

2023-2024



STUDENT HANDBOOK

7601 THE PLAZA

Charlotte, NC 28215

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<http://schools.cms.k12.nc.us/northridgeMS>

Dr. Darrell J. Potts, Principal



@NRMSHAWKS1



@NRMS_HAWKS1

This agenda belongs to:

NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

Homeroom Teacher _____ Grade _____

NORTHRIDGE MIDDLE SCHOOL

Motto:

Data Driven, Tech Savvy, Student Centered

SLOGAN "Hawk Pride: Excellence without Exception"

MASCOT Hawk

COLORS Royal Blue, Black and White

DIRECTORY

Principal
Assistant Principal
Assistant Principal
Dean of Students
Dean of Students

Dr. Darrel J Potts
Dylan Marshall
Elyse West
Sara Herrera-Dandridge
Dr. Monica High

Sr. Administrative/Financial Secretary
Front Office Secretary
Front Office Secretary
Attendance Secretary
Student Services Secretary/Registrar

Cedric Hash
Cynthia Gunter
Vickie Wagner
Amalfi Pimentel
Tina Neal-Djopa

Student Services Counselors

6th Grade
7th Grade/Social Worker
8th Grade
Core Family Advocate
ML Family Advocate
School Psychologist

Victoria Gwilt
Taylor Marshall
Amanda Saunders
Robert Bates
Aida Cardova
Sarah Richard

Academic Facilitator/AVID/Test Coordinator
Professional Development Facilitator
Math Facilitator
Literacy Facilitator

Jacquetta Patrick
Tara Anderson
Barbetta Collareta
Michelle Rankin

Media Coordinator
Athletic Director
School Resource Officer
School Nurse

Angina Montgomery
Darryl Smith
Daniel Schroder
TBD

Daily Class Schedule (With HAC and HAWK Time)

Block	Time
AM SUPERVISION	8:45-9:15 (Independent Reading)
1st Block (Encore Planning)	9:15-10:15 (60 minutes)
1/2 TRANSITION	10:15-10:20
2nd Block (7th Encore)	10:20-11:20 (60 minutes)
Transition	11:20-11:25
3rd Block	11:25-1:10 (105 minutes): <ul style="list-style-type: none"> • See below for lunch schedule • 20 minutes for lunch • 60 min instructional time • 20 min HAC
Transition	1:10-1:15
HAWK TIME	1:15-2:05 (50 min)--Align rosters with 1st block.
Transition	2:05-2:10
4th Block (8th Encore)	2:10-3:10 (60 minutes)
Transition	3:10-3:15 (8th grade) 3:15-3:20 (6th grade)
5th Block (6th Encore)	3:15-4:15 (60 minutes)
PM SUPERVISION (6th Grade)	4:15-4:30

Lunch Schedule

Team Lunch Schedule	8 th	7 th	6 th
1: NC State, LSU, JCSU	11:30-11:50	12:01-12:21	12:32-12:52
2: UNC ,ALA, ECSU	11:33-11:53	12:04-12:24	12:35-12:55
3: Duke, SC, WSSU	11:36-11:56	12:07-12:27	12:38-12:58

Healthy Active Child (HAC) and Lunch Schedule

Team	8th Grade			7th Grade			6th Grade		
	Lunch	HAC	Inst. Time	Ins. Time	Lunch	HAC	Ins. Time	HAC	Lunch
1	11:30-11:50	11:50-12:10	12:10-1:10	11:25-12:01 12:21-12:50	12:01-12:21	12:50-1:10	11:25-12:22	12:22-12:42	12:42-1:02
2	11:33-11:53	11:53-12:13	12:13-1:10	11:25-12:04 12:24-12:50	12:04-12:24	12:50-1:10	11:25-12:25	12:25-12:45	12:45-1:05
3	11:36-11:56	11:56-12:16	12:16-1:10	11:25-12:07 12:27-12:50	12:07-12:27	12:50-1:10	11:25-12:28	12:28-12:48	12:48-1:08

Daily Class Schedule (Without HAWK Time or HAC)

Block	Time
AM SUPERVISION	8:45-9:15 (Independent Reading)
1st Block	9:15-10:29 (74 minutes)
Transition	10:29-10:34
2nd Block (7th Encore)	10:34-11:48 (74 minutes)
Transition	11:48-11:53
3rd Block	11:53-1:37 (104 minutes): <ul style="list-style-type: none"> See below for lunch schedule
3/4 TRANSITION	1:37-1:42
4th Block (8th Encore)	1:42-2:56 (74 minutes)
4/5 TRANSITION	2:56-3:01 (8th grade) 3:01-3:06 (6th grade)
5 th Block (6th Encore)	3:01-4:15 (74 minutes)
PM SUPERVISION (6th Grade)	4:15-4:30

Lunch Schedule

Team	8 th	7 th	6 th
1	11:55-12:20	12:31-12:56	1:04-1:29
2	11:58-12:23	12:34-12:59	1:07-1:31
3	12:01-12:26	12:37-1:01	1:10-1:35

Daily Class Schedule (Without HAWK Time, Includes HAC)

Block	Time
AM SUPERVISION	8:45-9:15 (Independent Reading)
1st Block	9:15-10:25 (70 minutes)
Transition	10:25-10:30
2nd Block (7th Encore)	10:30-11:50 (70 minutes)
Transition	11:50-11:55
3rd Block	11:55-1:45 (110 minutes): <ul style="list-style-type: none"> See below for lunch and HAC schedule
Transition	1:45-1:50
4th Block (8th Encore)	1:50-3:00 (70 minutes)

Transition	3:00-3:05 (8th grade) 3:05-3:10 (6th grade)
5 th Block (6th Encore)	3:05-4:15 (70 minutes)
PM SUPERVISION (6th Grade)	4:15-4:30

Team Lunch Schedule	8 th	7 th	6 th
1: NC State, LSU, JCSU	12:00-12:25	12:36-1:01	1:12-1:37
2: UNC ,ALA, ECSU	12:03-12:28	12:39-1:04	1:15-1:40
3: Duke, SC, WSSU	12:06-12:31	12:42-1:07	1:18-1:43

Healthy Active Child (HAC) and Lunch Schedule

Team	8th Grade			7th Grade			6th Grade		
	Lunch	HAC	Inst. Time	Ins. Time	Lunch	HAC	Ins. Time	HAC	Lunch
1	12:00-12:25	12:25-12:45	12:45-1:45	11:55-12:36 1:01-1:25	12:36-1:01	1:25-1:45	11:55-12:52	12:52-1:12	1:12-1:37
2	12:03-12:28	12:28-12:48	12:48-1:45	11:55-12:39 1:04-1:25	12:39-1:04	1:25-1:45	11:55-12:55	12:55-1:15	1:15-1:40
3	12:06-12:31	12:31-12:51	12:51-1:45	11:55-12:42 1:07-1:25	12:42-1:07	1:25-1:45	11:55-12:58	12:58-1:18	1:18-1:43

Early Release Schedule (9:15-1:15)- Grab and Go Lunch

Block	Time
AM SUPERVISION	8:45-9:15 (Independent Reading)
1st Block	9:15-9:55
Transition	9:55-10:00
2nd Block (7th Encore)	10:00-10:40
Transition	7th: 10:40-10:45 8th: 10:45-10:50
4th Block (8th Encore)	10:45-11:25
Transition	8th: 11:25-11:30 6th: 11:30-11:35
5th Block (6th Encore)	11:30-12:10 (Includes 8th grade grab and go)
Transition	12:10-12:15
3rd Block	12:15-1:15 (Includes 7th/6th grab and go lunch)

PM SUPERVISION (Encore)	1:15-1:30
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Two Hour Delay (11:15-4:15)- Grab and Go Lunch

Block	TIME
AM SUPERVISION	10:45-11:15 (Independent Reading)
1st Block	11:15-12:15
Transition	12:15-12:20
2nd Block (7th Encore)	12:20-1:15 (Includes 8th grab and go)
Transition	1:15-1:20
3rd Block	1:20-2:20 (Includes 7th/6th grab and go lunch)
Transition	2:20-2:25
4th Block (8th Encore)	2:25-3:20
Transition	8th: 3:20-3:25 6th: 3:25-3:30
5th Block (6th Encore)	3:25-4:15
PM SUPERVISION (6th Grade)	4:15-4:30

ARE YOU HAWKING OUT?

HAVE RESPECT FOR SELF AND OTHERS

ALWAYS BE WHERE YOU ARE SUPPOSE TO BE,
WHEN YOU ARE SUPPOSE TO BE THERE.

WIN WITH RESPECTFUL LANGUAGE

KEEP VOICES LOW

SOARING SCHOLARS FOLLOW ALL
NRMS/CMS POLICIES AND PROCEDURES



NO UNAUTHORIZED USE OF CELLPHONES & HEADPHONES

#NRMISSCHOOLWIDEEEXPECTATIONS

Hawk's Code of Conduct

Students must adhere to all rules in the CMS Responsibilities Handbook.

BEHAVIOR GUIDELINES

The Charlotte Mecklenburg School System's behavior guidelines are strictly enforced at Northridge. The Student Rights & Responsibility Handbook will be distributed to all students and parents at the beginning of the school year and will be discussed thoroughly in an assembly during the first week of school. Quarterly discussions of behavior guidelines will also take place.

Discipline Overview: Northridge Middle School utilizes placement in In-School Suspension (ISS), and Out-of-School Suspension (OSS) as methods to address inappropriate behavior. A referral process has been developed to address problems/situations that disrupt the normal education process. Generally, most disciplinary matters will be handled by the teacher with in-class interventions. However, in the event that problems persist and/or escalate, more intense interventions may be warranted. Discipline techniques may range from warnings, time-out, weekend community service detention, lunch and before school detention to in-school suspension and out-of-school suspension. In some cases restorative practices may deem necessary to resolve a situation.

In-School Suspension (ISS) is a location for time-out from the regular classroom setting in an attempt to redirect inappropriate behavior. Students in ISS complete a self-reflection that addresses their inappropriate behavior. A reasonable attempt is made to acquire class work for students while in ISS. Repeated "time-outs" from the regular classroom will result in progressively more severe consequences including In-school suspension and out-of-school suspension.

Out-of-School Suspension (OSS) is regarded as the temporary removal of a student from the regular school program. The purpose of suspension is to effect immediate relief from an intolerable situation and to ensure the parent's involvement in a discussion of the problem. Suspension is considered an extreme measure that, in most cases, has been preceded by a serious attempt to resolve the problem through the use of other disciplinary measures. Depending on the severity of the infraction, the principal or grade level administrator has the discretion to determine the appropriate intervention.

BUS RULES

The Charlotte-Mecklenburg Board of Education provides transportation to and from school for many Northridge Middle School students. It is imperative that students wait at the assigned bus stop in a safe and orderly manner. Students are expected to comply with CMS behavior guidelines at all school bus stops. Students who take advantage of this transportation are expected to be orderly on the school bus.

- Students must remain seated while the bus is in motion.
- Students may talk quietly but must avoid shouting or making unnecessary noises.
- Students must keep hands, feet, and objects to themselves.
- Students must not distract drivers.
- Students must refrain from profanity while on the bus.
- Students must keep hands, feet and objects away from open windows and not throw items or hang out the windows.

- No food or drink is allowed on the bus.
- No vaping or alcoholic beverages consumed on the bus.

Students who distract the bus driver from concentrating on safe operation of the bus will be reported to the principal/assistant principal. The principal/assistant principal will then determine what disciplinary action is necessary.

Please note suspension will result in bus suspension and/or OSS. Parents and students must understand that the bus driver's task is an extremely demanding one and that the drivers deserve and need cooperation and respect. **Students are expected to ride the assigned bus to and from school. Riding an unassigned bus is prohibited.** Bus routes and stops are planned and established by the CMS Transportation Department. Safety, economy, efficiency, and allocation of resources are some of the considerations that must be evaluated in determining bus operation policies. Routes are established according to state guidelines and can only be changed by completing a Transportation Service Request Form online alternative bus change.

PROFANITY TOWARD STAFF

This behavior will not be tolerated at Northridge Middle School. It is our expectation to work as a team with parents to teach all students self-control and respect for adults no matter the circumstance. For repeat offenders, there will be a restorative circle with parents, administration, and teachers to create a solution, (also the case manager, PO, SRO, or mentor can be invited as well). The incident will be Documented as a major infraction in Educators Handbook.

LEAVING SCHOOL WITHOUT PERMISSION

If a student returns to campus after leaving without permission, that child will be subject to a search. This is non-negotiable and refusal will result in 10 days OSS. Any student who leaves campus without permission will receive IC and parents will be contacted. Truancy is a serious matter of liability that can result in major repercussions for the school and for parents. Repeat offenders will participate in a restorative circle with teachers, parents, administration, the school social worker, SRO, and counselor to create a plan for this student. All parties will sign a behavior contract at the conclusion of this meeting. The incident will be documented in Educators Handbook as a major infraction. Violation after this intervention will result in OSS. Students are not allowed to leave campus to get food. As a result, fast food will not be allowed on campus.

DRUGS/UNDER INFLUENCE

Possession of Illegal Substances, the unlawful possession, use or distribution of illicit drugs and/or alcohol by students on school property or at any school function is prohibited. In addition to school consequences, such actions will be reported to local law enforcement and may be required to be reported to the Department of Motor Vehicles. In addition, students may not report to school or class under the influence of drugs or controlled substances. Students may not report to school with a marijuana odor because this can disrupt the learning environment.

PHYSICAL/VERBAL ALTERCATIONS

Verbal altercations will result in a mediation or no-contact agreement to prevent further conflict, and VIP referral via Administrator. Any violation of a mediation agreement will result in consequences up to 3 Days OSS. Fighting will not be tolerated and will result in immediate 5 or 10-day OSS consequences depending on the seriousness of the incident, the location, and history of this type of infraction. If any injuries are sustained or there is a major disruption of school, both parties will be subject to a Discipline Team Meeting (DTM) to determine further consequences. **(Possible Reassignment to Suspension Center)**

UNAUTHORIZED AREA/SKIPPING CLASS/OUT OF AREA

Students must be supervised at all times. All students are expected to report to each class and remain there for the entire block. No student should be in any area outside the classroom during instructional time. Any area beyond the bus lot is considered unauthorized during the school day. No student should be walking to or from the athletic fields, the wooded perimeters of the school, behind the staff parking lot at any time, or enter the cafetorium without an adult. These locations are off-limits to students without adult supervision. No student should be on any athletic field without adult supervision. Documentation for any out-of-area infraction will be coded as a major infraction in the Educators Handbook. During any safety drill, all students must evacuate the building and all bathrooms.

CAFETERIA RULES

Northridge Middle School has a cafeteria that provides hot breakfasts/lunches for students and staff on a daily basis. All food

is to be eaten in the cafeteria and is not to be taken to other parts of the building or outside, unless directed by administration. If an accident should occur, materials may be obtained from the custodians to clean the area.

- Students must sit at the designated table for their class.
- Soft voices should be used at all times.
- Good manners are expected at all times.
- Items purchased require a tray.
- Students may go through the lunch line only once.
- Once in your seat, stay seated, unless directed by an adult.
- Leave tables and areas around tables clean.
- No loitering is allowed in the cafeteria.
- Upon arrival, students are immediately to enter the breakfast line.
- Cooperation from every student is needed to keep the cafeteria and school looking its best.

HALL PASSES/LOG

Students must have permission to be out of the classroom when class is in session. This permission is given through the use of an agenda as a student hall pass or accompanied by an escort. A student found without a pass or escort is subject to disciplinary action. When late for class, a student must obtain a pass issued by the teacher of the previous class. Students are not to come to the office, telephone, counselors, or health room (except in case of an emergency) without a hall pass, to obtain a pass to class, or without an escort.

SCHOOLWIDE STUDENT MOVEMENT (10/10)

It is a school-wide expectation to restrict all student movement for the first and last 10 minutes of each block. All teachers and staff are expected to direct students to class or lockout during the first 10 min of each block. Students are not permitted in the office area during the first 10 min of each block. Parents may physically sign their child out during this time if it is an emergency.

After the 10 min mark, students may leave any classroom with an escort. Students must have an escort before leaving the classroom. Teachers are expected to check with BMT before releasing students. In addition, students cannot leave class or the halls to meet parents, family, or friends in the office or in parking lots. All students and parents must follow the schoolwide movement procedures to avoid consequences for their children.

Students must be escorted to report to the office and receive support services after the 10 min mark. Upon leaving the office, all students must be radioed that they are reporting back to class.

BOOKBAGS

Since students will not have access to lockers during the school day, book bags may be worn by the student during the day. A designated place may be made in each classroom during each class period, as well as for students using the media center and cafeteria before or after school.

PHYSICAL EDUCATION

All students are required to dress out in the PE uniform and participate in physical

education daily. Northridge Middle School's PE uniform consists of a T-shirt and gym shorts. Sneakers are required. Having the proper uniform is the responsibility of each student and will not be provided by the school.

DRESS CODE

Students at Northridge Middle School are expected to continue a tradition of appropriate dress for school and school-related events. Students generally conduct themselves in a manner similar to the way in which they dress and groom. Students are required to wear shoes at all times for health and safety reasons. Extreme styles of clothing and grooming may be detrimental to the maintenance of discipline and morale in the school. **Any type of dress or grooming which is disruptive will not be permitted.** Students will be asked to change clothes, parents will be notified and/or ISS will be assigned. Students are strongly discouraged against wearing or bringing expensive jewelry to school. The school cannot be responsible for items lost, stolen, or misplaced.

- No attire/appearance that negatively impacts the learning environment of the school.
- No large, heavy jewelry, or chains hanging around necks, out of pockets, or attached to clothing/jeans. No clothing articles worn around the neck (T-shirts, towels, pants, etc.)
- No clothing with vulgarity, obscene symbols, or wording.
- No advertisements or pictures depicting alcohol, tobacco, or drugs.
- Shoes: No bedroom slippers, open toe shoes (including sandals or

slides), and Crocs without strap on the back, no shoes without a strap on the back

- No pajama tops or bottoms
- No grills
- No non-prescription colored contacts or non -prescription eyewear may be worn on campus
- No Bandanas, Bonnets, Scarves, Wave Caps, Hoodies, Hats, Shades,
- “doo rags”, head stockings, full head scarves, or towels are NOT to be worn while on campus **nor are they to be hanging from the pockets.**
- No open back shirts, halter tops, midriffs or half shirts, tank tops/tank dresses, sleeveless shirts, or shirts with spaghetti straps. No see-through clothing.
- Skirts, shorts, and dresses must be no shorter than the longest fingertip length when standing erect with shoulders relaxed. This includes skirts, shorts, and dresses worn with tights, stockings, or leggings.
- **No spandex skirts or shorts.**
- Leggings must be worn with appropriate length skirts or shorts, **never worn alone.**
- No pants worn below the waist. No muscle/sleeveless shirts.
- Distressed jeans should not have excessive or large holes. Students should wear leggings under jeans with large holes.

ATTENDANCE

Each scholar is encouraged to build great attendance habits. If possible, arrange for absences in advance so that each scholar can begin to make up work that will be missed. Valid conditions for excused absences include but not limited to: illness

or injury of a scholar, death in the immediate family, quarantine, CMS approved religious holidays, absences due to homelessness or lack of transportation, deployment activities, doctor’s appointments, approved educational leave (Form 5123.21 must be completed and prior approval obtained from the principal), and court or administrative proceedings. When a scholar returns to school after an absence, he/she must bring the note to their homeroom teacher. The note must be signed by a parent/legal guardian indicating the reason for the absence. Parents will be notified of all absences via the Connect-ED system.

UNEXCUSED ABSENCES

Regular attendance is essential for academic progress and success in school. Unexcused absences include but are not limited to: inclement weather, car trouble, missing the bus, baby-sitting, lack of proper immunizations (G.S. 130A-155), shopping, oversleeping, truancy, no written excuse, family on vacation, cutting class, and work.

If unexcused absences become excessive, the following processes will take place:

3 Absences: 3-Day CMS Attendance letter mailed by front office. Parent contact will be made by telephone. Member of student services notified. Weekly monitoring of attendance is implemented.

6 Absences: 6-Day CMS Attendance letter mailed by front office. Parent contact will be made by telephone. Member of student services notified. Parent conference scheduled that includes grade level admin and school social worker. Weekly monitoring of attendance is implemented.

10 Absences: 10-Day CMS Attendance letter mailed by front office. Parent contact will be made by telephone. Member of student services notified. Parent conference scheduled that includes principal and school social worker. Daily attendance monitoring is implemented. Attendance interventions are put in place. Completion of a truancy packet required if attendance doesn't improve. Promotion to the next grade level can be negatively impacted by chronic absenteeism.

TARDY TO SCHOOL

Prompt arrival at school is expected of all students. Late arrivals disrupt class and cause loss of instructional time. **Scholars who are late to school must have a parent/guardian sign them in at the main office to receive a pass to class.**

If tardies are frequent, parents will be notified and the student will be referred to before school detention or receive a comparable consequence.

TARDY TO CLASS

Students are expected to be in class on time. All tardies will be considered unexcused unless an explanation signed by a teacher or staff member is presented upon entering class. **A pattern of excessive tardies will be handled according to the school disciplinary guidelines. Five (5) minutes are provided for each class change. The office will not issue tardy slips to students who are late for class.**

EARLY DISMISSAL

A student is counted absent if he/she leaves before 12:30 p.m. or arrives after 12:30 p.m. Parents, please schedule appointments with all due diligence so that class time is

not interrupted. **Students will not be released to anyone other than a registered parent or parent authorized adult.** When a parent/guardian comes to pick up a student at school, they must sign the student out in the Main Office. The parent/guardian must have proper ID. **The office staff is not allowed to call into the classrooms at all after 3:30 p.m.** All students requested for dismissal after this time will be called during afternoon announcements at 4:15 p.m.

MAKE-UP WORK

Students who are absent from school are responsible for all work and information missed in each class. In the case of an extended absence of three or more days, assignments may be requested through the guidance department or via teacher email. Requests for makeup work will be communicated to teachers that day, and work may be picked up in the main office after 4:30 p.m. by the following day. Assignments for absences of shorter duration will require students to check the Canvas course or they may request work from their teachers upon return to school. **Work must be made up within five (5) school days after absence.** At that time the grade will be adjusted to reflect the completed assignments.

CELL PHONES & ELECTRONICS

School board policy allows students to be in possession of a cell phone but the cell phone must be "**POWERED OFF**" (not on silent or vibrate) and **not visible** during the school day. A phone will be confiscated if the phone is seen or heard during the school day or if students are found to be using the cell phone (if it is on; if he/she is taking pictures), the cell phone will be confiscated and must be picked up by a

parent/guardian. If a cell phone is lost, stolen, or damaged while in the student's possession, the school will NOT be held liable for replacing it. This policy also applies to other electronic devices. Parents should make arrangements to pick up confiscated items 5 days after the last day of the current school year. Any remaining items will be discarded after June 30th.

- No laser pointers, PSPs, iPod, Mp3 players, or other music/game system/electronic devices are allowed at school.
- No cameras of any type (cell phones included) without prior approval from an administrator.
- No other electronic device that negatively impacts the learning environment of the school or school bus.

STUDENT MESSAGES

Phone calls from home to school will be handled on an emergency basis only. This is to avoid classroom disruptions. **Parents are NOT to text or call students' cell phones during school hours expecting them to receive the message during school hours. The main office cannot accept flowers, gifts, outside food orders and balloons for students.**

SCHOOL TELEPHONE USE

We encourage parents to work with us in requiring students to make all transportation arrangements necessary for after school stays, prior to arrival at school that day. This teaches responsibility and planning. In the event of cancellation of events only students directly involved in the activity will be allowed to call home, per the teacher/coach of the event. **Parents should**

not call/text students on student's cell phones during school hours. This creates a discipline issue for students. The telephones in the office areas are business phones and are not to be used by students unless directed to do so by an

administrator. Students will not be called out of class to answer the telephone. To talk with a faculty member, call before school, during a planning period, after the school day, or leave a message with the office staff.

PARENT/TEACHER COMMUNICATION

Communication is important. It is important for parents, teachers and administrators to be able to communicate about their child's education and progress at school. We will also use ParentSquare as a means of communication. Here are some suggestions to help good communication happen.

1. Make an appointment with the staff member whom you would like to see. Give staff members at least a day to respond to your phone or e-mail message. Write a note to your child's teacher in his planner and ask the teacher to write a note back, e-mail, or call and leave a message with the answer to your question.
2. **Teachers are not required to be at school until 8:30a.m.** Teachers cannot meet with parents/guardians when they are supervising students. Please call for an appointment to ensure availability.
3. Teachers can often meet with parents during their planning period. Although some teachers work during their planning period on special programs with students, staff members will make every effort to accommodate your requests for

before or after school meetings if you cannot meet during their planning block.

4. The Northridge Staff will make every effort to speak or meet with our parents/guardians in a timely manner. We will follow the CMS policy in regards to returning phone calls/emails within 24 hours.
5. **Parents should give the teachers their email addresses early in the school year. Teachers are often able to respond to an email more so than a telephone call during the school day. Please be sure to keep teachers updated on your contact information as changes occur during the school year.**

SCHOOL CUSTODY

If there are special custody agreements for a scholar, the parent(s) should notify the schools registrar by providing official court documentation. The registrar will then contact the appropriate persons. If the documented agreement changes, it is the responsibility of the parent/guardian to update the documents in the front office.

POWERSCHOOL

Parents are encouraged to use PowerSchool on a regular basis to be notified of their child's academic progress. If you need a username/password, please see an office secretary.

EMERGENCY INFORMATION

In case of emergency, each student is required to have on file, in the main office, the following information: Parent/Guardian name, complete (verify 1st & 2nd contact) and up-to-date address, home phone and parent work phone numbers, emergency

phone number of a friend or relative, physician's name and phone, medical alert information.

Change of Address/Telephone Connect Ed Message

It is essential for the safety of your scholar that we are able to reach you in case of an emergency. Therefore, we ask that you update the office as soon as possible whenever you have a change in your contact information (home/work number or address). In addition, updates are needed to receive weekly school information, events and reminders via Connect-Ed. (an automated phone messaging system). Please inform a member of the office staff of any contact changes.

EMERGENCY PROCEDURES

Fire drills are conducted once each month and tornado drills are conducted once each year. Detailed escape plans for fire drills are posted in each classroom showing the exit route. Students are not permitted to talk during a fire drill and are to obey all instructions given by staff members. Disaster drills are performed to instruct students about safety rules to follow during a hurricane or tornado. With disaster drills students should report to their locations as indicated by their teachers. Students will be instructed to get into a "duck and cover" position and remain there until the conclusion of the drill.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, etc. Central office personnel and administrators are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, if

school is closed or dismissed early for the day, an announcement will be made on your local radio and/or TV station and a Connect-Ed message will be sent. Please listen for the announcement and do not call the school. Be certain that you and your child have made emergency plans in advance.

STUDENT SERVICES

Guidance services are available for each student in the school. These services include assistance with educational planning, occupational information, study helps, schedule problems, help with home, school or social concerns, or any questions that a student may feel that he/she would like to discuss with a counselor. Parents may arrange appointments for guidance services with any of the counselors by calling 980-343-5015.

HEALTH ROOM

Office personnel staff the health room, located off the main office, with weekly involvement from our school nurse.

Students must have an authorized pass from their teacher or escort to report to the health room. Students who report to the health room but whose parents cannot be reached will be returned to class within ten (10) minutes except in an extreme emergency. It is merely an emergency station and is not equipped to take care of a serious illness. **School personnel are not permitted to dispense any medications for illness. This includes “over the counter drugs” such as aspirin, ointments, or salves.** If a student is required by a physician to take medication at school, the student (the parent) is to bring the medication, in its original prescription bottle (pharmacies will make a second

prescription bottle upon request), to the main office with a form signed by the physician and parent/guardian. This form is available in the main office and in your student/parent handbook.

MEDICATIONS

Absolutely no medication is to be kept in the classrooms or in students' possession. **If a student is taking prescribed medication, the student must obtain an authorization form located in the main office to be filled out and signed by the parent/guardian and the physician.** The main office will notify the student/and or teacher when he/she should come into the health room for medication. **A record will be kept of date and time medication is given to the student and by whom.**

INSURANCE

A School accident insurance policy is available for all students. It is the Board of Education's policy that any student who participates in sports activities or cheerleading is required to show proof of insurance coverage. The insurance covers accidents that occur during the regular school day for all school sponsored activities. Additional coverage (24 hour) is available at a higher fee. At the beginning of each school year, a letter is sent to parents which explains the cost and extent of the student insurance coverage. Applications are sent home at the beginning of the year. When purchasing insurance, a separate check must be made payable to the insurance company.

LOST AND FOUND

Items that are found should be turned in to the lost and found located in the main office. **If you lose an item, you may check**

at the lost and found before or after school. Please label your coats, caps, gloves, sweaters, purses, sports equipment, lunch bags, etc. This will help us identify the owner when items are found. The lost and found will be cleaned out at the end of each month. All items unclaimed at that time will be forwarded to local charitable organizations.

TEXTBOOK/CHROMEBOOK AND STUDENT FINANCIAL OBLIGATIONS

At the start of the school year, students are issued a Chromebook for the school year. Chromebooks are school property and are increasingly expensive. Every precaution should be taken so that the items may be used for as many years as possible. If a Chromebook is misused or lost, the student will be required to pay the replacement cost of the Chromebook. At the close of the year, students will be charged for the cost of any material they were issued which is not returned, even if another book is now in their possession. All fines for lost and damaged text and library books, Chromebook, overdue library fines, lunch money, and other financial obligations must be paid before the end of the year.

FIELD TRIPS & PAYMENTS

Field trips within our county and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Anyone 18 or older who would like to chaperone must first register as a volunteer at www.cmsvolunteers.com for

approval. Parents who participate in field trips **may not** bring preschool age siblings or siblings from other classes. **ALL Field Trip Payments are to be paid online.** A small amount of money may be requested from each student to help defray transportation or facility use cost. **Students who take advantage of these educational opportunities must meet AAA requirements.** Payments for overnight field trips are done in increments. **Please make sure you are able to meet and maintain the AAA expectation before the first installment is made, failure to comply within the AAA guidelines will result in loss of money collected. No refunds will be given by the school or the tour company.** You are encouraged to make your decisions wisely.

GRADING SCALE

90 - 100	A	70 - 79	C
80 - 89	B	60 - 69	D
		0-59	F

AAA

To succeed in life, you must be a well-rounded individual who excels in three areas: **ACADEMICS, ATTENDANCE, and ATTITUDE.** To attend **ANY** extracurricular activity that occurs during the school year (ex. Field trips, athletic events, socials, dances, etc.), you must meet the following criteria:

ACADEMICS

- The student must not have a failing grade in any class.

ATTENDANCE

- The student may not have unexcused absences totaling more than 3 days during the current quarter.

ATTITUDE

- The student can have no more than 2 regular referrals for each quarter and no more than one for the fourth quarter.

**Academics + Attendance + Attitude=
Excellence!**

ATHLETICS

Northridge Middle School will sponsor the following athletic teams: fall sports (girls' volleyball, boys' football), winter sports (boys' and girls' basketball), spring sports (boys' and girls' track) and cheerleading. Students in grade 7-8 may participate. Students must have a current physical (within 12 months of sporting tryout) on file with the Athletic Department. Students must have a 2.0 GPA and have an 85% attendance record. **Finally, because of budget shortfalls in the county, Charlotte Mecklenburg Schools has instituted a participation fee of \$75.00 for all student-athletes and for each sport they play throughout the school year. The fee is paid on-line, go to the school's athletic department link.**

VISITORS

Visitors and parents are always welcomed at Northridge Middle School. All visitors should report to the main office and obtain a visitor's pass or a volunteer pass. A driver's license/or some current form of identification is required) in accordance with school board policy. A tour for prospective students and their parents can

be arranged through our guidance office. Students from other schools will not be allowed to visit during regular school hours.

VOLUNTEERS

Northridge Middle School considers its volunteers a very special resource. A school year cannot be complete without the assistance of our wonderful parent/partnership volunteers. They are a vital part to enhancing our total school program. If you would like to share your time or skills (chaperone on field trips, mentor to scholars, participate in events at the school etc.) to make our school a better place for students to learn and grow, simply log on to www.cmsvolunteers.com, this process only takes a few minutes to complete and will help us ensure that all volunteers have appropriately been cleared through the district's criminal backgrounds check. Once registered, each school year, you will be responsible for logging on to the CMS volunteer website and updating your interest to participate. Volunteers must follow all CMS regulations when in the school or participating school related activities.

PTSA

We have a very supportive PTSA at Northridge Middle School but we always need more members to broaden the base of support for our students and teachers. All parents and teachers are encouraged to pay the membership fee. The PTSA membership fee is \$8.00 for parents and teachers. The scholar membership fee is \$6.00.

NRMS Big Rocks ~ Who to Contact Matrix

TOPIC	CONTACT PERSON
504 Plans	Grade Level Counselor
Before School Enrichment	Sara Hererera-Dandridge
Attendance	Amalfi Pimentel
Behavior Interventions	Grade Level BMT
Transportation	Front Office/Sara Herrera-Dandridge/Dylan Marshall
Carpool	Tara Anderson
Computer Issues	Angina Montgomery
Crisis Plan	Dr. Monica High
Data Manager (POWERSCHOOL)/Registrar	Tina Neal-Djopa
District/State Testing	Jacquetta Patrick
English as a Second Language (ESL)	Sara Herrera-Dandridge
Exceptional Children (EC)	Elyse West
Family Assistance	Taylor Marshall
Field Trips	Grade Level Administrator
Homeless Scholars/McKinney Vento	Taylor Marshall
Intervention Team	Support Team/Admin Team
Lunch Accounts	Tuwanda Jenkinson
Math	Barbetta Collareta
Parent Advocate	Robert Bates/Aida Cordova
Literacy	Michelle Rankin
Science	Tara Anderson
Social Studies	Jacquetta Patrick
School Improvement Plan	Dylan Marshall
Speech Services	Cavin Fertil
Scholar Discipline	Grade Level BMTs
Textbooks	Jacquetta Patrick
Truancy	Taylor Marshall