



## Bailey Middle School Policies and Procedures

*The following policies and procedures are designed solely to ensure the safety of all students, as well as provide an environment of quality teaching and learning. Thank you for your support!*

### **\*All parents and visitors must provide valid identification upon arrival to our campus\***

- Bailey **DOES NOT** offer a virtual school option and attendance at school daily is extremely important to ensure their success. However, when students are absent, they are expected to complete daily assignments in Canvas. Completing assignments missed when absent does not remove the absence, but does keep students from falling behind.
- **Water bottles must have a screw on lid and should only contain water (not coffee, juice, soda, or other liquids).**
- Parents are expected to review student grades in Parent Portal on a weekly basis. Mid-quarter progress reports are only sent as hard copies to students who are failing a specific subject or upon parent request.
- ***All parents need to register as a CMS volunteer in order to visit your child's classroom, chaperone on field trips, eat lunch with your child, or interact with students in any way on campus. You must enroll/renew annually and be approved through the CMS Volunteer Management Screening System: [www.cmsvolunteers.com](http://www.cmsvolunteers.com).***
- All transportation changes must be communicated in writing (phone - **emergencies only**), and all must be approved by an administrator. In addition, students are not permitted to ride home with other students on a bus that they are not assigned to through CMS transportation, unless it is an emergency and approved by an administrator prior to 3:00 PM.
- ***Students will not be called for early dismissal after 3:30 p.m., unless special permission is granted by an administrator for emergency situations only.***
- **For the safety of students and parents:** If your child is a car rider, parents need to wait in the car line until students are able to load in the designated loading areas. Students will not be dismissed to parents who park and request students from the parking lot, nor will students be allowed to walk off campus (i.e.: to Bailey Road Park, Hough High School, Bailey Springs, etc.) unless they live within the approved CMS walk zone. However, students may ride a bike to and from school following the guidelines set forth by North Carolina State Law, which includes wearing a helmet.
- **Students are not permitted in the building before 8:45 a.m. Students arriving at 8:45 a.m. can either report to the cafeteria to pick up breakfast or report directly to their assigned first class. Students are tardy if they arrive after 9:15 a.m. and must sign in at the front office (See Tardy Policy on the website).**
- We have an “open door” policy for parents or approved adult relatives to eat lunch with their child, but please sign in at the office. We ask that you only bring food for your child to avoid allergy related issues with other students.
- **We do not call into classrooms for students to pick-up items dropped off after 9:15 a.m. for class, sports, etc. We will do our best to contact the teacher during planning to let them know that the item is in their box or to send the student down to pick up the item. In addition, we will call students down at the end of the day to pick up items still remaining at the front counter.**
- **Classroom visitation is by appointment only.** Parents wanting to visit their child's classroom are required to contact the teacher and grade level administrator to set up a time. In addition, these visits should be limited to no more than 30 minutes unless you have a scheduled agreement with the teacher. We also ask that parents refrain from conference type discussions with the teacher during our instructional day. Conferences need to be set up in advance at a convenient time for both parties.
- **Students receiving ISS or OSS for violations of the CMS Code of Conduct or are absent from school cannot attend or participate in any after school events that day.**
- Birthday parties, cake, cupcakes, cookies, and/or balloons, etc. of any kind are not permitted at school. In addition, students are not permitted to decorate walls for birthdays or other special events.
- **Students are expected to have their personal electronic devices (phones, smartwatches, etc.) turned off and kept in their backpack until students exit the building at dismissal. Parents will be notified if a student's electronic device is confiscated. Parents will also be required to come to school to pick up the device.**

**\*Bailey Honor Code, Grading Policy, and CMS Code of Conduct are located on the Bailey Website.**