoking, vaping or inappropriate language)
- Be sure you tell your family you are in class. If you are in a small group with your video on, be sure you're the only person on the screen.
- Use appropriate and respectful actions, gestures, and language (written or spoken).
- Do not make audio recordings of live sessions or take screenshots, videos, and pictures of teacher and classmates and sharing these with others.