



Chestnut Grove Middle School

Student Handbook Addendum

2017-2018

**Chestnut Grove Middle School
Student Handbook
2017-2018**

**2185 Chestnut Grove Road
King, NC 27022
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www.chestnutgrove.stokes.k12.nc.us**

Principal.....Mr. David Durham

Assistant Principal.....Mr. Chris Bottoms

Assistant Principal.....Mrs. Meghan Wood

Mission Statement

Chestnut Grove Middle School is a learning environment in which students, families, staff, administration, and community work together to meet high expectations and equip students with 21st century skills. Each feels valued, respected, and supported. We take pride in our commitment to excellence and achievement.

WELCOME

It is with much excitement that I welcome you to Chestnut Grove Middle School! I hope that you all enjoyed a restful summer with family and friends. I am excited to be in my fourth year as your principal and am eager to begin the school year. It is an honor to serve you.

I am going to **challenge** you to aim high and get involved. Your academic achievements are important. I **challenge** you to set high standards for yourself. Respect yourself, your family, your school, and your community. The excellent teachers at Chestnut Grove will prepare you for the next step in life.

I **challenge** you to get involved and be active in **ALL** extracurricular activities. The success of our school and our programs depend on you. Don't let your middle school years slip by without giving your best in the classroom, the band, the court, and the playing field.

This handbook addendum is provided to you as a vital tool for your success. Please become familiar with its contents. It contains general information, rules, and guidelines for students and parents. We follow the Stokes County Schools Student & Parent Handbook so please make yourself aware of its contents because it is extremely important.

Take the **challenge!** Excel academically and get involved!

Have a fantastic year!

David Durham
Principal

**Chestnut Grove Middle School
Student Calendar
2017 – 2018**

August 28	First Student Day
September 4	Labor Day Holiday
October 4	Student Holiday
October 31	End of 1 st Quarter
November 9	Student Holiday
November 10	Veteran's Day Holiday
November 22-24	Thanksgiving Holiday
December 20	12:00 p.m. Dismissal
December 21-31	Winter Break/Christmas Holiday
January 1	New Year's Holiday
January 12	End of 2 nd Quarter
January 15	Martin Luther King, Jr. Holiday
January 16	Student Holiday
February 19-20	Student Holiday
March 22	End of 3 rd Quarter
March 23-30	Spring Break
April 2	Student Holiday
May 28	Memorial Day Holiday
June 6	End of 4 th Quarter/Last Student Day 12:00 p. m. Dismissal

***Inclement Weather Make-up Days
Jan 16, Feb 19-20, Apr 2, June 7-8, & 11, Mar 23 & 26-29***

***If more dates are required due to excessive make up days, the schedule will be determined by the Stokes
County Board of Education as the need arises.***

**Just Do It
Be Responsible
Be Respectful
Be Ready to Learn**

School Expectations and Rules Matrix

Settings Expectations	Assemblies	Bus	Hallways	Restrooms	Arrival/Dismissal	Classroom	Cafeteria
Be Respectful	Listen and watch the speaker Use appropriate applause	Listen to the bus driver and use a quiet voice Keep hands, feet, and other objects to yourself.	Use a quiet voice. Walk on the right side of the hall. Keep your hands and feet to yourself	Be respectful of others privacy. Keep restroom free of writing on walls and doors.	Follow Hallway procedures	Listen to your teachers. Address staff and classmates with respect. Work cooperatively with others.	Use good table manners Use quiet voices.
Be Responsible	Keep personal space Sit in one spot flat on the floor or bleaches.	Keep bus clean, throw away all trash. Stay in your seat.	Use a hall pass when not accompanied by an adult Use appropriate language	Use toilets/urinals and flush. Wash and dry your hands.	Enter/Exit building in a calm, quiet manner. Go to/leave your locker in a timely manner.	Be on time and use self – control in class. Complete in class and out of class assignments.	Throw garbage in trash cans Clean up after yourself and pay for all items.
Be Ready to Learn	Be ready to participate Ask appropriate questions Enter/Exit in a quiet timely manner	Go directly to your destination	Go directly to your destination.	Return to class immediately when finished. Exit quietly, quickly, and return to learning.	Go directly to your destination. Have materials ready for class. Be on time.	Pay attention. Bring your materials to class. Give and do your best.	Enter/exit lunchroom quickly and quietly. Return to class ready to learn.

STOKES COUNTY SCHOOLS STUDENT & PARENT HANDBOOK

This book is available on our school website and will provide a concise, comprehensive description of the policies, rules, regulations and expectations for the behavior of all students enrolled in all Stokes County Schools. Please read it and become familiar with the contents.

ACADEMICS AND INSTRUCTION

Chestnut Grove Middle School wishes to provide the safest and most positive environment for learning possible. The faculty and students are organized into teams to provide a positive learning environment and to promote a feeling of belonging for all. Activities of social, cultural, and artistic value, whether at school or off site field trips will be provided in addition to regular instruction to promote the students' global awareness.

AFTER SCHOOL STUDENT ACTIVITIES

In order for students to participate in after school sports programs, dances, etc., students must be in attendance at least one half of the instructional day, adhere to the dress code policy and cannot be assigned to Out of School Suspension on the day of the activity. When school dismisses, **students not engaged in supervised activities must go home by their regular means of transportation.** Students are not to remain at school for

sporting events or other activities that do not start immediately after school, unless they are being supervised by the team or event faculty sponsor.

ATTENDANCE

Regular attendance leads to greater learning and successful participation in school activities. Children under the age of 16 are required by law to attend school on a regular basis. Please refer to the *Stokes County Schools Student & Parent Handbook for details of the Attendance Policy Code 4402*. A student must be in school at least one half of the instructional day to be considered present.

Parents or guardians must send a doctor's note or written excuse with their student upon returning after an absence. Students should turn in their written excuse within 3 days of the absence to their Home Base teacher. If there is no note the absence will be coded as "unexcused." It is the student's responsibility to obtain assignments missed due to absences and to schedule make-up tests and other work. After arriving on school grounds, students are not allowed to leave without prior consent from a custodial parent or guardian. Only parents or guardians are permitted to sign students out of school except by prior written consent. Parents or guardians must sign the student out using the Ident-A-Kid Computer in the front office. The student day ends at 3:15 p.m. and students should remain in class until 3:15 p.m. Students should not be picked up early unless they are sick, have a doctor's appointment or there is a family emergency.

ATHLETICS

Sixth, seventh and eighth grade students are encouraged to participate in the Chestnut Grove Interscholastic Sports Program. The sports programs available are: baseball, basketball, football, golf, soccer, softball, tennis, track, volleyball, wrestling and cheerleading (6th graders are not eligible to play football). A student's eligibility to participate in interscholastic sports is determined by the previous semester's academic and attendance performance. A semester is defined as two nine week grading periods averaged together. The interscholastic programs require that a student:

- * Be a sixth, seventh or eighth grader, according to state athletic association regulations.
- * Pass at least five out of six subjects the previous semester.
- * Attend 85 percent of the previous semester (77 Days).
- * On game days and practice days, a student must be in attendance half of the instructional day to participate.
- * Have satisfactory conduct (If assigned ISS or OSS then no play on the day assigned. Can practice on day of ISS.).
- * Have a current physical examination signed by a doctor.
- * Have the signed consent of his/her parents on file with the Athletic Director.
- * Does not become 15 years of age before October 16th.
- * Has school insurance or other proper coverage.
- * Practice good sportsmanship at all times.
- * Meet local promotion standards

All students, as well as student athletes, are expected to complete academic assignments in a timely fashion.

AUTHORIZED AREAS

Students should only be in the areas as defined by their schedules during the school day unless they have written permission from or are accompanied by a faculty or staff member. Infractions will result in appropriate consequences.

BOOKBAGS

Students should leave their book bags in their lockers during the school day.

BUYING, SELLING, OR EXCHANGING ITEMS

There will be **NO** buying, selling, or exchanging items of any kind at school.

CAR RIDERS

Mornings: Car riders should not be dropped off before 7:40 a.m. because there is no guarantee that adult supervision will be provided prior to this time. Cars should enter at the Bus Parking Lot Entrance using the one way lane and exit at the front of the school. **Students should enter at the front of the school and should not be dropped off at the bus drop off lane. This creates a safety issue as well as creates problems for bus arrivals.**

Afternoons: Car riders are dismissed at 3:15 p.m. Please do not attempt to enter the car rider lines prior to 3:00 p.m. The student day ends at 3:15 p.m. and students should remain in class until 3:15 p.m. Students should not be picked up early unless they are sick, have a doctor's appointment or there is a family emergency. When picking up students, please follow the directions of the staff on duty. This will ensure the safety of the students while keeping traffic moving. Cars should enter at the Bus Parking Lot Entrance and enter one of the 5 Car Rider Lanes (please leave the thru lane clear for emergencies or for those entering to park in order to conduct school business). **Due to safety concerns, car riders are not allowed to walk to Mount Olive Elementary School to meet their ride. Also, please do not park and walk to meet your student in order to miss the car rider line. If you need to do so, you will be asked to report to the office to sign your student out and possibly show identification. Students should not be picked up at the bus pick up lane. This creates a safety issue as well as creates problems for bus arrivals.**

CELL PHONES & OTHER ELECTRONIC DEVICES

Chestnut Grove Middle School encourages students not to bring personal electronic devices to school. With the exception of electronic devices furnished by Stokes County Schools for the purpose of educational instruction, no student shall use any electronic device including but not limited to cellular phones, digital cameras, and IPODs, during instructional time without approval from the classroom teacher(s). Students may only use electronic devices before school (prior to going to Zero period), during lunch time, and after school. Privileges can be revoked if students are found in violation multiple times. Students and their parent(s)/guardian (s) are solely responsible for any loss or damage to the electronic equipment in school while it is in their care, custody or control. Stokes County Schools accepts NO responsibility for theft, loss or damage to a student's personal electronic equipment.

Consequences

1st Offense--Device will be turned into the office. Student may pick up at the end of the day.

2nd Offense--Device will be turned into office. Parent must pick up the device.

3rd Offense—1 Day of In School Suspension

Additional offenses will be considered noncompliance with directives.

CHECK POLICY

Per Stokes County Schools Website at www.stokes.k12.nc.us, "The Stokes County School District has an obligation to our clients and to the community taxpayers to be fiscally accountable. To manage insufficient fund checks (NSF) and to protect the interests of all in our school district communities, the school district uses CHECKredi. CHECKredi utilizes federal and state laws allowing the electronic recovery process of NSF checks which results in a high rate of recovery at no cost to the school district. The cost becomes the responsibility of those who write insufficient fund checks (NSF) with the electronic recovery of the face amount of the check and the electronic recovery fee allowed by the State of North Carolina from the bad check writer's bank account. Utilizing CHECKredi is an effort by the school district to be fiscally accountable in a more efficient and cost effective manner. When you provide a check as payment, you authorize the school district either to use information from the check to make a one-time electronic fund transfer from your account or to

process the payment as a check transaction. You authorize the collection of a fee through an electronic fund transfer from your account if your payment is returned unpaid”.

In order for checks written to the school district to be accepted, please include the following on ALL checks written: Full Name, Street Address, and Phone Number(s). At Chestnut Grove Middle School, if this becomes an area of concern, the school will no longer accept checks and you will be notified in writing that all future transactions for remainder of year must be with cash or money order. Please note that all insufficient funds payments/fees are collected through CHECKredi. Their contact information is: Website- www.checkredi.com, Phone # 1-800-239-1222.

DAILY CLASSWORK AND HOMEWORK ASSIGNMENTS

Students should complete class and homework assignments on time. Students who have continuous problems with completing class work and homework assignments will be dealt with by team teachers and/or administrators on an individual basis. The team teachers may also have individual classroom rules that students are expected to follow. We encourage all students to think first, make the right choices, and contribute to a positive school climate.

DRUGS AND ALCOHOL

Chestnut Grove Middle School is a Drug and Alcohol Free environment. The possession, sale, purchase, transmission or use of any controlled substances or paraphernalia will result in the strictest legal and disciplinary action as described by state law and in the *Stokes County Schools Student & Parent Handbook*.

EMERGENCY DRILLS

Emergency drills are held each month during the school year. The procedure to be followed in the event the building must be evacuated or locked down will be reviewed with the students during the first week of school. Drills will be practiced for events such as lockdown, fire, evacuation, and tornados.

EMERGENCIES

All accidents, illnesses or other emergencies occurring on the school campus or at athletic or other school activities not on campus must be reported as soon as possible to the appropriate faculty member, coach, office staff or administrator.

EQUAL OPPORTUNITIES

Chestnut Grove Middle School and Stokes County Schools believe in equal opportunities in all areas of life and society regardless of race, creed, sex, age, national origin, religion or any other factors that might be interpreted as discriminatory.

FIELD TRIPS AND EXTRA CURRICULAR ACTIVITIES

Field trips are educational experiences away from school. Students are expected to conduct themselves in a manner that would reflect proudly on their school. **To participate, students must have their school fees paid (including lunch charges), and be in good standing with their teachers.**

HALL PASSES

Each teacher has hall passes located in the classroom. Students in the hallways at unauthorized times without a hall pass will be subject to disciplinary action. **Students must have a hall pass when requesting to come to the office for any reason (unless they are reporting for an early dismissal).**

HEALTH AND SAFETY

In case of emergency, each student is **required** to have on file in the school office a **Student Emergency /Information Form** which includes the following:

* Complete name(s) and current address (es) of parents or guardians.

- * Home and work telephone numbers of parents or guardians.
 - * Names and telephone numbers of emergency contacts.
 - * Medical information including name(s) and number(s) of physicians.
 - * Names of individuals who are authorized to pick up your child in the event of an unscheduled early dismissal.
- This form is located in the back of the *Stokes County Schools Student & Parent Handbook*. ***Please complete it and return it to school as soon as possible.***

HOMEWORK

The primary purpose of homework is to extend and strengthen classroom activities. Unless designated, most assignments are such that they can be completed independently by the student. The parents' main responsibility is to provide a space and a time for the child to work undisturbed. Occasional spot-checks for neatness and accuracy is often helpful.

INCLEMENT WEATHER

Should bad weather cause changes in the regular school schedule, Chestnut Grove Middle School will follow the procedures as described in the *Stokes County Schools Student & Parent Handbook*. Announcements will be made on local news and radio stations in addition to an automated ConnectEd telephone call. Please listen to them for instructions. Do not call the school or the central office as they will need their telephone lines for business and emergencies. ***In the event of an unscheduled early dismissal, please discuss with your child and have an action plan in place as to what your child should do and note this on their Student Emergency/Information Form.***

ITEMS PROHIBITED AT SCHOOL

In order to provide a safe environment free from distractions and disruptions, the following items are prohibited at school during the regular instructional day or on the school bus:

1. Electronic devices during instructional time, unless allowed by the classroom teacher (Please refer to the *Stokes County Schools Student & Parent Handbook*.)
2. Skateboards and/or skateboard parts.
3. Laser lights, toys, etc.
4. **Certain Cosmetics** such as aerosol sprays, spray bottles, hair/body paint, etc. Also, as part of a safe and appropriate school climate, students are **NOT** allowed to write on or tattoo their bodies at school.
5. Teachers will make decisions concerning items that **will** be allowed on each field trip.

LOCKS/LOCKERS

Students will be issued locks to go on the lockers. **ONLY SCHOOL ISSUED LOCKS ARE ALLOWED ON THE LOCKERS.** Parents may request from administration an exception to allow a personal lock, but only if needed and the combination or key is given to the school administration for access. Locks and lockers are the property of the school so students will be charged a rental fee. Students should use the lock that is issued to them on their locker only - no sharing, borrowing, exchanging locks or tampering with other student's locks. Students are responsible for the security of their locker contents and should be secured at all times. Lockers should contain only school related materials, be well organized and are subject to inspection at any time.

LOST AND FOUND

We keep lost and found items on the tables in the Commons Area for **15 days** before discarding them. It would be most helpful if all possessions could be permanently labeled with names, especially coats, sweaters, lunch boxes, etc. If you have lost an item, you may check Lost and Found. Do not claim an item that isn't actually yours. This is considered as theft and you could face school and/or criminal consequences if caught doing so.

MEDIA CENTER PROCEDURES

CHECK OUT:

1. Students may check two books at a time.

2. Books are due one week from the day they are checked out.
3. Students may renew books as often as necessary. To renew a book bring it to the library before or on the date it is due and check it out again.

DAMAGED OR LOST BOOKS:

1. Students will be charged replacement cost (list price) of any lost book or any book that is damaged beyond repair.
2. If a book is damaged due to student abuse or neglect, a small appropriate fee may be charged.

OVERDUE:

1. The Media Center does not charge overdue fines, but encourages students to return their books on time.
2. Overdue notices are issued once each nine weeks.
3. If a student has a book checked out or overdue, he may not check out another book until the other is returned.

HOURS: The Media Center is open during regular school hours, 8:20 - 3:15. Students may check out a book anytime during the week.

MEDICATION

All medicines must be kept in the office and administered by designated staff (unless otherwise directed by a physician's statement). Please refer to the *Stokes County Schools Student & Parent Handbook for details of Medication Administration*.

NATIONAL JUNIOR HONOR SOCIETY

Chestnut Grove takes pride in recognizing students who strive to achieve high marks in the classroom and exhibit exemplary behavior in the classroom. Chestnut Grove Middle School invites those students who exhibit academic excellence and exemplary behaviors to be members of the school's chapter of the National Junior Honor Society (NJHS). In order to be inducted into the honor society, you must have an overall grade point average of 93 or above for two or more consecutive grading periods. Also, the student must not have an In School Suspension (ISS) for an entire day or Out of School Suspension (OSS) referral. If the student's average falls below 93 for a grading period, he/she will be placed on academic probation from the honor society for one semester. If the student has two consecutive grading periods with an overall average below 93, then the student will be placed on an inactive list until he/she has achieved two consecutive grading periods with an overall average of 93 or above. If a student receives an ISS, he/she will be placed on probation from the honor society for a semester. If a student receives an OSS, he/she will be dismissed from the NJHS.

OPPORTUNITIES FOR STUDENTS

In addition to athletic teams and National Junior Honor Society, students have the opportunity to participate in one of the following school clubs/competition teams:

Yearbook Staff: Seventh and eighth grade students may assist in the development of the school's yearbook. Near the end of the school year, 6th and 7th grade students interested in participating on the Yearbook Staff will be asked to submit an application and interview with the Yearbook Advisor and current 8th grade Yearbook Staff.

Student Council: Students in all grades are eligible to run for positions on the school's Student Council. In the fall, elections will be held for the following offices: President (8th Grader), Vice-President (8th Grader), 2nd Vice-President (7th Grader), 3rd Vice-President (6th Grader), Secretary (6th Grader), and Treasurer (7th Grader). In addition, each Team will elect Team representatives. The Student Council sponsors various activities often related to community service such as: food drives and recycling.

Battle of the Books: Any student may participate on this school academic team. Participants will be asked to read up to 24 books (or a lower number determined by the team coach). The team will compete against the other middle schools within the county in the spring. The competition consists of knowledge of facts within the book and teams are awarded points for correct answers.

Quality Improvement Grant After School Program: This is a joint program between Stokes County Schools and the Stokes Family YMCA funded through a grant made possible by the North Carolina Department of Public Instruction. The program will start in early-October and will be Mon-Thurs 3:30-5:50. Transportation will be provided home for those that need it. The program will consist of homework assistance/tutoring, a snack, physical activity, and STEM (Science, Technology, Engineering, & Math) related activities. The program will have an application process and there are only 50 slots available at CGMS, so if selected, regular attendance is required.

Other Clubs: We encourage student leadership and initiative at Chestnut Grove and allow the creation of other clubs that students have an interest in. These opportunities are created through student initiation and seem to fare well. Students take the initiative to start a club, find a faculty member that is willing to be the club sponsor, and present the opportunity to administration. Once approved, the student (or group of students) will advertise the club and set up meetings with the approval of the Faculty Supervisor. Past examples of student created clubs are: Karaoke, Art, Comic Book, History, Anime, Fellowship of Christian Students, and Anti-Bullying Club.

PARENT VOLUNTEERS

There are many things that volunteers can do as they support the school staff and work under the direction of the teacher. Volunteers may be male or female; single or married; young, middle-aged or senior citizen; actively employed or retired. The volunteer should possess qualities that are basic to the success of any school program. If you are interested in volunteering, please contact the school for additional information and procedures. According to board policy, some volunteers and chaperones must fill out a background check form and submit it to our central office for approval. The Stokes County Schools Student & Parent Handbook outlines in more detail information regarding volunteering in schools.

Please volunteer. We need you to be part of our team to help our students succeed.

PROMOTION

Promotion and retention are determined by Stokes County Board of Education policy code 3421.

REPORT CARDS

Report cards will be issued to students to take home each nine weeks. Interim progress reports will be issued in the middle of each nine weeks. **Final report cards will not be issued until all financial obligations to the school are settled.** Parent conferences will be scheduled each semester but parents are encouraged to schedule individual conferences as the need arises during team planning times. Please refer to the *Stokes County Schools Student & Parent Handbook for details of the grading system.*

READING PERIOD

As the final period of the day, every student will have an Independent Reading period where they have time to read a book of their choice that is related to their English Class. Students will receive a Pass or Fail grade based upon their participation in the course. English classes require that students read at least 3 books on their level during each quarter. If students meet the 3 book requirement, then they will earn a Passing grade and if they do not meet the 3 book requirement they will earn a Failing grade for that quarter. This Reading Period in addition to reading at home should help students meet the 3 book requirement in English.

RESOURCE OFFICER

Chestnut Grove Middle School will have a School Resource Officer available to students and staff. School Resource Officers are employees of the Stokes County Sheriff's Department and are provided to enforce the law, assure that the campus is safe, teach about law-related issues, and counsel students when needed. He or she will serve as a positive role model who can keep us informed about legal issues and provide safety while enforcing the law.

RESPONSIBLE BEHAVIOR

Authority of Teachers – Teachers will establish rules for their classrooms and any school sponsored activity. They will be consistent with their procedures. Students are expected to abide by them throughout the year.

Hall Behavior – During class changes, students are expected to walk and talk in an orderly manner. When classes are escorted by teacher, students should walk in a single line without talking.

In School Suspension – ISS is the temporary, secluded assignment for disciplinary purposes. Students are expected to complete assigned work. Failure to meet the requirements of ISS may result in suspension.

SCHOOL FEES AND CAFETERIA PRICES

Some charges are necessary to offset costs not provided for in normal school allotments. School fees and cafeteria prices are set by the Stokes County Board of Education. In the event of hardship, **applications for free or reduced fees and meals may be obtained from the office.** Past due or non-payment of school fees, cafeteria charges or any other monies owed to the school may result in the ineligibility to participate in any field trips, special after school events such as dances, withholding report cards, award certificates, promotion ceremony, and/or driving permit. School Fees can be found in the *Stokes County Schools Student & Parent Handbook* or on our school website.

Paid Meals:

Breakfast: \$1.25 (\$6.25 for a week)
Lunch: \$2.70 (\$13.50 for a week)

Reduced Meals:

Lunch: .40 (\$2.00 for a week)
Milk .50

SCHOOL HOURS

School officially begins at **8:20** a.m. and dismisses at **3:15** p.m. The school building opens at 7:40 a.m. Breakfast will be served in the cafeteria from 7:40 a.m. to 8:15 a.m. Students who wish to eat breakfast should report to the cafeteria upon arrival to be served. Between 7:40 a.m. and 8:05 a.m., 6th grade students will remain in the Commons Area, 7th and 8th grade students will remain in the cafeteria. Between 8:05 a.m. and 8:17 a.m. all students will report to Home Base. Grade levels will arrange for students who wish to pick up missing assignments from other teachers to do so during this time. Students without passes who are not in their designated area between 7:40 a.m. and 8:17 a.m. will be considered in an unauthorized area. A "Second Chance" Breakfast will be available between 8:15-8:25 outside of the Gym for quick grab and go items for those students who missed a chance to eat breakfast during the regular assigned time.

When school dismisses at 3:20 p.m., **students not engaged in supervised activities must go home by their regular means of transportation.** Transportation from after-school activities (such as sports) must be arranged by the students' parents or guardians and should meet the schedule of the activities' supervisors (such as tutors, coaches).

STUDENT APPOINTMENTS

We understand that there are necessary times when students must be picked up early before regular dismissal time, but we encourage you to make appointments after school, when possible. Anyone wishing to pick up a student early is asked to come to the office and sign out the student using the Ident-A-Kid computer. **We ask that you do not park along the curb next to the building when coming into the office to pick up a student. Please park in marked parking spaces only.** The office will call the student to meet the parent/guardian in the

office. Parents are not to go directly to the classroom unless permission is granted from the office. Also, we ask that you not sign out your child at the very end of the school day unless absolutely necessary. This procedure reduces class interruptions and also makes your child's early dismissal less distracting to his/her classmates. Only parents/guardians will be able to pick up students unless a written note from a parent/guardian giving someone else permission is provided. Come prepared to produce proper identification (driver's license).

STUDENT ATTIRE

Please refer to the *Stokes County Schools Student & Parent Handbook* for the dress code guidelines and consequences for violations. In addition, Chestnut Grove Middle School promotes physical fitness through the Healthful Living classes according to the state regulations regarding Healthy and Active Students. In order for students to engage in the healthful living classes and participate in any activities in the gymnasium, **students must wear tennis shoes.**

STUDENT TRANSPORTATION

School bus transportation is a privilege, not a right. Bus riders must observe the *Stokes County Schools Student & Parent Handbook for details of the bus policy and obey the directives of the driver.* When students are suspended from riding the school bus, parents or guardians are ***required*** to provide student transportation. Absences due to bus suspension will be unexcused. Generally good bus behavior is similar to good classroom behavior. Enter promptly, quietly, without running and without bumping in to anyone else. Take your assigned seat, stay quiet, and keep your hands and feet to yourself. Do not disturb the driver or anyone else with any kind of disruptive behavior. Follow the driver's directions as to movement about the bus, seats, windows, and cleanliness of the bus. Do not damage the school's or others' property. Report any misbehavior or vandalism to the driver. While waiting for the bus at your stop, please wait off of the road until the bus comes to a complete stop, you see the red lights start blinking on the bus and the bus doors open. Check to make sure all traffic has stopped, then walk quickly (don't run) and board the bus quietly. When exiting the bus, walk quickly (don't run) away from the bus. If you have to cross the road in front of the bus, make sure all traffic has stopped before crossing. Walk quickly and quietly away from the road. Be observant and remember to follow safety rules at all times. ***Students must have a written note from a parent(s)/guardian giving permission to change their normal means of transportation to or from school. Students must bring their note to their Home Base teacher who will turn it into the office. If your child forgets their note and a change needs to be made during the school day, you should e-mail your request for the change before 2:30 p.m. to: tami.hartsoe@stokes.k12.nc.us or you may fax your request to 336-983-2725 before 2:30 p.m. Include in the note the student's full name, drop off location, bus number (if known), whether it is a permanent or temporary change, and parent signature with phone number where we can reach you to verify the change. Any requests submitted after 2:30 cannot be guaranteed to be granted!***

TARDIES TO SCHOOL

School starts at **8:20 a.m.** Students should be ***in the classroom*** promptly at **8:20 a.m.** or they will be counted tardy to school. Please refer to the *Stokes County Schools Student & Parent Handbook for details of the Attendance Policy Code 4402.*

TEAM PROBATION

Individual teams will have team rules and regulations to follow. Students who violate team rules and regulations will be placed on Team Probation. Consequences will result in restriction of team privileges and may result in social probation as requested by teachers or parents.

TELEPHONES

SCHOOL TELEPHONES ARE TO BE USED FOR OFFICIAL SCHOOL BUSINESS ONLY. Students will only be allowed to call home due to illness, injury or extreme emergencies. ***Students will NOT be called out of class for incoming calls, unless it is an emergency.***

100% TOBACCO FREE SCHOOL POLICY

Effective August 1, 2008 Stokes County Schools adopted policy #5026/7250 *100% Tobacco Free School* which prohibits all tobacco (including electronic cigarettes) use by everyone, everywhere on all school campuses, at all times – including school and non-school events – during and after regular school hours, including weekends. This policy also prohibits students from bringing tobacco products to school. Students who possess, sell, purchase, distribute, advertise or use any tobacco products on the school campus, at school activities (even those away from campus) or when being transported to and from school or school activities will be in violation of this policy and will result in strict disciplinary action as described in the *Stokes County Schools Student & Parent Handbook*.

VISITORS

Schools are a part of the community. You are welcome to visit us at anytime; however, to help insure the safety of your child all exterior doors are locked during the school day. In order for school personnel to provide order and safety, all visitors must first report to the office to sign in and receive a visitors' badge. Parents or other visitors are asked not to go directly to a classroom during the instructional day. We encourage limited access to classrooms during instructional time. Parents desiring to have a conference with the teacher need to make an appointment prior to the visit. **STUDENTS OF OTHER SCHOOLS ARE NOT PERMITTED TO VISIT AS GUESTS OF OUR STUDENTS.** When visiting, we ask that you do not park along the curb next to the building. Please park in marked parking spaces only.

WALKING TO/FROM SCHOOL

Students who live close to school or whose parents work nearby and would like to walk to or from school should submit a note to the offices stating such. You may use the area on the signature page from this handbook to indicate that you wish for your student to walk.

WAYS YOU CAN HELP CGMS

Direct Donation: Chestnut Grove Middle School will accept and appreciate any donations made throughout the year. Please make tax-deductible checks payable to Chestnut Grove Middle School, and in the memo section list "Donation." We can provide you with a receipt for tax purposes. As you prepare to give your financial support to Chestnut Grove, remember:

*Donations are 100% tax deductible.
100% of your donation stays at Chestnut Grove.
Many companies will match your donation.*

Please seriously consider participating in this campaign and remember that no amount is too big or too small...every donation is appreciated and most importantly, 100% of every donation stays at Chestnut Grove Middle School.

Clip Box Tops – Earn Cash for Our School: This is an easy way to raise money for our students. Each box top is worth at least 10¢ (Bonus Box tops are worth more). Please send single box tops in bags/envelopes of 50 each (send bonus box tops in a separate bag/envelope). For more information you can go to <http://www.boxtops4education.com>.

WEAPONS

It is a violation of the law to have weapons of any kind at school, on school grounds or at school events. Violators will be prosecuted to the fullest extent of the law and disciplined according to the *Stokes County Schools Student & Parent Handbook*.

ZERO PERIOD

From 8:05 a.m. until 8:20 a.m. students must report to their Home Base upon arrival to school. Grade Levels will establish procedures for students to find out about missing work when absent. Students without passes who are not in their designated area between 7:40 a.m. and 8:17 a.m. will be considered in an unauthorized area.

ADDITIONS AND CORRECTIONS

In order to have a positive school climate where all individuals treat each other respectfully and appropriately, each individual is responsible for his/her own actions, choices, and behaviors. The rules and guidelines in this handbook addendum will provide guidance and enhance the daily operations of our total school program. It is certainly impossible to address each and every situation that could arise during the school day. The team teacher, school administration, and Board of Education reserve the right to make changes or additions and address specific situations accordingly. If you are ever in doubt regarding these rules or guidelines, please ask a teacher, staff member or come to the office. Our goal is to help each individual have a successful school year.

CHESTNUT GROVE MIDDLE SCHOOL STUDENT HANDBOOK ADDENDUM 2017-2018

Dear Parents,

In addition to the *Stokes County Schools Student & Parent Handbook*, Chestnut Grove Middle School has published the *Chestnut Grove Middle School Student Handbook Addendum* that covers procedures, rules and regulations that are specific to Chestnut Grove Middle School. Every student and parent is required to follow all of the guidelines that are in BOTH documents. A form is included in the *Stokes County Schools Student & Parent Handbook* that each student is required to return to school stating that both the student and parent or legal guardian have read and understand these procedures, rules, and regulations.

The *Chestnut Grove Middle School Student Handbook Addendum* is located on the school website at www.chestnutgrove.stokes.k12.nc.us. Please take the time to read and discuss the information in this handbook with your child, sign and have your child sign this note, and return it to his/her Home Base teacher.

I have read and reviewed the *Chestnut Grove Middle School Student Handbook Addendum* that is on the school's website with my parents.

Student Signature _____ **Date** _____

I have read and reviewed the *Chestnut Grove Middle School Student Handbook Addendum* that is on the school's website with my son/daughter.

Parent Signature _____ **Date** _____

We do not have internet access at our home and have not been able to access the school's website at another location (i.e. school library, public library, etc.). Please send us a paper copy of the *Chestnut Grove Middle School Student Handbook Addendum* to review.

Parent Signature _____ Date _____
(only sign if you need a paper copy)

Only Complete if Needed for Your Student PERMISSION FOR WALKING TO/FROM SCHOOL

I am the parent/guardian of _____ and grant him/her permission to walk to/from home, to/from the sitters, or to/from a relative's place of employment that is near to Chestnut Grove Middle School during the 2017-2018 school year. I understand that my student will need to wait until all cars in the car rider line have left before walking off campus and I understand the safety risk. We ask this and relieve Stokes County Schools from any liability.

Parent Signature _____ Date _____

Walking to/from (list location): _____