

C.M. Eppes Middle School



#bethechange

2021-2022 Student Handbook

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www.pittschools.org/cme/

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Principal: Kim Harris
Assistant Principal: Shontell Lane
Assistant Principal: Patrick Egan

Mission: To create self-empowered 21st century lifelong learners who value self, community, and school.

Vision: C. M. Eppes Middle School accepts the challenge to achieve excellence in preparing our intellectually and culturally diverse students for their future.

PRINCIPAL'S MESSAGE

Students and Parents,

Grade Level Schedules

6th Grade		
Times	Times	Class/Activity
8:15 AM	8:35 AM	Breakfast/HR
8:35 AM	10:03 AM	1st Block
10:03 AM	10:06 AM	Transititon
10:06 AM	11:34 AM	2nd Block
11:34 AM	11:37 AM	Transititon
11:37 AM	1:07 PM	3rd Block
1:07 PM	1:32 PM	LUNCH
1:32 PM	1:35 PM	Transition
1:35 PM	2:05 PM	Intervention Block
2:05 PM	2:08 PM	Transition
2:08 PM	3:36 PM	ELECTIVES

7th Grade		
Times	Times	Class/Activity
8:15 AM	8:35 AM	Breakfast/HR
8:35 AM	10:03 AM	1st Block
10:03 AM	10:06 AM	Transititon
10:06 AM	11:34 AM	2nd Block
11:34 AM	11:37 AM	Transititon
11:37 AM	12:01 PM	LUNCH - 2nd Block
12:01 PM	12:04 PM	Transition
12:04 PM	1:32 PM	ELECTIVES
1:32 PM	1:35 PM	Transition
1:35 PM	2:05 PM	Intervention Block
2:05 PM	2:08 PM	Transition
2:08 PM	3:36 PM	4th Block

8th Grade		
Times	Times	Class/Activity
8:15 AM	8:35 AM	Breakfast/HR
8:35 AM	10:03 AM	1st Block
10:03 AM	10:06 AM	Transititon
10:06 AM	11:34 AM	ELECTIVES
11:34 AM	11:37 AM	Transititon
11:37 AM	12:22 PM	3rd Block
12:22 PM	12:47 PM	LUNCH
12:47 PM	1:32 PM	3rd Block
1:32 PM	1:35 PM	Transition
1:35 PM	2:05 PM	Intervention Block
2:05 PM	2:08 PM	Transition
2:08 PM	3:36 PM	4th Block

Elective Schedule		
Times	Times	Class/Activity
8:15 AM	8:35 AM	Breakfast/HR
8:35 AM	10:03 AM	PLAN
10:06 AM	10:48 AM	1st 8th Elective
10:52 AM	11:34 AM	2nd 8th Elective
11:37 AM	12:01 PM	Lunch
12:04 PM	12:46 PM	1st 7th Electives
12:50 PM	1:32 PM	2nd 7th Electives
1:35 PM	2:05 PM	Intervention Block
2:08 PM	2:50 PM	1st 6th Electives
2:54 PM	3:36 PM	2nd 6th Electives

ARRIVALS AND DEPARTURES

Students arrive and depart the C.M. Eppes Middle School campus by bus, carpool, walking and biking. In order to ensure the safety and welfare of all our students, students should arrive on campus between 8:15 a.m. and 8:32 a.m. All students should be in their homeroom/first block class by **8:35 a.m.** each morning. Students arriving at school after 8:35 a.m. will report to the office, accompanied by a parent/guardian, to undergo the safety protocol and receive a pass to class. When students enter the building they should do so quietly and notify staff if they desire breakfast. Orchestra and Jazz Band students in the early bird classes will be permitted to report directly to their assigned classroom at 7:45 am. Students must observe social distancing expectations and school-wide behavior expectations as they transition to their assigned homeroom class.

Breakfast will be available for students and staff daily, via an assigned breakfast kiosk from 8:15 a.m. until 8:35 a.m. Students arriving by bus or car should report directly to their assigned kiosk, receive their selected items, then proceed to their homeroom class. Classes begin promptly at 8:35 am and students are tardy after this time. Students riding buses to school should enter the building through the side doors near the bus unloading area. The front parking lot will be used for students who are either walkers or car riders. Walkers and car riders will enter the building through the new front office.

Cars

Parents who bring students to school must drop-off and pick-up their students in the circle drive in front of the school. Students may not be dropped off in any other areas, such as the bus drop-off area, staff parking, or on the main road. Students are to be picked up at the front of the building after school. This process ensures the safety of our students and staff.

LATE ARRIVALS TO SCHOOL

Students arriving late to school must be accompanied by a parent to the front office in order to undergo the safety and be admitted to attend school that day. **Parents are expected to accompany their child to the office for the safety protocol.** To observe social distancing expectations only one parent and his/her child is allowed in the front office waiting room at a time. It is imperative that students arrive at school promptly. Attendance is taken at the beginning of homeroom. This is instructional time. Students with excessive tardies and/or early dismissals will be addressed in accordance with the Pitt County Schools Tardy Policy.

Tardy Policy

Parents who check children in after 8:32 a.m. should provide a reason for the tardiness. Parents/Students must use the Check In/Check Out system in the morning when their child is late for school in order for the child to obtain a pass to enter their class.

A child who is tardy causes a disruption in the classroom instruction. C.M. Eppes Middle School believes that classroom instruction is vital to the learning process. We need your help as parents to ensure that all of our students are in class promptly each day to begin their day of learning. The following procedure will be used to address unexcused tardies in the morning:

Tardy 3: Letter given to student/Alert now contact to parent and student conference by Staton
Tardy 6: Letter/alert now contact to parent and student conference by Staton
Tardy 8: Office Referral by Staton
Tardy 15: Social Worker Referral by Staton

Subsequent Tardies may result in disciplinary consequences including “Project Equal”, ISS, and in extreme cases OSS.

EARLY DISMISSAL

Students who need to leave school before regular dismissal time must be checked out by a parent or legal guardian. **We use a computerized system and proper identification such as a driver’s license must be scanned in accordance with the Safe Schools Act.** Although this procedure may be inconvenient at times, it must be followed to ensure the safety of all students. To observe social distancing expectations only one parent and his/her child is allowed in the front office waiting room at a time.

In case of illness, the office must be notified before the student leaves school. No student will be allowed to leave campus without permission from the principal or designee. Students will not be called from class until the parent/guardian reports to the office. Students leaving school prior to 12 noon will be counted absent for the **entire day. All students must be checked out before leaving the school premises.**

SCHOOL ATTENDANCE

Students are required to attend school. Parents must provide written notes stating the reason(s) for each student's absence from school on the day the student returns. Reasons absences can be excused include: student or immediate family sickness; medical or dental appointment; death in the immediate family; or court appearance. **It is important to understand that every absence from school counts towards promotion/retention, even excused absences.**

AFTERNOON DISMISSAL: 3:36 pm

At the sound of the bell, all students involved in after-school activities should report to their designated areas immediately. At dismissal, bus riders must report to their bus pick-up area and car riders to the front of the school. **All students are expected to maintain social distancing expectations during this transition.** Any student who is in the building and/or on school grounds must be in their designated area after the dismissal bell within 5 minutes. Parents picking up their children in the afternoon are to use the front circle. Car riders should be picked up within 15 minutes, as supervision will not be available after 3:45 pm. Students waiting for rides must be in compliance with school rules as long as they are on school property.

EXTRACURRICULAR ACTIVITIES

Participation and membership in all clubs, organizations and sports programs at C.M. Eppes Middle School is open to all students who meet academic and conduct requirements. Aside from six graders, who cannot participate in football, all grade levels can participate in competitive athletics as mandated by the North Carolina Athletic Association. Suspension from school may result in an automatic exclusion from participation in any athletic event during that sports’ season. Clubs will have their own set of standards for participation. The final decision for exclusion from participation rests with the

principal. **A student suspended from school is not allowed to participate in any extracurricular activity including athletic events during the time of their suspension.**

Requirements for Participation in Athletics:

The responsibility of education and guiding student athletes in the regulations governing interscholastic athletic eligibility shall rest with the administration of each school. Student athletes and parents of student athletes share the responsibility to see if the interscholastic athletic regulations are followed.

REQUIREMENTS FOR PARTICIPATION

- Must be a resident of the school administrative unit in which you are assigned;
- Must have been in attendance for at least 85% of the previous semester at an approved school;
- Must receive a passing grade in all core subjects the preceding semester and meet all other PCS local promotion standards;
- Must not turn 15 on or before October 16;
- Must have received a medical examination by a licensed physician or a nurse practitioner, or a physician's assistant, subject to the provisions of G.S. 90-9, 90-18-2 within the previous 365 days;
- Must not be guilty of unsportsmanlike conduct;
- Rising 7th graders are automatically eligible for the 1st semester as long as they have been promoted.

AGENDAS/STUDENT HANDBOOKS

Each student will be given a Student Agenda Handbook at the beginning of the year or when enrolling. Students are expected to use their agenda daily as an assignment book. Agenda books will also be utilized as daily bathroom passes for students. Parents and teachers are expected to check these books periodically and use them as a communication tool between home and school. If lost, the student must purchase another for \$5.00 from the office.

CAFETERIA

Breakfast will be Grab & Go as students enter the building and will be consumed in the classroom setting.

Students should follow the same code of conduct in the cafeteria as is expected in the classroom. Students are expected to go through the food line in an orderly manner and keep voices and noise at a minimum. Loud, disruptive behavior will not be tolerated in the cafeteria. Students should eat their meals quietly in a mannerly way and respect others doing the same. No food, candy, or drinks are to be consumed in the hallway, media center or gym. All items must be consumed in the cafeteria and conform to the guidelines for Child Nutrition. Students are expected to clean-up after themselves after eating.

LUNCH/BREAKFAST APPLICATIONS AND COST

Breakfast will be available for pick up from an assigned breakfast kiosk between 8:15 and 8:35 a.m. each morning. Lunch will be in the cafeteria and each teacher will be assigned a set time to report to the classroom. Please report to the cafeteria at your designated time and leave at time. Students must complete their breakfast meal and be in class by the tardy bell. All students are eligible to receive an application for free/reduced lunch and breakfast. Students will be issued student ID Numbers known

only to them and the lunchroom cashier.

Pitt County Schools Nutrition Services will be offering both breakfast and lunch at no cost to our students for the 2021-2022 school year. For more information please view the Pitt County Schools Nutrition Services website. [PCS School Nutrition Services](#)

GUM

Students are not allowed to chew gum while at school.

CHANGE IN ADDRESS OR PHONE

Parents/guardians should notify the main office and their child's teachers of any change of address or phone numbers. Accurate information for emergency and discipline situations is most important when school personnel are trying to contact a parent or guardian.

CRISIS PLAN

C.M. Eppes Middle School, in conjunction with local emergency agencies, has developed a detailed Crisis Plan. A copy of the plan is maintained in the main office. This plan is reviewed and updated each school year keeping each child's safety a priority. Copies are also provided to local emergency personnel.

CONNECT NOW

We use a communication system called Connect Now. This system automatically calls the parents/guardians regarding school functions, tardies, absences, emergencies, and other related school issues as needed. It is very important that we have current phone numbers so you can be notified of your child's activities here at school. Please notify us when numbers change.

AFTER SCHOOL EVENTS

Students attending after school events must be picked up promptly at the end of the event or activity. Students and parents must arrange a pick-up time within 15 minutes of the end of the event. **Students who are not picked up promptly will not be allowed to attend other after school events without being accompanied by a parent or guardian.** Students must not wait until the end of the event to make transportation arrangements. **The office may be locked due to events ending at varying times and a phone may not be available. Students will not be allowed to call home from the office during the school day to make arrangements to stay for special after-school activities.**

VISITOR POLICY

In view of the recent COVID-19 Pandemic, visitors are not allowed on campus until further notice.

All visitors are **required by state law** to report to the main office, sign in upon arrival, and obtain a visitor's pass. Students are not allowed to bring younger brothers or sisters, friends or relatives from any other schools to our classrooms during the instructional day.

TITLE I SERVICES

Parent Involvement Policy: [Parent Letter](#)

CLOSED CAMPUS

CM Eppes operates under a closed campus policy. Students must stay on the school grounds from the time they arrive until dismissal or until they are picked up by the bus, a parent, or guardian.

TELEPHONES

The office phone is for school business only. Students may use the office phone in cases of illness, medicine, dress code, or lunch money only. To do so, they must have their agenda signed by a teacher or appropriate pass. In order to protect the instructional day, students **will not** be called to the phone, and messages will be delivered only in the case of an emergency with administrative approval only.

CELL PHONES

Cell phone and personal electronic devices will not be permitted to be on, used, or out during the instructional day (8:15 - 3:36 pm).

- Violation of the above policy will result in confiscation of the device which will need to be picked up by the parent. Repeated infractions will be handled according to the student code of conduct.

Cell phones are the responsibility of the student and the school is not responsible for lost or misplaced cell phones or other electronic devices.

TRANSPORTATION

Transportation changes must be done in person so we can verify the identity of the person making the change. For the safety of our students, we will not make changes over the telephone. Bus riders are only allowed to be picked up and dropped off at the designated bus stop for the student's physical address listed in PowerSchool.

RIDING BICYCLES

Students may ride bicycles to school. They are to be parked in the bike rack located near the front entrance upon arrival at school and are not to be used until the end of the school day. All bicycles should be secured with locks. The school is not responsible for damage or theft of parts while bicycles are parked in the rack.

ATTENDING ASSEMBLIES

Until further notice, assemblies and other large gatherings are not allowed. Events of this nature will be virtual.

Assemblies are a part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands the student body be respectful and appreciative. With live entertainment, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet, and booing are discourteous. Yelling is only appropriate at pep rallies. Students who demonstrate inappropriate behaviors may be excluded from attending future assemblies.

SICKNESS

Students who do not feel well enough to be in class must contact a parent to come get them. Every attempt will be made to contact parents to pick up their sick child from school. Until the parent arrives, the student will remain in a Holding Room on campus. Students may not take rest periods in the guidance office.

LOCKERS & LOCKS

Due to construction and Covid 19 protocols, lockers will not be utilized for the 2021-2022 school year.

PHYSICAL EDUCATION CLASSES

Physical Education students will participate in ability skills instruction and contact/competitive activities

will be avoided. As a result, students will be allowed to carry a drawstring bag with only the essential items for school.

SOCIAL STANDARDS

As an effort to maintain social standards in our school, students are encouraged not to loiter in the halls or have physical contact between their male and female friends. All students must follow the social distancing expectations while on campus. Boyfriend/girlfriend relationships are regarded as inappropriate in the school setting and will be addressed according to the PCS Code of Conduct. Students should show respect for others on campus. They should move through the hallways quietly and in an orderly fashion. **School is a student's job!** Appropriate behavior, dress, and academics are necessary for success on the job.

HALL PASSES

All students must have a hall pass at all times. Teachers have individual hall passes and students have the use of their personal planner as a hall pass. This planner, signed and dated by their teacher, serves as your hall pass. Replacement planners will be available for \$5.00 while supplies last.

USE OF CAFETERIA

The lunchroom management and fellow students will appreciate cooperation in the following:

- Move to and from the cafeteria quietly;
- Display good manners, talk quietly, and remain in your assigned area;
- No food, condiments, drinks, trays, napkins, flatware or straws are to leave the cafeteria;
- Students and teachers will be responsible for removing their trash and leaving their tables, chairs, and floor area clean;
- **Parents are not allowed to bring fast food from restaurants to students.**

USE OF SCHOOL FACILITIES

School facilities are provided for the students' use and convenience. We hope each student will display pride in our school and work to maintain the facilities. Following are procedures to be observed in the school:

- Classrooms – The majority of the school day will be spent in the classroom. Do your part to keep your own classroom neat, attractive, and clean.
- Media Center –The media center is a resource center for learning, to be used for reading, research, and browsing. Books checked out should be taken care of so others may benefit from their use. Students will be assessed fines for damaged or overdue books.
- Office – Any personal belongings found on school grounds should be turned in at the office. Any student missing personal belongings should check in the office. The school, however, cannot be responsible for money, books, calculators, shoes, clothing, etc. left unattended, left in unsecured lockers, left in classrooms, or loaned to other students.

FOOD AND DRINK POLICY

Food and drinks are allowed in the classroom outside of breakfast. Students will be allowed to consume meals during designated breakfast and lunch times during the course of the school day. Students will be provided with a school issued water bottle to fill throughout the day. Clear bottles are permitted in the classroom, however only water is allowed in class outside of breakfast and lunch.

USE OF MEDICATION

It is the policy of Pitt County Schools that medication should not be administered to a student during school hours or by school personnel unless the health of the student will be adversely affected. Students who must take medicine at school must have on file a green Authorization for Medication Form and

comply with all school board guidelines. Forms must be requested by the parent from the school's office staff. Refer to Section B of the Student-Parent Handbook for more information. Medication will be administered by school personnel only according to the medication form. Students requiring prescription medication during the day will report to Student Services for assistance.

FIRE DRILLS

A fire drill must be conducted in the first 10 days of school and one every month thereafter. Each classroom has a fire evacuation route posted. When the fire alarm sounds, students and teachers are to evacuate the building quickly and quietly. Students should not talk or play as they leave the building. Students should promptly obey teacher directions. Lack of cooperation will result in disciplinary action.

TORNADO DRILLS

Students should exit the rooms and report to designated areas inside hallways. They should get on their knees facing walls, put their heads down and place their hands over their heads.

LOCKDOWN DRILLS

Twice during the school year, students will participate in a lockdown drill to be prepared in the event of a campus crisis.

BEHAVIOR MANAGEMENT

C.M. Eppes is a PBIS school. PBIS stands for Positive Behavior Interventions and Supports. Through PBIS, teachers and school staff are taught to focus on improving the ability to teach, learn and support positive behavior for **all** students in **all** settings.

P: Be Prepared

R: Be Responsible

I: Integrity

D: Do your best

E: Everyone matters

To ensure we are able to maintain the safest environment, it will be necessary to impose disciplinary action on students exhibiting inappropriate behavior at school or while participating in school-related activities. In all cases, students will be treated in a fair, equitable, and consistent manner. Parents will be notified if their child is referred to the principal or assistant principal's office and of the disciplinary action taken. Parent notification will be either written and/or by phone communications.

Students and parents should familiarize themselves with the *Pitt County Schools Code of Student Conduct*. Policies associated with the *Code of Conduct* will be strictly adhered to and all violators will be dealt with according to Board of Education guidelines. Electronic copies of the *Code of Conduct* are available at *Pitt County School's website*. Parents may contact the school directly for a *hardcopy of this resource*.

SCHOOL BUS PROCEDURE

- Be at your bus stop on time; the driver does not have to wait for you.
- Remain seated while on the bus; a mask must be worn and students are prohibited from moving seats

while on the bus

- Keep feet/hands to yourself and inside the bus; Students may not tamper with or remove any safety barriers
- Talk quietly;
- Follow all directions of the bus driver.

Buses are used to transport students who live beyond walking distance to school. Disruptive and inappropriate behavior is strictly prohibited. Students are expected to follow all safety protocols, to include wearing a mask, while on the school bus. Any student reported for such action will possibly lose his/her privilege of riding the bus. In the event a student is referred to the office for an infraction of school bus rules and regulations, the following procedures will be implemented:

1. A conference with the principal or assistant principal and all parties involved
2. Parent notification of disciplinary action taken (either written or by telephone);
3. Students may receive discipline for serious offenses as addressed in the *PCS Code of Conduct*.
4. Bus riders are only to be picked up and dropped off at the designated bus stop for the student's physical address in PowerSchool.

Riding a bus is a privilege, not a right. Students under 16 are required to attend school, but they are not required to ride a bus.

IN-SCHOOL SUSPENSION (ISS)

Daily and class period in-school-suspension placement will be assigned by administrators only. Length of stay will be based on student conduct and disciplinary record. Teachers may send students for the remainder of an individual class period for in-class disruption. An attempt will be made to notify parents of ISS assignments by either written communication or telephone.

SPECIFIC PROCEDURES FOR ISS

- Once a student has been assigned to ISS, the time assigned must be completed before returning to the classroom;
- Absences from school on ISS days will be made up when the student returns to school;
- Inappropriate behavior while in ISS may result in additional days being assigned or may result in out of school suspension;
- Assigned work must be completed before exiting ISS.
- Repeat visits to ISS will result in additional consequences.

OUT OF SCHOOL SUSPENSION

Parents will be notified any time students are suspended from school. Students suspended out-of-school are not allowed on any school property during the suspension period. **Students who come on campus during an out-of-school suspension will be charged with trespassing.**

DRESS CODE

Pitt County Schools Dress Code **will** be enforced daily in all school settings. Please see Pitt County [School Dress Code policy](#):

Dress Code Reminders:

- Students are required to wear masks unless they are actively eating or performing exercises in physical education classes.

- Non-uniform compliant coats are not permitted to be worn in the building and should be secured with student bookbags (inside lockers).
- Bottoms, Jumpers, Dresses, Pants, Capris, Shorts, Skorts, and Skirts
 - a. Bottoms and dresses must be solid khaki, black, or navy
 - b. Dresses must have a collar and sleeves.
 - c. Denim bottoms must be black, blue, or khaki with no holes or cuts.
 - d. With the exception of manufacturer's logos or school-approved logos, bottoms and dresses must be free of graphics and embroidery and may not display any insignias, logos, labels, words, or pictures.
- Spirit Wear and School Club Wear
 - Students will be allowed to wear school sanctioned spiritwear at school as part of the approved school uniform. Spiritwear may be purchased through our school PTA. Links to purchase can be found on the school website.

CELL PHONE POLICY

- **Cell phones** should be secured and shall not be on or visible during the school day (8:15-3:25). Teachers **SHALL** confiscate any phones and turn them into Mrs. Tucker in the front office for parent pick-up. If the student fails to turn-in their phone upon request there will be disciplinary consequences.

TARDY POLICY

Students are expected to get to class on time. Unexcused tardies will not be tolerated. Class changes during the grade level hallways will remain 4 minutes, however students will be given 3 minutes to get to their elective classes. Repeated tardiness will result in classroom consequences and may also result in an office referral for disciplinary consequences.

RESTROOM

In order to maximize instructional time, grade levels will designate bathroom breaks throughout the day. We recognize emergencies will occur and those will be handled on a case by case basis. Students must use their planners as a pass when they are transitioning without their class. A 10/10 rule will be in effect for the 2021-2022 school year. Students will be allowed to use the restrooms after the first 10 minutes of class and will not be allowed to use the restrooms during the last 10 minutes of class. This rule is to ensure the academic and behavioral success of each student and to limit time out of the classroom. If students abuse their bathroom privileges students may lose privileges or be required to be escorted to the restrooms.

FIGHTING

Students involved in fighting, horseplay, or play-fighting will be suspended from school and may have charges filed in accordance with NC General Statutes and PCS Board Policies.

COMPUTER AND ONLINE POLICY

The use of electronic resources is a privilege, provided abuses and inappropriate use does not occur. Students are not to access inappropriate websites including facebook, email, youtube, twitter or myspace sites or sites containing vulgar and/or obscene content. Students are to maintain the confidentiality of their individual login name and password and shall not install any personal software or download

software for installation on any school computer. Violation of the computer and online policy may result in suspension of computer access and/or from school.

PROHIBITED ITEMS

Students may not possess the following items while at school, on school grounds, or riding a school bus:

- Gang paraphernalia/signs/letters/flags/bandanas
- Juul's, e-cigarettes, vapes and other tobacco paraphernalia
- Weapons or anything that may be used as a weapon including, but not limited to, knives, razors, guns, screwdrivers, or any item which could cause bodily harm;
- Unauthorized medication, **including over-the-counter drugs**, or pills;
- Any other item as listed in the *PCS Code of Conduct*.

CHEATING

Cheating on assignments and tests prevents students from reaching their full potential in their educational endeavor. Students who cheat, plagiarize, or forge any assignment or on a test/quiz will be subject to disciplinary action and the revocation of the grade given on that assignment/test.

PROGRESS REPORTS

Progress reports are distributed at the midpoint of each grading period by all teachers. Please review them carefully and contact your child's teacher(s) with any questions you may have. Parents may call the school to schedule a conference with teachers, administrators, or counselors.

REPORT CARDS

Report cards are distributed four times per year. Parents are asked to review report cards carefully and note the teacher's comments. If there are any concerns, parents are urged to request a conference with the teacher to discuss the student's progress. Please advise the school of address changes during the school year.

INTERDISCIPLINARY TEAMS

To create smaller and more personal communities of learning, we are organized into interdisciplinary teams. The interdisciplinary team organization is a group of four teachers from different subject areas who have a common group of students, a similar schedule with common planning, and share the same part of the building. During team planning time, the teachers address both the academic and affective needs of students and collaborate in developing their program.

CURRICULUM

The curriculum at CM Eppes includes a group of the core subjects Science, Social Studies, Math, and Language Arts taught by interdisciplinary teams. Extended core/exploratory subjects, which we call Electives, are offered in the following areas: Band, Orchestra, General Music, Chorus, Computer Technology, STEM, GoGrow, Health and Physical Education, and Visual Art.

INTERVENTION BLOCK

We have developed a remediation period called Bulldog Bounce Back Block into our daily schedule this year to incorporate a designated time for students to complete iReady assignments both for math and reading. This is a district initiative that each school must implement. Students will be assigned the assignments on Monday-Friday. 6th grade students will follow a different intervention plan 2nd-3rd Nine Weeks.

EXCEPTIONAL CHILDREN'S EDUCATION PROGRAM

The Exceptional Children's Program provides services to children with IEPs. These students require specialized instruction, and have their educational and functional needs met within the regular and/or EC classrooms.

AIG/ACADEMICALLY GIFTED

These students demonstrate outstanding intellectual aptitude and specific academic ability. They are offered differentiated educational services beyond those ordinarily provided by the regular school program.

INSTRUCTION

Like all aspects of the middle school program, instruction must be developmentally appropriate, reflecting the nature and needs of young adolescents. Important components of the instructional process are planning, classroom delivery, student evaluation, appropriate homework, and incorporation of enrichment activities.

In order to provide the best possible experience for all students, teachers at CM Eppes:

- Utilize a variety of teaching strategies and instructional materials;
- Incorporate cooperative learning, peer tutoring, and other strategies to promote mutual respect and support;
- Provide concrete examples, hands-on approaches, active student involvement, and a rationale for learning;
- Plan activities that emphasizing higher order thinking skills;
- Integrate basic skills throughout all content areas and develop interdisciplinary units;
- Provide real life relevant situations with active involvement for students in their own learning;
- Differentiate instruction and evaluation for all students;
- Promote in students a sense of responsibility;
- Utilize a variety of community and school resources;
- Use blocks of time flexibly;
- Provide opportunities for students to use current technology.

Recognizing the Common Core State and NC Essential Standards as the state curriculum, all supplemental books, videos, computer programs, and other instructional materials support the identified goals and objectives for middle grade students.

GRADING

In accordance with Pitt County Schools grading policy, all classes will be graded using the following 10 point scale:

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

The following weights will be applied across contents and grade levels for classroom grades. Weights may vary for specific Elective classes.

Classwork: 40%
Test/Projects: 30%
Quizzes: 20%
Homework: 10%

HOMEWORK

Homework is an integral part of the educational process and will be reflected in all students' final grades. When absences occur parents may call the school requesting their child's assignments. Please call the office between 8:30 and 9:00 am to pick up the assignments by 3:00 pm. If a student prefers to wait until they return to school to make up assignments, the student would have 3 days to do so, depending on the number of days absent. Homework may only count as 10% of a student's quarter grade. **It is the responsibility of the student to make arrangements for completing make-up work.**

RETURNED CHECKS

CM Eppes will gladly accept your personal check. However, a check that is returned by our bank will have a **\$20.00 service charge in addition to the check amount. After a check is returned we will no longer accept checks from you;** all future transactions must be paid by cash or money order.

SUGGESTIONS FOR STUDENTS TIPS FOR SUCCESS:

- Bring a notebook, paper, pen or pencil, and all materials to class;
- Be an active participant in the classroom;
- Listen well;
- Take part in discussions;
- Ask questions if you don't understand the discussion or have a problem;
- Schedule time for homework each day;
- Make sure you understand the assignment before leaving class;
- Use what you learn;
- Look for ways subjects apply to each other;
- Strive to do your best.

HOW TO STUDY

- Attitude is everything – think positively, work independently. Seek help when you need it.
- Learning requires concentration; stay focused on what you are doing.
- Have a definite, well-lighted place to study at home;
- Plan to spend time at home each day preparing assigned work or reviewing class work;
- Scan the entire assignment rapidly to grasp the basic idea; re-read carefully to understand content, details, explanations, and directions. If the assignment is not written, make a note of your own; outline what you've learned;
- For long-term assignments, do a little each day. To improve the quality of your work, avoid waiting until the last minute.

TIPS FOR TAKING A TEST

- Relax and forget other people around you;
- Read the directions carefully and **follow them**;
- Read the text carefully, using good reading strategies such as highlighting, circling or underlining important words or phrases;
- **Think** before you write;
- Answer questions fully, but only include information that is requested;
- Check your paper for spelling and grammar errors and remain quiet until given further

instructions by the teacher.

SUGGESTIONS FOR PARENTS

The parent is the child's first teacher and should encourage the child to develop good behavior and a positive attitude towards school. Parents can help by:

- Recognizing the teacher takes the place of the parent while the child is in school;
- Teaching the child **respect** for law and authority, the rights of others, and for private and public property;
- Maintaining regular school attendance and compliance with attendance rules and procedures;
- Working with the school in carrying out the recommendations made in the best interest of the child, including discipline;
- Talking with the child about school activities and showing an active interest in report cards and progress;
- Providing a suitable quiet place and a scheduled time for study at home. Pencils, pens, paper, books, a ruler, and a dictionary should be at hand;
- Adhering to family agreements regarding the use of the telephone or the TV during study time;
- Suggesting an alternative when told there is no homework, such as reading magazines, newspapers, or books; reviewing ELA and math processes; or researching science and other long-term projects;
- Establishing a set bedtime to assure adequate rest;
- Maintaining frequent communication with the child's teachers and administrators;
- Contacting teachers or administrators **immediately** when you have a concern about your child's safety or academic progress;
- Knowing the school's expectations of students. Teachers/teams may publish specific guidelines and supply lists for students. The *Pitt County Schools Code of Conduct* handbook provides additional information on system-wide expectations and consequences for specific behaviors. A copy of this handbook is provided to your child the first week of school.

Who To Ask?

Often students and parents may have questions about school and they do not know who to ask. The following information showing who in the school is responsible for which areas of operation may be helpful in these situations.

Mrs. Kim Harris Principal	Mrs. Shontell Lane Assistant Principal	Mr. Patrick Egan Assistant Principal
Curriculum Data Analysis Discipline and Appeals Handbooks Monitor Attendance PTA Strategic Planning Supervision Teacher Certification	Discipline Exceptional Children's School Calendar Supervision Teacher Evaluations Curriculum Transportation (Buses) Teacher Duty Schedule Testing	Discipline Exceptional Children's School Calendar Supervision Teacher Evaluations Curriculum Transportation (Buses) Teacher Duty Schedule Testing

Teacher Evaluations Fundraisers Testing School Calendar		
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Student Services (Data Manager, Guidance)	School Secretary	Bookkeeper
504's (Yellow Folders) Character Education Enroll/Withdraw Students Counseling Scheduling Students	School Calendar Transportation Changes Receptionist Student Check In/Out	School finance Substitutes Time Sheets Facility Rentals

CENTER FOR DISEASE CONTROL GUIDANCE

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as hand-washing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this guide. Fortunately, there are a number of actions school staff can take to help lower the risk of exposure to and the spread of COVID-19 during school sessions and activities (Centers for Disease Control and Prevention [CDC], 2020).

One of the actions that can be taken to help lower the risk of exposure is the use of face coverings. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students (particularly older students) as feasible, and are most essential in times when physical distancing is difficult. Individuals should be repeatedly reminded not to touch the face covering and to wash their hands frequently. Information should be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings (CDC, 2020).

Symptoms of COVID-19

People with COVID-19 have reported having a wide range of symptoms – from mild symptoms to severe illness. Children have similar symptoms to adults and generally experience mild illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle or body aches
- Sore throat
- Congestion/runny nose

- Headache
- New loss of taste or smell

This list is not all-inclusive. Other symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea (CDC, 2020).

Universal Precautions

Handwashing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth with unwashed hands.

Distancing

Avoid close contact by putting an appropriate distance between yourself and others. Remember that some people without symptoms may be able to spread the virus. Keeping an appropriate distance from others is especially important for people who are at higher risk of getting very sick.

Face Coverings

Cover your mouth and nose with a cloth face cover or plastic face shield when around others. You could spread COVID-19 to others even if you do not feel sick. Everyone should wear a mask or shield when they are at school. Cloth face coverings should not be placed on anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance. The cloth face cover or plastic shield is meant to protect other people in case you are infected.

Cover Coughs and Sneezes

If you are in a private setting and do not have your cloth face covering, remember to always cover your mouth and nose with tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer that contains at least 60% alcohol.

Clean and Disinfect

Clean AND disinfect frequently touched surfaces throughout the day. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks. Use detergent or soap and water prior to disinfection. Then, use a household disinfectant. Most common EPA-registered household disinfectants work well.

MONITORING FOR SYMPTOMS

Schools are **required** to:

- Enforce that [staff and students stay home](#) if:
 - They have tested positive for or are showing COVID-19 symptoms, until they meet criteria for return.
 - They have recently had [close contact](#) with a person with COVID-19, until they meet criteria for return.
- Conduct [symptom screening of any person entering the building](#), including students, teachers, staff, and other visitors. Screening may be provided at the school entrance, prior to arrival at school, or upon boarding school transportation. Example screening tools:
 - Symptom Screening Checklist: Elementary School Students ([English](#) | [Spanish](#)). Designed to be administered to person dropping off a young child.
 - Symptom Screening Checklist: Middle and High School Students or Any Person Entering the Building ([English](#) | [Spanish](#)). Designed to be administered to any person middle-school-aged or older, including students, teachers, staff, families, or visitors.
 - The more narrow set of COVID-19 symptoms listed on the [Screening Flow Chart](#) and as well as the [screening checklists](#) reflects required exclusionary symptoms in order to avoid over-exclusion of people from school facilities.

Schools may choose to utilize a parent/guardian **attestation** of a symptom screening (Examples: [English](#) | [Spanish](#)) for their child in lieu of in-person screening for students who are boarding school transportation. However, a student whose parent/guardian submitted an attestation must be screened for symptoms and have temperature checked upon arrival at the school building.

What About Testing? The CDC does not currently recommend that universal testing through virology or serology testing be used to inform admitting students or staff into school. Viral tests can only determine potential infection at a single point in time and may miss cases in the early stages of infection. It is currently unknown whether individuals are protected against reinfection from SARS-CoV-2 following recovery from COVID-19 illness.

- As a required component of symptom screenings, conduct daily [temperature screenings](#) for all people entering the school facility or boarding school transportation (see note on optional parent/guardian attestation).
 - Fever is determined by a measured temperature of 100.4 °F or greater.
 - Individuals waiting to be screened must stand six feet apart from each other. Use tape or other markers on the floor for spacing.
 - The staff person taking temperatures must wear a cloth face covering, and must stay six feet apart unless taking temperature.
 - Use a touchless thermometer if one is available.
 - If not available, use a tympanic (ear), digital axillary (under the arm), or temporal (forehead) thermometer. Use disposable thermometer covers that are changed between individuals.
 - Do not take temperatures orally (under the tongue) because of the risk of spreading COVID-19 from respiratory droplets from the mouth.
 - Staff person must wash hands or use hand sanitizer before touching the thermometer.
 - Staff person must wear gloves if available and change between direct contact with individuals, and must wash hands or use hand sanitizer after removing gloves.
 - Staff person must clean and sanitize the thermometer using manufacturer's instructions between each use.

SOCIAL DISTANCING AND MINIMIZING EXPOSURE

Schools are required to:

- Provide social distancing floor/seating markings in waiting and reception areas.
- Mark 6 feet of spacing to remind students to stay 6 feet apart in lines and at other times when they may congregate.
- Mark 6 feet of spacing to remind teachers and staff to stay 6 feet apart at times when they may congregate, such as during staff meetings, planning periods, lunch, recess, in teacher lounges, and break rooms.
- Provide marks on the floors of restrooms and locker rooms to indicate proper social distancing.
- Limit nonessential visitors and activities involving external groups or organizations.
- Have teachers and staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.
- Discontinue the use of any self-service food or beverage distribution in the cafeteria (e.g. meals and/or snacks served at school should be individually packaged and served directly to students; milk or juice may be available separately and should also be served directly to students). As always, ensure the safety of children with food allergies.
- Mark 6 feet of spacing to remind school nutrition staff to stay 6 feet apart throughout food distribution.
- Choose physical education activities that limit the use of shared equipment, and any close contact between students during those activities is limited and brief.
- Discontinue in-person activities that involve bringing together large groups of people or activities that do not allow for social distancing (assemblies, performances, field trips, etc.)

Under Plan B only, schools are required to adhere to all requirements already outlined, AND:

- Limit the total number of students, teachers, staff and visitors within a school building to the extent necessary to ensure that 6 feet distance can be maintained when people will be stationary (e.g., when seated in classrooms, waiting in lines, in restrooms and locker rooms, in cafeterias, other indoor school settings where people congregate.)
- Ensure at least 6 feet between teachers and staff when they congregate, such as during staff meetings, planning periods, lunch, recess, in teacher lounges, and break rooms.
- Ensure at least 6 feet social distancing in any outdoor setting when students, teachers, staff and visitors are stationary (e.g., waiting in line for transportation, sitting in a group.)
- Arrange furniture or block off seats, such as desks, chairs, or other seating in classrooms, break rooms, reception areas, and cafeterias, so that students, teachers, staff and visitors are separated from one another by at least 6 feet.
- Provide frequent reminders for students, teachers, staff and visitors to stay at least 6 feet apart from one another.

FACE COVERINGS

Schools are required to:

- ❑ Ensure that all students from kindergarten through 12th grade, and all teachers, staff and adult visitors, wear face coverings when they are or may be within 6 feet of another person, unless the person (or family member, for a student) states that an exception applies, is eating, or is engaged in strenuous physical activity and able to maintain 6 feet distance from other people. Cloth face coverings must be worn by all students from kindergarten through 12th grade, and all teachers, staff and adult visitors on buses or other school transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ❑ Visit [NCDHHS COVID-19 response site](#) for more information about the [face covering guidance](#), including information about exceptions, and to access sign templates that are available in English and Spanish.
- ❑ Share guidance and information with teachers, staff, students, and families on the proper use, wearing, removal, and cleaning of cloth face coverings, such as [CDC's guidance on wearing and removing cloth face masks](#) and [CDC's use of cloth face coverings](#).

It is recommended that schools:

- Provide cloth face coverings for staff, other adults, and students. Ask them (and families, if applicable) to properly launder cloth face coverings using hot water and a high heat dryer between uses.
- Provide disposable face coverings for staff, visitors, or students who do not have a cloth face covering when they arrive at school.
- Consider building in time throughout the school day when students, teachers, and staff can take short breaks from wearing cloth face coverings at times and in settings where risk for transmission is lower (e.g. outside, when air circulation is increased by opening windows, and when people are consistently 6 feet apart).



Check out more information on cloth face coverings, including how to order them, in the [StrongSchoolsNC Infection Control and PPE Guidance \(K-12\)](#)

PROTECTING VULNERABLE POPULATIONS

Individuals who are considered high-risk for severe illness due to COVID-19 include people who:

- Are 65 years of age or older
- Have a high-risk condition that includes:
 - chronic lung disease or moderate to severe asthma
 - heart disease with complications
 - compromised immune system
 - severe obesity – body mass index of 40 or higher
 - other underlying medical conditions, particularly if not well controlled, such as diabetes, renal failure or liver disease

More information on who is at higher risk for severe illness due to COVID-19 is available from the [CDC](#) and [NCDHHS](#).

Schools are required to:

- Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Plans or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
- Create a process for students and/or their families, teachers, and staff to self-identify as high-risk from COVID-19 and have a plan in place to address requests for alternative learning arrangements or work re-assignments.

- Implement remote or other learning options for the subset of students whose families decide the student needs to remain at home because the student and/or their family member(s) are at high-risk from COVID-19.

It is recommended that schools:

- Enable teachers and staff who self-identify as high-risk from COVID-19 to minimize face-to-face contact and to allow them to maintain a distance of 6 feet from others, modify job responsibilities that minimize exposure risk, or to telework if possible.

PRESUMPTIVE OR POSITIVE CASES

Schools are **required** to:

- Post signage at the main entrance requesting that people who have been symptomatic with fever and/or cough not enter. Examples of signage such as [Know Your Ws/Stop if You Have Symptoms](#) flyers (English: [Color, Black & White](#); Spanish: [Color, Black & White](#)).
- Educate students, families, teachers, and staff about the signs and symptoms of COVID-19, when they should stay home and when they can return to school.
- Establish a dedicated space for symptomatic individuals that will not be used for other purposes.
- Immediately isolate symptomatic individuals to the designated area at the school, and send them home to continue isolating.
- Ensure symptomatic student remains under visual supervision of a staff member who is at least 6 feet away. The supervising adult should wear cloth face covering or a surgical mask.
- Require the symptomatic person to wear a cloth face covering or a surgical mask while waiting to leave the facility.
 - Cloth face coverings should not be placed on:
 - Anyone who has trouble breathing or is unconscious.
 - Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
 - Anyone who cannot tolerate a cloth face covering due to developmental, medical or behavioral health needs.
- Require school nurses or delegated school staff who provide direct patient care to wear appropriate Personal Protective Equipment (PPE) and perform hand hygiene after removing PPE. Refer to the [StrongSchoolsNC Infection Control and PPE Guidance \(K-12\)](#) for more information.
- Implement cleaning and disinfecting procedure following [CDC guidelines](#).

- Have a plan for how to transport an ill student or staff member home or to medical care.
- Adhere to the following process for allowing a student or staff member to return to school.
 - If a person has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.
 - If a person is diagnosed with COVID-19 by a medical professional based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they (or a family member if younger child) can answer YES to the following three questions:
 1. Has it been at least 10 days since the individual first had symptoms?
 2. Has it been at least 3 days since the individual had a fever (without using fever reducing medicine)?
 3. Has it been at least 3 days since the individual's symptoms have improved, including cough and shortness of breath?
 - A person can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s), once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.



- Notify local health authorities of confirmed COVID-19 cases among children and staff (as required by [NCGS § 130A-136](#)).
- Ensure that if a person with COVID-19 was in the school setting while infectious, school administrators coordinate with [local health officials](#) to notify staff and families while maintaining confidentiality in accordance with FERPA, [NCGS § 130A-143](#), and all other state and federal laws.
- If a student/employee has been diagnosed with COVID-19 but does not have symptoms, they must remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.

- If a student/employee who has been diagnosed by a medical professional due to symptoms, they are not required to have documentation of a negative test in order to return to school.
- If a student/employee has been determined to have been in close contact with someone diagnosed with COVID-19, they must remain out of school for 14 days since the last date of exposure unless they test positive. In which case, exclusion criteria above would apply. They must complete the full 14 days of quarantine, even if they test negative.
- Provide remote learning options for students unable to be at school due to illness or exposure.

TRANSPORTATION

Schools and Local Education Agencies are required to:

- Ensure that all students from kindergarten through 12th grade, and all teachers, staff and adult visitors wear face coverings when they are or may be within 6 feet of another person on a bus or other transportation vehicle, unless the person (or family member, for a student) states that an exception applies.
- [Clean and disinfect](#) transportation vehicles regularly. Children must not be present when a vehicle is being cleaned.
- Ensure [safe and correct use](#) and storage of cleaning and disinfection products, including storing products securely away from children and adequate ventilation when staff use such products.
- Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- Keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
- Follow the symptom screening protocol outlined in the [Monitoring for Symptoms](#) section above for any person entering a school transportation vehicle, which could be using the option of a parent/guardian attestation. Individuals must stay home and not board transportation if they are experiencing symptoms of COVID-19 or have been exposed to someone positive for COVID-19.
 - Note: Upon arrival at school, students do not need to be rescreened if screening was followed prior to entry into the vehicle. However, as noted above, if a parent/guardian provided an attestation only, students do need to be screened upon arrival at school.
- Create a plan for getting students home safely if they are not allowed to board the vehicle.
- Enforce that if an individual becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above.
- If a driver becomes sick during the day, they must follow protocols outlined above and must not return to drive students.
- Provide hand sanitizer (with at least 60% alcohol) to support healthy hygiene behaviors on all school transportation vehicles for safe use by staff and older children.
 - Hand sanitizer should only remain on school transportation while the vehicles are in use.
 - Systematically and frequently check and refill hand sanitizers.

Under Plan B only, schools are required to adhere to all requirements already outlined, AND:

- No more than one passenger can be seated per school bus seat (considerations for family members to share one seat).
- No more than two passengers can be seated in a contracted vehicle.



Sanitation logs will be turned in to the assistant principal after completing your last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers are encouraged to wear masks at all times. [See Appendix E](#)

Attestation Form

Schools may decide to utilize an Attestation Form in conjunction with daily screenings. It is recommended that the Attestation Form be completed by the parent/guardian before arriving at school daily. See Appendix C

Remote Learning

When designing remote learning teachers will need to put into practice the following:

- **Lesson Planning**
 - All grade level teams and IC's will plan together.
 - Teachers are to use the Learning Focused Template when planning for instruction. (See Appendix X).
 - (Synchronous learning) Instruction is to be conducted daily for synchronous learning through live streaming in Zoom. Teachers will set daily times in which they will be on Zoom for students to log in and participate.
 - (Asynchronous learning) Lessons are also to be recorded for upload to Canvas daily (by 3PM) for asynchronous instruction. When possible, please attempt to upload video and assignments for asynchronous learners during the school day so that students are not enaduated with work for all classes at night and may start earlier in the day. Teachers are to chunk the recorded lesson to ensure engagement of students who are being given asynchronous learning.
- **Online work**
 - Classes are scheduled depending on the requirements for each grade level. Teachers need to plan for students to be able to participate and complete all their work within that time frame.
- **Canvas**
 - Teachers are to develop a Canvas course for their class. The Canvas course will look uniform throughout CM Eppes to ensure less confusion amongst students and parents.
 - The Canvas homepage is to consist of the following:
 - A daily welcome and positive message
 - A link to your videos
 - Daily Schedule
 - Resources that are needed for your class are required to be linked within your Canvas class or embedded within the assignment. (for example, iReady)
- **Expectations**
 - Teachers are to post **CM Eppes Virtual Expectations** within Canvas by August 13, 2020. It needs to be stated that students who are on the virtual learning week they are responsible for the daily video instruction and assignments.
 - **Attendance will be taken daily.** Attendance during the student's virtual week will be determined by logging in to Canvas and being active daily.
- **Grading**
 - K-2 and 3-5 is to develop a consistent grading system which includes tests/quizzes, projects and class assignments. **NO HOMEWORK GRADES.**
 - Grades for work must be submitted in Powerschool weekly.
 - Explicit simple instructions for each assignment are to be given in both orally and digital text format. Each assignment should include specific instructions for successful completion.
- **Success for ALL students**
 - Teachers are to answer emails and return phone calls daily.

- Teachers are to keep a communication log which indicates contact and receipt of contact by parents. Contact is required of attendance and noncompletion of assignments. Attendance contact is at 2 days absent, 4 days absent, 6 days absent, etc. Letters will be sent at 3 days, 5 days, 7 days, 10 days. Ms. Smallwood will also make contact with students and parents (also - not instead of).
- Teachers will add EC teachers with the “Teacher” role in Canvas. EC teachers will then assist in tracking student progress and ensuring student success.

Social/Emotional Learning

The outbreak of COVID-19 has created many stressful situations for our students. Our teachers and support staff will be providing lessons that will help students cope and build resilience in order to support the well-being of our community.

How will the social/emotional health of my child be addressed when classroom instruction resumes?

Support staff (Counselors and Social Workers) and teachers will work to do the following:

- Daily Morning Meetings will be conducted
- Provide support for staff regarding typical childhood reactions to stress and trauma.
- Collaborate with teachers on activities to address student mental health upon return to school.
- Collaborate with community agencies on best practices.
- Provide classroom lessons on school expectations and structure around health safety and social distancing practices to help students re-adjust to a full school schedule.

In addition, teachers will be teaching social/emotional skills throughout their lessons. They will be utilizing a number of social emotional learning programs such as Sanford Harmony.

VISITORS

What should I do if I need to come to the school for any reason?

We strongly encourage you to do as much communication and business as you can via email or the phone, without coming to the school. If you need to come to the school for any reason you must have an appointment. You will be asked to stay outside. The Front Office phone number is 252-756-7004.

My child takes medication and I’m required to give it to the nurse, how do I bring medicine to school?

Continue to do what you have done in the past and get the documentation completed by your physician. When you have the medicine and the consent form, please arrange a time to meet with the school nurse or Ms. Tappin. Someone will meet you outside the building to get the medication and the form.

How do I pick my student up early from school?

Please ring the buzzer at the door when you arrive at school and let the office know that you need your child to be checked out early. A staff member will come to the door and ask that you sign the student out.

The school day has started and my child is late. Should I walk him/her into the office?

If you are bringing your child to school after the start of the day you should walk up to the school and ring the buzzer. A staff member will meet you at the door so that you can appropriately sign your student in.

Can I attend school parties or have lunch with my child?

Unfortunately, to limit the number of adults in the building/classroom, we will temporarily discontinue allowing parent volunteers at school parties. Nor will visitors be allowed to eat lunch with students. Meals will be served in classrooms with limited space. We look forward to returning to our normal procedures once we are through the pandemic period.

I have an IEP/504/Other parent meeting; can I come to the building to attend?

- In **Option A**, IEP meeting will be held virtually or by phone with the parent. Staff members may be in person or within the school but following CDC guidelines. This is the option that is highly recommended.
- In **Option B**, IEP meetings may take place in person, but all members must properly social distance themselves from one another. Sanitation will occur before and after the meeting.

In both Options A and B, the preference is to conduct virtual meetings whenever possible to ensure the safest environment and least likelihood of disease contraction.

STAFF REQUIREMENTS

To support the work of our custodial staff and their efforts to disinfect and maintain a safe building for the students and staff, we will have the following guidelines in place for school access after the school day and during weekends.

- We ask that all staff leave the building no later than 4:00 p.m. each day. This does not include custodians.
- Staff should not come back on campus until the next day..

PERSONAL WORKSPACE/CLASSROOM

All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. South Greenville has alcohol-based hand sanitizers throughout the school and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The South Greenville custodial team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Office- CM Eppes will be monitoring the number of employees in the offices to reduce exposure.

Conference Room- The use of the conference room must be requested. All meetings will utilize social distancing when appropriate **or** will take place via Zoom.

Common Areas (Media Center, Cafeteria, Gym)-These areas should be used in moderation and, when utilized, staff must demonstrate appropriate 6 feet distancing.

Copier Room/Work Room- This space will be regulated. Refrigerators, microwaves, and copiers will still be operational, but time spent in these spaces must be limited. Only two individuals are allowed in this space at a time.

PLC Room - During PLC's, please appropriately social distance and wear masks at all times.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

General Recommendations for Cleaning

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	Several times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

SIGNAGE

Signage will be placed throughout the school to help with social distancing and traffic flow.

RESTROOM USAGE

South Greenville will establish a maximum capacity for each bathroom that allows for social distancing. That maximum capacity will be posted on the entrance of the bathrooms.

MODIFIED ARRANGEMENTS

Space seating/desks will be placed at least 6 feet apart when feasible. The desks will face the same direction, or the students will sit on only one side of the table, spaced apart.

Physical guides, such as tape on floors and signs on walls, will ensure that staff and children remain at least 6 feet apart in lines and at other times.

ARRIVAL AND DISMISSAL

In order to help with distancing our students, the arrival and dismissal of our students has been altered.

- **Arrival**
 - Buses
 - Students riding the bus will enter through the normal entrance of school located on Howell Street. Buses will be staggered so that all of the students do not enter at the same time. Temperatures will be checked before entering the building.
 - Parent Attestation forms will be collected.
 - Any student that displays a symptom will be directed to our COVID Contact and walked to the Cheetah Den.
 - Car Riders
 - Students will enter the building at the Kindergarten doors.
 - Someone to check the temperatures of the students will be checked in the car.
 - Parent Attestation forms will be collected.
 - Any student that displays a symptom will be directed to go home.

- **Dismissal**
 - Buses
 - Students riding the bus home will be walked by a teacher to the buses while maintaining distance.
 - Van/Car Riders
 - Please review the Duty Schedule for details.
 - Dismissal will be staggered so that all grade levels are not released at the same time.

STAFF TRAINING

The goal is to provide initial and ongoing COVID-19 education and training for teachers and staff.

- 1. Teacher Workday Training**
 - i. At least 1 hour training during teacher workdays to include education and training
- 2. CM Eppes COVID-19 Orientation**
 - i. Align local protocols and procedures with CM Eppes. Familiarize staff with those expectations
- 3. Ongoing Training**
 - i. Allot time throughout the week and month to debrief and provide ongoing staff education
- 4. COVID School Contact Training**
 - i. Provide detail training for the COVID contacts of CM Eppes at the beginning of the year and throughout
- 5. PPE Donning and Doffing**
 - i. Provide training to help staff to know how to properly put on and remove PPE

6. Screening Process and Documentation

- i. Review screening process and how to accurately document

7. Cleaning Protocols

- i. Disinfection methods, comprehensive cleaning training

COMMUNICATION METHODS

To stay updated on the most up-to-date information, please visit these areas:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website <https://www.pitt.k12.nc.us/>
3. Follow our social media platforms <https://www.facebook.com/sgecheetahs>
4. Phone calls-please make sure you are receiving our weekly phone calls. If you are not please call the school for assistance.
5. SeeSaw K-2; CANVAS 3-5

FAQs

What kinds of PPE (personal protective equipment) will be available in the school?

- PPE (gloves, masks/shields, gowns) will be provided for staff and employees who work in very close proximity to students to assess them. All staff members and students will have access to 5 cloth face coverings
- Touch-free thermometers are available for school use.
- Sanitizers/cleansers, hand soap, and tissues are provided throughout all buildings.
- There will be a designated room for students/staff that exhibit symptoms of COVID-19 that will be disinfected regularly and modified to avoid contamination. That room is the former ISS room attached to the Cafeteria.
- New hand-sanitizing stations and dispensers have been installed.

What happens if a student or staff member tests positive for COVID-19 or was in close contact with someone that has?

As you can imagine, the fall and winter will present some challenges as COVID-19 symptoms may be similar to other cold and flu symptoms. Therefore, the school staff, in collaboration with health officials, will determine if the symptoms meet the criteria for a possible case of COVID-19. In the case that it is determined that the symptoms may be COVID-19 related or if a student or staff tests positive:

- A staff member will determine if symptoms meet the criteria for a concern of COVID-19.
- Students or staff will be separated from other students and adults.
- Parents will be contacted immediately to pick their child up from school. Siblings or others living in the same household and attending a Pitt County school will also be screened.
- Information about testing locations will be provided to the family.
- We may ask the individuals and families not to return to campus until 72 hours have passed without symptoms AND 10 days have passed since symptoms first appeared OR until cleared by a doctor.
- All staff and students that may have been in contact with an individual that tested positive will be identified and will be assessed. If, at that point, the individual(s) has not shown any signs or symptoms of COVID-19; they may return to campus. Staff members who test positive for COVID-19 will be asked to not return until 72 hours have passed without symptoms AND 10 days have passed since symptoms first appeared OR until cleared by a doctor.

Will we be safe at school?

Based on guidance from the CDC, Pitt County Health Department, the North Carolina Division of Public Health Department, and other medical professionals involved in leading the fight against COVID-19, South Greenville has developed a proactive plan that places student and employee safety at the forefront of returning to school. Classroom teachers and support staff will play an increasingly important role in the health and wellness of students. Additional safety measures beyond the daily and hourly classroom checklist include:

- Presently, all staff members will be required to wear face masks or shields most of the school day (must be worn when in a room or space with others). Students will also be asked to wear a cloth mask during most of the school day. Students are welcome to provide their own appropriate masks. They must meet the requirements set forth by the district and the CDC.
- All students and staff will be checked for body temperature status upon entry to the school each day. If they are in the normal range, they will be allowed to enter the building based on established procedures. If a student or staff member registers a temperature that reaches the CDC defined level of concern (100.4 degrees or higher), they will be directed to a designated holding area away from others. The student or staff member will then be given a second temperature screening with a different thermometer. If the second temperature check is also 100.4 degrees or higher, the student or staff member will not be allowed to stay on campus. In the case of students, a parent will be contacted and asked to come and pick up their child to be taken home. The student should be picked up by a parent as soon as possible. Staff members will be directed to leave campus.
- To the extent possible, students will be spaced throughout the classroom to promote social distancing.
- Additional hand-sanitizing stations have been installed to accommodate frequent hand sanitizing.
- There will be no assemblies or large group meetings allowed during the school day.
- Students will remain in their classrooms for the majority of the day.
- Signs will be posted to remind of social distancing and frequent handwashing.

On the first day of school and throughout the first two weeks, these new safety procedures will be taught and practiced in all of our classrooms. Parental support and reinforcement of these new measures will be critical in providing the safest possible environment for our students. We appreciate your assistance.

Will our students be safe at breakfast and lunch?

Students will not eat in the cafeteria since maintaining social distancing and ensuring the wearing of a mask is difficult, ultimately increasing the risk of students and staff exposure. As an alternative, breakfasts and lunches will be eaten in the classrooms. Child nutrition employees will continue to be intentional with their selection of food and communication with teachers to ensure students with food allergies are not exposed to foods to which they are allergic. Please ensure that you are following any guidelines set forth by the school and classroom teacher as they relate to student allergies. Child nutrition employees will also limit that handling of food and exposure to students.

Will our students be safe at arrival and dismissal?

Arrival and dismissal can be challenging with large numbers of students congregating, making it difficult to socially distance. This year, due to the anticipated slower entry into the building resulting from increased safety protocols, South Greenville will be adjusting staff and student arrival times. South Greenville will utilize four entrance points to reduce congestion. Students will enter at different locations based on their mode of transportation. Signs will be placed outside as a reminder for students to socially distance themselves from their peers while entering the building or standing outside.

I do not feel comfortable sending my child to school, what are my options?

If you do not feel comfortable sending your child back to school this fall, there will be a 100% Virtual option offered and you should choose this option. The goal is to partner with families to develop the best possible instructional delivery plan for students during this pandemic period.

How will my child learn some of the important standards that may have been difficult to learn through virtual education last spring?

Teachers will be collaborating to determine which standards that were taught in the spring of 2020 that are crucial to student success at the next grade or course level and develop plans to ensure mastery and understanding during the first few weeks of school, re-teaching and reinforcing these standards when necessary for student learning progression. Pitt County Schools has purchased a new Learning Management System (LMS) called Seesaw for K-2 students in order to improve the quality of the on-line learning experience and will use Canvas for 3-5 students. It is important to distinguish between online school and the emergency virtual learning that families experienced last spring. Our 100% Virtual Option will reflect rigor, time commitment and format of traditional online courses. Students will experience a greater level of engagement with in-depth material and instruction more reflective of a traditional in-person model. These programs will not feel similar to the flexible schedules and limited scope associated with the emergency lessons our teachers were asked to provide students last spring during state-mandated school closures. All staff will be trained in the use of the Seesaw and Canvas. We will also provide training for families on how to access these online resources as well.

SYMPTOM SCREENING CHECKLIST: Elementary School Students

The person conducting screenings should maintain a six-foot distance while asking questions. Ask the person dropping off the child the following questions before entering the facility or school transportation vehicle. If no person accompanying the child during drop-off, use your best judgment if the child can respond on their own.

Anyone showing symptoms of COVID-19 or who may have been exposed to COVID-19 should not be at school.

1. Have any of the children you are dropping off had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?

- Yes > The child should not be at school. The child can return 14 days after the last time he or she had close contact with someone with COVID-19, or as listed below.
- No > The child can be at school if the child is not experiencing symptoms.

2. Do any of the children you are dropping off have any of these symptoms?

- Fever
- Chills
- Shortness of breath or difficulty breathing
- New cough
- New loss of taste or smell

If a child has any of these symptoms, they should go home, stay away from other people, and the family member should call the child's health care provider.

3. Since they were last at school, have any of the children you are dropping off been diagnosed with COVID-19?

- Yes | If a child is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they meet the criteria below.
- No

Returning to School

A child can return to school when a family member can ensure that they can answer YES to ALL three questions:

- Has it been at least 10 days since the child first had symptoms?
- Has it been at least 3 days since the child had a fever (without using fever reducing medicine)?
- Has it been at least 3 days since the child's symptoms have improved, including cough and shortness of breath?

If a child has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

If a child has been diagnosed with COVID-19 but does not have symptoms, they should remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.

If a child has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of school for 14 days since the last known contact, unless they test positive. In which case, criteria above would apply. They must complete the full 14 days of quarantine even if they test negative.

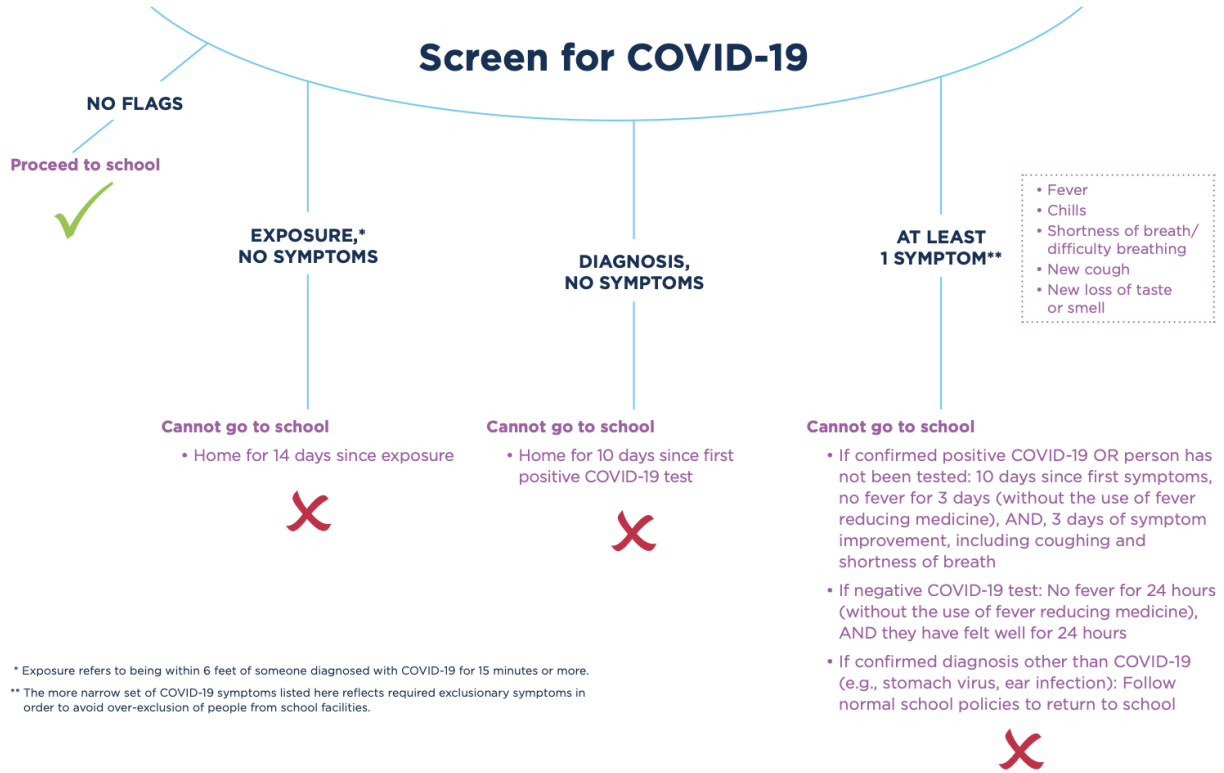
A child can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s), once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

Appendix B



Screening Flow Chart

For step-by-step instructions for school personnel, review the [Reference Guide for Suspected, Presumptive, or Confirmed Cases of COVID-19 \(K-12\)](#)



K-12 SCHOOLS SYMPTOM SCREENING: Parent/Guardian Attestation

Child's First Name: _____ Child's Last Name: _____

Parent/Guardian First Name: _____ Parent/Guardian Last Name: _____

1. Has your child had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?

- Yes > The child should not be at school. The child can return 14 days after the last time he or she had close contact with someone with COVID-19, or as listed below.
- No > The child can be at school if the child is not experiencing symptoms.

2. Does your child have any of these symptoms?

- Fever
- Chills
- Shortness of breath or difficulty breathing
- New cough
- New loss of taste or smell

If a child has any of these symptoms, they should stay home, stay away from other people, and you should call the child's health care provider.

3. Since they were last at school, has your child been diagnosed with COVID-19?

- Yes
 - No
- If a child is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they meet the criteria below.

A child can return to school when a family member can ensure that they can answer YES to ALL three questions:

- Has it been at least 10 days since the child first had symptoms?
- Has it been at least 3 days since the child had a fever (without using fever reducing medicine)?
- Has it been at least 3 days since the child's symptoms have improved, including cough and shortness of breath?

If a child has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

If a child has been diagnosed with COVID-19 but does not have symptoms, they should remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.

If a child has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of school for 14 days since the last known contact, unless they test positive. In which case, criteria above would apply. They must complete the full 14 days of quarantine even if they test negative.

I attest that the following information is true to the best of my knowledge as of:

_____/_____/_____, ____:____ AM PM Signature: _____
MONTH DAY YEAR TIME CIRCLE ONE

South Greenville

TRANSPORTATION SANITATION CHECKLIST

BUS DRIVER CHECKLIST				
Driver Name:				
WEEKLY OF:				
	TASK		NOTES, if needed	DATE
	YES	NO		
Is there hand sanitizer?				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Aisle				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Stairs				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Rails				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Seats & Seat Belts				DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
DRIVER RESPONSIBLE				
SIGNATURE:				

Sanitation logs will be turned in to **Mr. Willis** after completing your last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers are to wear masks at all times.

