

C.M. Eppes Middle School



#bethechange

2022 - 2023 Student Handbook

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[CME Website](#)

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Principal: Kim Harris
Assistant Principal: Monique Warren
Assistant Principal: Patrick Egan
Dean of Students: Aaron Speas

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

Parents and Students,

On behalf of C.M. Eppes Middle School, I am happy to welcome you to the school year! We are looking forward to a positive relationship with you to ensure our scholars can achieve their highest potential. As we know, in order to be successful in school, our scholars need support from both home and school. We know a strong partnership with you will make a great difference in your scholar's education.

As partners, we share the responsibility for our scholar's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your scholar's learning by ensuring that he/she:

- Attends school daily and arrives on time, ready for the day's learning experience
- Completes all homework assignments
- Shares school experiences with you so that you are aware of his/her school life
- Informs you if he/she needs additional support in any area or subject
- Reads daily to develop a love for reading and to improve literacy skills

Grade Level Schedules

6th Grade			7th Grade			8th Grade		
Times	Times	Class/Activity	Times	Times	Class/Activity	Times	Times	Class/Activity
8:00 AM	8:20 AM	Breakfast/HR	8:00 AM	8:20 AM	Breakfast/HR	8:00 AM	8:20 AM	Breakfast/HR
8:20 AM	8:48 AM	Morning Meeting	8:20 AM	8:40 AM	Morning Meeting	8:20 AM	8:44 AM	Morning Meeting
8:48 AM	8:52 AM	Transition	8:40 AM	8:44 AM	Transition	8:44 AM	8:48 AM	Transition
8:52 AM	10:22 AM	1st Block	8:44 AM	10:14 AM	1st Block	8:48 AM	10:18 AM	1st Block
10:22 AM	10:26 AM	Transition	10:14 AM	10:18 AM	Transition	10:18 AM	10:22 AM	Transition
10:26 AM	11:56 AM	2nd Block	10:18 AM	11:03 AM	2nd Block	10:22 AM	11:48 AM	ELECTIVES
			11:03 AM	11:33 AM	LUNCH			
11:56 AM	12:26 PM	LUNCH - 2nd Block	11:33 AM	12:18 PM	2nd Block			
12:26 PM	12:30 PM	Transition	12:18 PM	12:22 PM	Transition	11:48 AM	11:52 AM	Transition
12:30 PM	2:00 PM	3rd Block	12:22 PM	1:48 PM	ELECTIVES	11:52 AM	12:37 PM	3rd Block
						12:37 PM	1:07 PM	LUNCH
						1:07 PM	1:52 PM	3rd Block
2:00 PM	2:04 PM	Transition	1:48 PM	1:52 PM	Transition	1:52 PM	1:56 PM	Transition
2:04 PM	3:30 PM	ELECTIVES	1:52 PM	3:30 PM	4th Block	1:56 PM	3:30 PM	4th Block

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 8:00 a.m. and 8:20 a.m. All students should be in their homeroom/first block class by **8:20 a.m.** each morning. Students arriving at school after 8:20 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.**

Breakfast will be available for students daily, via an assigned breakfast kiosk from 8:00 a.m. until 8:20 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 8:20 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.** 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 8:20 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.

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: 3:30 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. 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 sixth 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 3 out of 4 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 6th 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 8:00 and 8:20 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 your designated time. Students must complete their breakfast meal and be in class by the tardy bell. All students are eligible for free breakfast and lunch. Students will be issued student ID Numbers known only to them and the lunchroom cashier.

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. Students serving Out of School Suspension are not permitted to attend after school events.**

VISITOR POLICY

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 or dress code. 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 (8:00 am - 3:30 pm). Cell phones must be kept in a purse or bookbag during school hours. Cell phones **ARE NOT** allowed to be in student's pockets including but not limited to coat pockets, pant pockets, hoodie pockets, etc.

Violation of the above policy will result in the following:

Documented in Educator's Handbook as a Minor Incident: 1st offense-verbal warning, 2nd offense-teacher takes phone for class period, 3rd offense-admin will take phone to Mrs. Tucker in the front office for parent pickup. 4th offense and beyond will result in office referrals and 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

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

Lockers will not be utilized for the 2022 - 2023 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 NOT 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. Water bottles are permitted in the classroom, however only water is allowed in class outside of breakfast. Students will not be allowed to leave the room to get water during instructional time. Water bottles must be filled up during breakfast or bathroom breaks.

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.

C: Cooperative

H: Honest

A: Accountable

N: Nice

G: Great

E: Engaged

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
- 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 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;
- Inappropriate behavior while in ISS may result in out of school suspension;
- Complete/Incomplete work will be submitted to your teacher and grades recorded.
- Repeat visits to the 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 Pitt County 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 [Dress Code Policy](#).

Dress Code Reminders:

- Hoodies may be worn in the building. However, hoods may NOT be worn in the building. Failure to comply will result in students not being allowed to wear a hoodie to school.
 - Bottoms (pants, shorts, skirts) must be mid-thigh in length and worn at the waist.
 - Headgear including hats, hoodies, bandanas, sunglasses and caps are not allowed unless permitted for religious, medical or other reasons by school administration.
-
- 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 Ink'd Threads.

TARDY POLICY

Students are expected to get to class on time. Unexcused tardies will not be tolerated. Transition time between classes will be 4 minutes. 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 2022 - 2023 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

Fighting will not be tolerated. 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 instagram 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. Parents may access grades at any time through the parent portal. To gain access to the parent portal, download the [application](#) and submit the completed application back to school.

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, AVID, Health and Physical Education, and Visual Art.

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 5 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 on the PCS website or you can request a copy.

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. Monique Warren Assistant Principal	Mr. Patrick Egan Assistant Principal
Curriculum Data Analysis Discipline and Appeals Handbooks Monitor Attendance PTA Strategic Planning Supervision Teacher Certification Teacher Evaluations Fundraisers Testing School Calendar	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

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

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. Please bring a copy of your photo ID. Anyone picking up a student other than the parent/guardian must be listed on your child’s contact list to be able to do so and must be 18 years of age or older.