

BOWMAN MIDDLE SCHOOL
STUDENT HANDBOOK
2009-2010



Bowman Middle School

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WELCOME TO

BOWMAN MIDDLE SCHOOL

The faculty, staff, and administration, welcome you to Bowman Middle School. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, regular attendance, and self-discipline.

The goal of Bowman Middle School is for each student to achieve his/her greatest potential. To reach this goal, there must exist a cooperative effort on the part of the student, teachers, administrators, parents and the community. We urge your cooperation in this venture and assure you that the results will be well worth the effort.

It is generally recognized that participation in school activities increases one's academic success. For this reason, all of us at Bowman Middle School encourage you to become involved in the wide variety of

activities that will occur this year. Participation in school activities generates a sense of loyalty and pride.

Remember, this is YOUR school. Plan to attend extracurricular events and show your school spirit.

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school. Each student should read this handbook and be knowledgeable of its contents. Please allow your parents to read this handbook as well. If you or your parents have questions or concerns about procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator for an explanation.

Have a wonderful year!!

DAILY SCHEDULE

6:45	-	Students are allowed to arrive on campus and report to cafeteria.
7:10	-	Breakfast is served.
7:30	-	Students report to their first block.
7:30-8:30		First block
8:30-9:40		Second block
9:40-10:50		Third block
10:50-12:20		Fourth block (Lunches for all grades)
12:20-1:30		Fifth block
1:30-2:30		Sixth block
2:30	-	Bus Riders are dismissed
2:35	-	Car Riders are dismissed

DAILY ACTIVITIES

SUPERVISION

Supervised activities normally occur in the classroom, on the playground, or in the cafeteria. A supervised area is one in which an adult is present and responsible for activities in that area. Students are generally not allowed to be in an area where there is no specific, scheduled supervision. Scheduled supervision begins at 6:45 am each day. Busses will unload students at the main entrance of the school. Students who ride to school with parents also need to be dropped off at the main entrance. **Parents, please do not unload students at any other entrance to the building!** All students will report to the school cafeteria upon immediate arrival on campus.

TELEPHONE

The telephone is for emergency use only. Children will not be called to the phone except in emergency situations. Messages may be left and will be delivered at class changes. Please make arrangements with your child/ren before school with regards to any special arrangements to keep phone calls limited.

CUMULATIVE FOLDERS

Parents may check their child's cumulative folders. We do ask that you make an appointment to do so.

CORE CURRICULUM

We have a six period day. Fifth, Sixth, Seventh, and Eighth grade students are taught in content-grouped blocks and will change classes.

AFTERNOON SNACK

Students may purchase ice cream items during our afternoon break. Items are .75 cents.

PENCILS/NOTEBOOKS

In the front commons a pencil and notebook machine is available for student use. Pencils are .25 and notebooks .50

VISITORS

All visitors MUST sign in at the office. All visitors must have a badge while in the building or on school grounds. For supervision and insurance reasons, student visitors (including former students) are usually NOT allowed, unless permission is granted by the principal. We encourage parents to eat lunch with their child/ren. Please stop in the office and sign in to obtain a visitor badge. In order to limit disruptions to class time and to maintain security, parents wishing to visit the classroom must first make an appointment to meet with the principal to make the request. Depending on the time of year, schedule, or other circumstances, the principal reserves the right to decline or postpone visits until a more appropriate time is available. Parents may not interfere with the operation of the classroom.

MEDICINE AT SCHOOL

In order to take medicine at school, there must be a medication form completed and on file in the office. Then, your medication is kept there and administered by school personnel. A copy of the Mitchell County Medication Policy will be sent home during the first week of school. Additional copies may be obtained from the school office.

STUDENT ACCIDENTS/INJURIES

If students are involved in an accident or injury in any way during school sponsored activities, the students are to notify their teacher, coach, or the office as soon as possible. An accident report form will be completed and placed on file in the office.

LUNCH

Lunch costs \$1.75 (k-5) \$2.00 (6-8) A free/reduced lunch form will be sent home the first week of school. Breakfast costs \$.1.00. Student charges will be set at a limit of \$7.00. No student will be allowed to charge supplemental sales (snacks). You may send advanced payments to the cafeteria in order to keep money in the student's cafeteria account.

LOCKERS

All students will be assigned a school locker. These lockers are 29x10x9 inches. Due to the safe schools program, students are only allowed to use a school purchased lock.

BOOKBAGS

Bookbags should be a size that will fit into your locker. Bookbags are not allowed in the classrooms or any other part of the building. They should be locked in their locker. Students should not bring items of value such as large amounts of money, expensive jewelry, video games, etc. Any type of trading cards should be left at home. Any electronic equipment, such as CD players, MP3 players, cell phones, beepers, cameras or laser lights should be left at home.

GUIDANCE COUNSELOR

We believe that a successful guidance program is the foundation of a successful middle school. The purpose of the Guidance Department is to help students to meet their obligations for promotion, to help students learn about themselves and the world in general. This helping process includes inspiring them to do their best in their studies, to find alternatives for solving problems and to make decisions with wisdom. Guidance can be an everyday process, carried on by each teacher who works with a student in a helping relationship, thus each member of the staff serves as an extension and valued member of the Guidance Department. When you are waiting for an appointment with the guidance department, please check in the office and wait for assistance.

COMMUNICATION

We stay in close communication with you and your parents through the Mitchell County Schools website and the Bowman Middle School website, which contains information about school events, issues, news, meetings, and

dates to remember. We hope that you will read and discuss the information as a family. School events and announcements may be made through the MAC telephone notification system. It is very important that any changes to your home phone or cell numbers be reported to the school office immediately.

Procedure for Parent Concerns

- Talk with the person with which you have a concern.
- Schedule conferences with academic team.
- If you are not satisfied with your conference, schedule a meeting with the principal.
- If you remain dissatisfied please contact the Superintendent.
- If you remain dissatisfied you may want to appear before the Board of Education.
- Parents and staff will treat each other with mutual respect at all times.

RULES OF CONDUCT

Bowman Middle School has four general rules that apply at all times, including traveling to and from school as well as during all extracurricular activities. These rules are as follows:

1. Obey all Federal, State, and Local Laws.
2. Treat all people with respect, dignity, and courtesy.
3. Come dressed appropriately for school. Students who violate the dress code must change clothes or call a parent for a change of clothes. Disciplinary actions will result from student dress code violations.
4. Come each day with the necessary materials.

GUM

Students are allowed to chew gum at school although, the consequences for placing gum in places that it does not belong will constitute a severe punishment.

ACADEMIC INFORMATION

LIBRARY/COMPUTERS

Students are expected to pay for damage to books or for the loss of books. The cost will be determined by the current replacement cost of the book(s).

Students are responsible for good behavior on school computer networks, just as they are in a classroom or school hallway. Communications on the network are often public in nature. General rules for behavior and communications apply. Electronic information resources are provided for students to conduct research and communicate with others in relation to school work. **At no time are students to be in chat rooms.** Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required for students. A copy of the Mitchell County Schools Internet Use Policy will be sent home the first week of school. It must be signed by the parent/guardian and the student at the beginning of the year and returned to the homeroom teacher.

GRADES/PROGRESS REPORTS

Report cards are issued four (4) times annually, approximately every nine (9) weeks. Progress reports are issued every third week for an update on student progress.

PARENT/TEACHER CONFERENCE

Bowman Middle School will hold parent conference days throughout the school year. You will be notified of these dates. Please contact the teacher if you need to schedule other conferences. There may be times during the year that a conference with you and your child is required to address academic or social issues. Once you are notified about the required conference, attendance is expected.

SPECIAL EDUCATION PROGRAM

Our school provides a variety of special education services. Please contact our school office if you feel your child may be in need of special services.

TEXTBOOKS

All required textbooks are issued by the school and the students are held accountable for the care and safekeeping of the textbooks assigned to them. Students will be responsible for replacement cost of lost or damaged textbooks.

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TITLE I

For more information, please contact the school office to talk with staff involved with this program. Title I and all federal programs director for all Mitchell County Schools is Chad Calhoun, Mitchell County Board of Education Building, 828.766.2220.

TRANSPORTATION

STUDENT RESPONSIBILITIES WHILE RIDING THE BUS

The school has adopted rules and regulations to assist students in understanding their responsibilities while riding the bus. These rules will help to assure safe and proper travel to and from school and are to be observed while riding the bus and waiting at school bus stop.

The following list of student actions constitutes violations of the established rules and regulations:

1. Disrespect to, or failure to obey the bus driver.
2. Improper stop procedures (littering, rock throwing, playing in streets, not lining up, property damage, and using other than regularly designated bus stops).

3. Any type of damage or defacing the bus, or tampering with bus controls.
4. Throwing any objects in, out of, or at the bus. Lighting matches, cigarettes, or smoking on the bus, or at the bus stop.
5. Fighting, slapping, hitting, shoving, pulling hair, etc., or using profanity or obscene gestures on the bus or at the bus stop.
6. Unauthorized exits; opening, closing, or tampering with doors, windows, or emergency exits; putting **any** part of the body out **any** window at **any** time.
7. Any movement OUT of seats while the bus is in motion; obstructing aisle or facing to the rear in the seats.
8. Creating excessive noise, shouting/yelling, failure to remain quiet at all railroad crossings, distracting the bus driver or endangering life or limb of other people.
9. Other unauthorized or unsafe conditions.

****The principal may remove a student from the bus and prohibit that student from riding the bus if he or she fails to follow the rules and safety guidelines.**

GOING HOME WITH A FRIEND OR RIDING A DIFFERENT BUS

Students must make arrangements before coming to school to go home with a friend or ride a different bus. Parents must send a signed note to school stating their approval, the bus number and stop, and a signature must be obtained from the office before boarding the bus. The office staff will approve the request and give the student a permission form to ride the bus.

ATHLETIC CODE-ELIGIBILITY REQUIREMENTS

Bowman Middle School has an extensive athletic program which allows anyone interested to try out for several sports. Our present program includes the following sports for the 7th and 8th grades: FALL-cheerleading, football, volleyball (girls)—WINTER-basketball (boys/girls), cheerleading, wrestling---SPRING-baseball, softball, track. Our teams compete in the Toe River Conference with Avery Middle, Cane River, Cranberry, East Yancey, and Harris

Middle. Mitchell County has an outstanding youth league that allows for participation in football, basketball, baseball, softball, and cheerleading. Youth League information will be available in the office.

Eligibility

The eligibility of all middle school athletes will be based upon the following guidelines in correlation with the NCHSAA:

1. 7th and 8th grade students must pass 3 out of 4 of the required core subjects per semester to be eligible to play sports for Bowman Middle School:
 - 1) Language Arts
 - 2) Math
 - 3) Science
 - 4) Social Studies
2. Student/Athletes will be in attendance 85% of the previous semester. This means no more than 13 days excused or unexcused absences.
3. A special needs student will meet the same requirements as anyone else in all areas of eligibility except the academic eligibility which will be identified through an IEP and the school based committee.
4. Due to state rules and regulations, 6th graders are not allowed to participate in sports at the middle school level, but we encourage these students to become involved as managers and spectators.

SPECTATOR GUIDELINES

Athletic Events at our school are offered to provide physical outlets for our students and to provide lessons in the art of good sportsmanship. For these reasons, behavior of our spectators must enhance both of these objectives. By paying admission and supporting our school, the spectator agrees to abide by the following expectations:

- Student Athletes are to be encouraged. No spectator may harass, heckle, or belittle any child on our campus.
- Adults are to serve as positive role models. No spectator may harass, heckle, or belittle any official, coach, or sponsor before, during or after an athletic event.
- Profane or vulgar language as well as profane or vulgar mannerisms are absolutely prohibited.

****Should any spectator fail to follow these guidelines, he/she will be banned from our campus. Once banned, failure to abide by the regulation will result in criminal action.**

STUDENT BEHAVIOR AT ATHLETIC EVENTS

When students attend either home or away athletic events, they are expected to be on their best behavior at all times. This expectation applies to both participants and spectators. Students not exhibiting proper conduct will be required to leave the athletic event and may be unable to attend future events and/or receive other disciplinary actions.

DANCES

Dances are scheduled at different times during the school year. Students are required to exhibit appropriate behavior and are expected to follow all school rules. Due to many obligations the staff has, a student who is not picked up within 30 minutes of the event ending may not be allowed to attend any other after school events.

TARDY POLICY

Being late to school or class DISRUPTS learning! If a student is tardy to class, he/she should have a pass from a teacher or the office explaining why he/she is tardy. A student reporting for school after 11:30am or checking out before 11:30am is considered absent from school. Excessive tardies will be handled as a discipline issue and require a parental conference with the principal.

PERFECT ATTENDANCE

Students with perfect attendance will be recognized during the Awards Day program

ATTENDANCE PROCEDURES

Parents must send a written explanation of the absence within 3 days of the absence. Teachers will check attendance in each class. All students absent are responsible for making up missed work. Please try to avoid checking out your child/ren after 2:00pm due to safety and traffic issues.

Every student is required BY LAW to attend school. There are two types of absences:

EXCUSED ABSENCE 1) Illness (Do you have a fever? Severe pain? Vomiting? Something very contagious?) 2) Medical or dental appointment (Excused with an admittance slip from the doctor's office) 3) Funeral of a family member 4) Quarantine (This means you must not be around other students because of an illness or disease.) 5) Court proceedings 6) Religious observances 7) Educational opportunity- When it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Prior approval from the principal must be granted.

UNEXCUSED ABSENCE (examples) 1) Car trouble 2) Alarm didn't go off 3) Missed bus or carpool 4) Overslept 5) Electricity was out

Parents will be notified by the office when students accumulate totals of 3, 6, 9, and 20 absences. If a student accumulates an excess of 20 absences, they will be required to attend summer school. Extenuating circumstances may be appealed to the attendance committee at the end of the year. Decisions will be made concerning the awarding of credit for the year.

TRUANCY

This happens when a student refuses to go to class or school. Law Enforcement and the court system may become involved.

PERMISSION TO LEAVE SCHOOL

If you must leave school during the school day (such as for a medical or dental appointment), you must bring a note from your parent/guardian to the office. You may receive permission to leave school from the principal, the acting principal, or the school secretary. Before leaving school, you must be signed out by your parent or someone on your emergency card. (YOU WILL NEVER BE ALLOWED TO LEAVE SCHOOL WITH SOMEONE WHO IS NOT ON YOUR EMERGENCY CARD!) For your protection, anyone who picks you up may be asked to show identification. Then, when you return to school, you must check in to the office BEFORE going to class.

HELP US, PLEASE! If you move or obtain a new phone number (or your parents have a new work or message phone number), please let the office know immediately. We really need this information, especially in case of an emergency.

Important Calendar Dates

August 24-28.....Vision/Hearing/Dental Screening

September 7.....Labor Day (No School)

October 9.....Early Dismissal

October 15.....Parent Teacher Conferences

(1:00-6:00pm)-Early Dismissal

October 16.....Teacher Workday

November 11.....Veteran's Day (No School)

November 24.....Early Dismissal

November 25, 26, 27Thanksgiving Holidays

December 18.....Early Dismissal

December 21-January. 4.....Christmas & New Year Holidays

January 5.....Students Return

Please use these dates to plan for and with your family. Dates could change due to inclement weather.

PARENT/STUDENT HANDBOOK

SIGNATURE PAGE

I have read the Parent-Student Handbook of Bowman Middle School. .

Name of Student

Signature of Parent/Guardian

Signature of Student

Date

*** Please return this form to school.**

_____ Please initial here to acknowledge that you received the Mitchell County Schools Public Schools

Information Document

Please use the following checklist to ensure that you sign and return all important forms to your child's homeroom teacher by Monday, August 20.

Parent Checklist

_____Internet Use Policy signature sheet. (Your child will not be allowed to access the Internet at school without your permission.)

_____Medication Authorization Form (Keep this form at home unless you wish to have medication administered at school. The policy has changed this year. Please read the policy letter attached to the form. All medications must be delivered to school by the parent. We are not allowed to give **out any medication unless the parent provides it**. Please contact our school nurse if you have questions regarding medication policies and procedures.)

_____School lunch forms (It is very important that you complete and return this form even if you feel that your family is not eligible or you simply do not wish to participate in the program. Bowman Middle School receives teacher salaries and technology monies based on the number of students who receive free and reduced lunches. We are asking that all parents complete and sign this form regardless of the income level. Please help Bowman receive all the money we are entitled to receive.)

_____Parent and Student Handbook Signature Page (Make sure that you spend some time during the first week of school going over the handbook with your child. If you have questions, please contact the school)

_____Bowman Middle School Behavior Expectation Plan and Signature Page (Make sure that you spend some time during the first week of school going over this set of guidelines for success with your child. If you have questions, please contact the school. We expect good behavior. Good behavior will be recognized and rewarded. Failure to meet the expectations will result in disciplinary action)

_____Mitchell County Schools Public Information Document (This contains information for a variety of resources, both state and federal about your rights to privacy and other issues. Please take time to study this information and contact the school if you have questions. You may keep this document at home to refer to later in the year, but please initial on the parent signature page that you received this document)