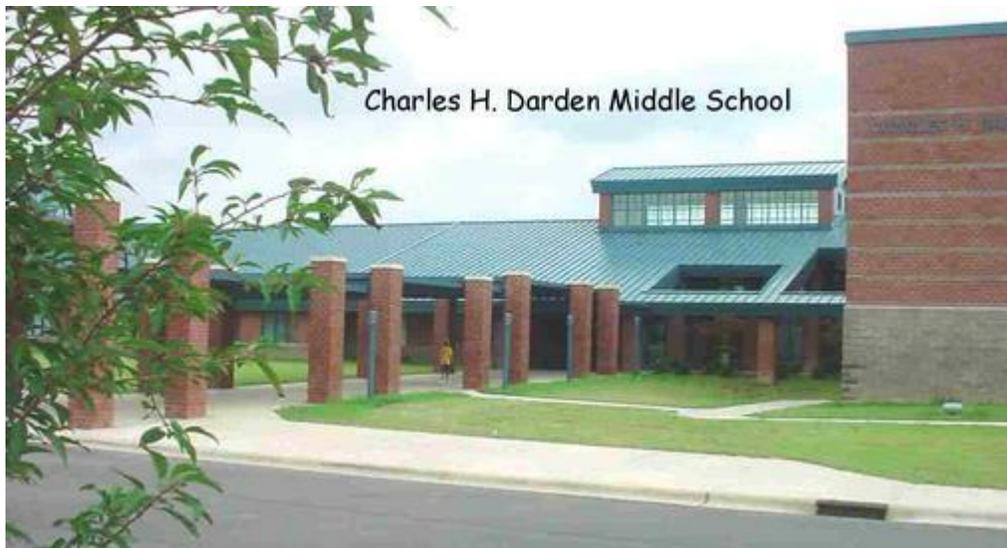


"A HIDDEN GEM"



Student Handbook



2015-2016

**1665 Lipscomb Road
Wilson, NC 27893**

**(252) 206-4973/PHONE
(252) 206-1508/FAX**

Darden Middle School
Student Handbook
2015-2016

SCHOOL ATTENDANCE

HOURS OF SCHOOL/ A.M. PROCEDURES

Students and parents should be aware that the official school hours are 8:10 a.m. until 3:30 p.m. unless otherwise notified.

Breakfast will be served from 7:55 a.m. until 8:10 a.m. Students not eating breakfast or upon finishing eating, will go immediately to the gymnasium to await the 8:15 dismissal for class.

MORNING CHECK-IN

Any student arriving late should be accompanied by a parent and must sign in through the office, where he/she will receive a tardy pass. Those students arriving after 8:10 more than three times in a semester, whether with or without a parent will receive a tardy referral each time thereafter. For each tardy referral, the student will receive an after-school detention.

Students checking in before 12:00 p.m. will be counted present for attendance purposes. However, work for classes missed must be made up.

The administration reserves the right to address, and to take disciplinary action against any student, whether or not they are accompanied by a parent, who is **chronically** tardy to school.

CHECK OUT

A student may leave school before the end of the school day if an officially authorized and designated adult personally retrieves the student, or if personal contact is made with a previously designated adult verifying pick up by someone unfamiliar to the office. A previously designated adult is one listed on the student's information card as a mother, father, or emergency listing. Additions to this may be made, in person, by a legal parent or guardian.

The designated person with whom the student is leaving must sign out the student on the sign out sheet. Students being checked out of school on a regular basis before dismissal will be required to provide medical documentation. Otherwise other sanctions will apply.

The student is responsible for obtaining and completing all work missed due to early dismissal.

ATTENDANCE

Students absent from school cannot advance as their colleagues do, and will jeopardize satisfaction of state and local standards for their promotion. The attendance laws of North Carolina shall be adhered to, and the School Board **Policy for Wilson County Schools requires that a student be in attendance a minimum of 162 days.** If a student must be absent from school, a signed note from the parent, guardian, or doctor explaining the reason for the absence must be presented to the homeroom teacher on the day the student returns to school. Parents are always encouraged to call the school to inquire about their child's attendance record.

WITHDRAWAL AND TRANSFER

The procedure for withdrawal or transfer is as follows:

1. The parent or legal guardian should visit the school to authorize withdrawal or transfer. This visit should be scheduled at least one (1) day prior to withdrawal, if possible.
2. A transfer form should be obtained from the guidance counselor at the time of the above visit.
3. Each teacher should complete the transfer form.
4. The student must clean out his/her locker and return **all** books and supplies issued by the school.
5. The completed transfer form should be returned to the counselor.
6. It is requested that all fees owed the school be paid prior to any records being transferred from Darden.

Parents and students should remember that in order to transfer to another school, the student must reside with a legal custodian in that district.

ACADEMICS, GRADING, AND
ACTIVITIES
HOMEWORK

Students are required to complete all homework assigned by all teachers, whether the student is present or not. Students are encouraged to obtain phone numbers of classmates whom they may call in the event of an unexpected absence to receive homework assignments. Students chronically failing to complete homework assignments will have a letter sent home from the teacher apprising the parents of the student's impending academic shortcomings, or even failure.

BOOKS

Library books are the property of the state and school and should be treated accordingly. Damaged or lost books will be subject to fines.

Lost library books will be assessed the full amount of the current value of the book.

As damages are relative, fines for all books will be assessed as situations arise. However, the condition of all books will be assessed before they are distributed/checked out.

Textbooks issued must be the same ones returned!

LIBRARY

Proper conduct, as it applies to all school facilities, is expected of all students when using the library. The media coordinator reserves the right to revoke library privileges to students unable to adhere to the established rules. Students using the library without being accompanied by an adult must do so with a pass. There will be a five-cents/day charge for overdue books. Students transferring from Darden must make sure that all library fees are paid before transcripts and records are forwarded.

PARENT CONFERENCES

We encourage parents to take an active part in the education of their students. Parents may make appointments with teachers by telephoning the school office at 206-4973. All conferences with teachers should be made during the teacher's planning period, (with the exception of Wednesdays, which are reserved for staff meetings). Parents should be advised that while there is an "open door policy" for visitation, this must be done in an unobtrusive manner and that personal conferences will be held on an appointment basis only.

GRADING/REPORT CARDS

Grades in all areas will be determined by the student's performance on tests/quizzes, completion of homework, participation in class, and invariably the student's attendance at school.

The grading system used is as follows: 93-100 (A); 85-92 (B); 77-84 (C); 70-76 (D); 0-69 (E).

Report cards are given to students every nine weeks. These report cards are either retrieved by parents at a designated pick-up time, or sent home with students the following day.

Each teacher will send a progress report home with each student at the end of four and a half weeks period between report cards.

It is expected that progress reports and report cards alike will be signed by the parent (s), as this is a form of communication between school and home.

HONOR ROLL

All subjects that receive a letter grade will be included in the average, where A = 4 points, B = 3 points, C = 2 points, and D/E = 0 points.

Principal's List: 4.0 GPA

"A" Honor Roll: 3.5-3.9 GPA

"B" Honor Roll: 3.0-3.49 GPA

School Counselor

One of the school counselor's roles is to provide support for students regarding the many middle school confrontations students may face. These may include academics, future planning, and personal problems. Usually, guidance-related situations will call a student from class. This, however, does not preclude a student from making up all work missed. Students must not abuse guidance privileges, such as using it as a means to be excused from class.

ASSEMBLIES

As with all school functions, assemblies are to be held in an orderly manner. Students must give complete attention to the program; each program will be conducted in a dignified manner.

Seating arrangements will be made by grade levels and class. Teachers will sit with their classes during our assemblies to model and monitor appropriate behavior. Students will sit with their assigned class while attending the assembly.

EXTRACURRICULAR ACTIVITIES

There are many extracurricular activities for Darden students such as SGA (Student Government Association), Battle of the Books team, School Chorus/Band, and a host of other clubs (photography, chess, recycling). In some instances, participation may depend on qualification and nomination. All students are encouraged to pursue extracurricular life at Darden.

ELECTIVES/ENRICHMENT

Darden Middle School offers the following electives to complement the core academic program: art, physical education, technology, chorus, and band. School rules apply to all elective areas, which primarily involves active student participation. Parents should contact the appropriate teacher for information regarding enrollment in these electives. Reading Enrichment also supplements the core curriculum. We are proud to have Achievement Via Individual Determination (AVID) as a main part of our curriculum.

ATHLETICS/ATHLETIC EVENTS

Students in grades seven and eight are encouraged to participate in athletics at Darden. The athletic teams will be expected to represent the school in a manner that will bring praise and positive recognition to the entire school community.

The following general requirements are imposed on each athlete:

1. Each student must receive a physical examination by a certified physician before he/she will be eligible for practice. Physicals are valid for (1) calendar year.
2. Each student must present written proof of insurance coverage (preferably school insurance). This form will be furnished at the beginning of each season.
3. Each student must establish an acceptable academic record. Athletic participation will be discontinued if a student does not meet promotion/eligibility requirements.
4. Each student must maintain acceptable conduct on the field/court, and must not be suspended from school for any disciplinary infraction during the athletic season. Deviance from this could result in expulsion from the team.

Admission to athletic functions will be \$3.00 for students and \$5.00 for adults.

PARTIES/DANCES

Each class of students is allowed one (1) party during the school year. This party will be held the last hour of the last day of school before the Christmas holidays. Parents are asked to refrain from sharing birthday treats with classes.

Darden hosts several dances throughout the year, generally running from either 4:00-6:00 or 6:00-9:00. Dances cost \$5.00/student, though at

times there may be a reduction in cost for charitable drive purposes. A Darden student **must** accompany any person (s) not enrolled in the school. These persons must be middle grades age in order to attend. Appropriate ID may be requested at the discretion of Darden Faculty and Administration.

All school rules and consequences are applicable to dances, **including dress code**.

Students suspended from school are **not** permitted to attend any school parties or dances.

SCHOOL RULES AND REGULATIONS

Students must adhere to the Wilson County Schools Behavior/Conduct Policy. This policy entails while the students are traveling to and from school and throughout the school day. At the discretion of **Administration**, students who violate school board policy could receive consequences ranging from After School Detention (ASD), ISS (In School Suspension), or OSS (Out of School Suspension).

AFTER SCHOOL DETENTION

After school detention may be assigned for tardiness to class, not doing homework, and many other classroom disruptions. The teacher will apprise the student of the consequence when assigned (the student will be given a form to sign), and the student should arrange for transportation for the assigned date.

Parents should personally contact administration in hardship cases; otherwise, students will be expected to attend, and to stay until 4:30, and to bring schoolwork to complete. Failure to comply will result in further disciplinary action.

DRESS CODE

The latest dress code policy (GS 115C) was adopted on 4/15/02. All students are expected to adhere to the following guidelines and will receive disciplinary action for any deviance:

- ✓ Clothing must be age appropriate, not disruptive to the teaching/learning process and cannot be proactive, revealing, indecent, vulgar or obscene.
- ✓ Hats, sweatbands, bandannas or sunglasses will not be worn inside school. (In addition, bandannas must not be seen hanging out of pockets.)
- ✓ Shorts must be of adequate length to reach the ends of one's fingertips when the student is standing and the arms are by one's sides.
- ✓ Skirts and dresses must be no higher than three (3) inches above the top of the knee.
- ✓ Clothing will not be allowed which promotes alcoholic beverages, tobacco or the use of controlled substances, depicts violence, profanity, vulgarity or obscenity, is of a sexual nature or is of a disruptive nature. (Examples of this type of clothing includes but is not limited to: "Snowmen", "Trix", "Lucky Charms", "Frosted Flakes", "Pillsbury Dough Boy", jerseys with gang names or connotations, etc.)
- ✓ Shirts and blouses must cover the waist and midriff and go past the waistline. Tank tops or spaghetti-strap tops may not be worn as an outer garment. Shirts and blouses should not be low cut or revealing.
- ✓ Shirts and blouses must be tucked into the skirt, shorts, or pants such that the waistband or belt/belt loop is visible. All shorts, skirts, and pants must be worn such that they fit around the waist.
- ✓ Proper footwear is required. Shoes that have laces must be laced and tied.
- ✓ Abnormal hair color or styles will not be allowed. "Afros" will be kept neat in a rubber band.
- ✓ Clothing is not to be sheer or mesh and cannot have holes.
- ✓ Undergarments are not to be visible.
- ✓ Clothing must be worn appropriately (no sagging pants, belts must be buckled and worn at the waistline, etc.)
Shirttails must be tucked in at all times.

- ✓ Tight clothing such as knit or spandex bicycle/biker pants or overly tight pants are not allowed.
- ✓ Clothing articles commonly recognized as being related to a group or gang which provoke others to act violently or be intimidated by fear of violence are not allowed.
- ✓ There shall be no jewelry affixed to a student's nose, tongue, lips, cheeks, or eyebrows.

Disciplinary consequences will apply for any deviation from these rules!

BUS RULES AND REGULATIONS

Bus rules and regulations are as follows:

1. The school bus driver is authorized by the Superintendent, Board of Education, and principal to supervise the students riding the bus to and from school. Students who insist on disrupting the driver while he/she is driving will be subject to disciplinary actions.
2. Students must leave the bus immediately upon arrival at the discharge point.
3. Students are not allowed to return to the buses until the end of the school day without permission from the office.
4. For chronic or severe acts of misbehavior on the bus, the student will be removed from the bus for the remainder of the school year. The action taken by the school's administration may be appealed to the WCS Board of Education.
5. All school rules apply equally to the bus. CD players, gum and food are not allowed at school and therefore must not be used on the bus. Hats may be worn on the bus.

SCHOOL PROPERTY

Public School Laws of NC-GS 14-132

Disorderly conduct in and injuries to public buildings and facilities:

- A. It is a misdemeanor if any person shall:
 1. Make any rude or riotous noise or be guilty of any disorderly conduct in or near any public building.
 2. Unlawfully write or scribble, mark, deface, or injure the walls of any public building or facility situated in any public place.
 3. Commit any nuisance in or near any public building.
- B. The term "public building or facility" as used includes any building or facility which is:
 1. One to which the public or portion of the public has access and is

owned or controlled by the state or any subdivision of the state, etc.

- C. Any person who violates any provision of this statute is guilty of a misdemeanor punishable by a fine and payment for damages.

WEAPON POLICY

No student shall knowingly possess, handle, or transmit any weapon or facsimile of a weapon (including toy guns, knives, etc.) as defined in G.S. 14-269.2, or any explosive as defined in G.S. 14-284.1 (including fireworks), or any other object that reasonably can be considered a weapon or dangerous instrument.

Any violation of this policy involving a gun or facsimile of a gun or any other weapon included in G.S. 14-269.2 will result in a recommendation to the superintendent that the student violating the policy be suspended from school for the remainder of the school year.

Any violation of this policy involving any weapon other than those identified in G.S. 14-269.2 or a facsimile of a gun will result in the student violating the policy being given a ten-day suspension from school for the first offense. For the second offense, the student will be recommended to the superintendent for suspension from school for the remainder of the school year.

Any student using a weapon in a fight will be recommended to the superintendent for suspension from school for the remainder of the school year.

Suspension from school shall include all school property and school-sponsored events.

Any violation of G.S. 14-269.2 shall be reported to the appropriate law enforcement agency.

AUDIO/VIDEO EQUIPMENT

Students **are allowed** to bring calculators to school. (Radios, CD players, cameras, cell phones, pagers, or video games may not be brought to school.) If these items are on the school bus or at school, they will be confiscated and returned at the end of the year or to a parent who comes to retrieve them.

LOITERING

Students are not permitted to loiter on school property after school hours, before school, or on non-school days. All students should leave the campus by 3:30 p.m. unless under direct supervision, unless waiting for a ride (student should be at the front of the building only), or unless riding the bus (students must be in gymnasium).

DISMISSAL PROCEDURES

At the tone of the first dismissal bell, or after the announcements, walkers and bus students **ONLY** should leave classes. Car riders will be dismissed from classes when the appropriate bell rings for each grade level. Students will be written up for deviance from this procedure. Dismissal is when the afternoon announcements have been completed. If the bell tolls during announcements, first load students should wait until announcements are through before proceeding.

STUDENT RELATIONSHIPS

Students should not engage in overly familiar actions, such as embracing, kissing, holding hands, or other activities that involve body contact.

MISCELLANEOUS

EMERGENCY INFORMATION

Each student and his/her parent should supply the school with information pertinent to emergencies. This would include unusual health problems, how to contact parents, preferred doctor or clinic, and a third party to call if parents cannot be contacted. Both the home telephone number and the parents' employer's numbers should be on the student's information card. If a student needs to take medication at school, a written permission form from a parent is necessary. Students may not keep medication in school, but must turn it in to the office for retrieval. This includes aspirin and cold medicine.

If a student moves, it is that student's parents responsibility to inform the office of all new information, including address and phone number.

HALL PASSES

Whenever a student must leave a class, for any reason, the student must be in possession of a hall pass. This pass is a note, written by either the student or the teacher **but signed and dated, with the time and student's name, by the teacher.** Hall passes may be used only once. Students found without hall passes, or with a pass not their own, will be subject to disciplinary action.

FIRE/TORNADO DRILLS

Periodic fire and tornado drills are required by the State of North Carolina and should be taken seriously by all students. Students must remain silent and follow all directions.

TELEPHONE USE

Students may use the office telephone only in extreme emergencies (illness, etc.) All other affairs must be dealt with prior to school, including arranging transportation. Students will not be called from class to use the telephone. Messages will be taken for students, and those messages will be delivered in a timely fashion.

CELLULAR PHONE USE

Students are not allowed to have cell phones during the school day. The Wilson County Board of Education revised Policy 6403, *Wireless Communication*, includes harsher disciplinary outcomes for violations. The revision grants principals the authority they requested to curb cell phone use during the school day by assigning disciplinary consequences beginning with the second policy violation. The consequences for possessing a cell phone in violation of this policy will be:

First offense: A warning will be issued to the student. The cell phone will be confiscated by school personnel and returned to the student at the end of the day.

Second offense: The cell phone will be confiscated and held until a parent conference is conducted. The student will be assigned disciplinary consequences pursuant to Policy 6400, *Student Conduct and Discipline*.

Third offense: The cell phone will be confiscated and held until the end of the school year. The student will be assigned disciplinary consequences pursuant to Policy 6400, *Student Conduct and Discipline*.

Fourth and subsequent offenses: The cell phone will be confiscated and held until the end of the school year. The student will be assigned disciplinary consequences pursuant to Policy 6400, *Student Conduct and Discipline*.

VISITORS

All visitors, as a matter of cooperation, communication, and safety, must come by the front office for a visitor's pass. This is necessary so a determination can be made of their sincere educational purpose.

Visitors are expected to become aware of and observe the rules and regulations of the school. School visitations in the classes by students will

not be allowed. There will be no visitors allowed who have not first checked in through the office.

SCHOOL SOLICITATIONS

Solicitations during the school day for money, clothing, dues, campaign drives, societies, associations, or church groups must be approved by the principal. A student or group of students shall not sell items, make collections, conduct membership drives or sell subscriptions on school property during the regular school day or at school without the prior approval of the principal.

LOCKERS

Classroom teachers assign all lockers, which will be checked periodically for cleanliness. Lockers should be kept locked with school issued or personally bought combination locks. Key locks are not allowed. Teachers will keep all combinations on file. Lockers should be used to hold school related items only, and lockers should never be shared.

LOST AND FOUND

Students finding lost items should take them to the office where they can be claimed and retrieved by the rightful owners. While the school will do all that it can to find lost or stolen items, it is not the school's responsibility to find students' lost or stolen items.

DELIVERIES FOR STUDENTS

Delivering flowers, balloons, take-out food, etc. to the students at school may present problems for the school and for the students and is therefore prohibited. Naturally, deliveries pertaining to the school are accepted, including forgotten homework, money, athletic gear, etc.

FUNDRAISING

Periodically, throughout the school year, all students may be asked to participate in fundraising endeavors to help raise money for the school and its programs. Please remember that while we want students' 100% participation, we discourage door-to-door selling. Please be certain to sell to friends, family members, or very close acquaintances only.

EARLY RELEASE

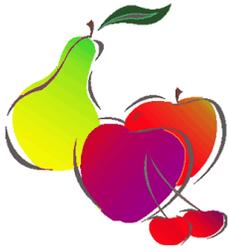
School will dismiss at 1:30 pm on the following dates: 9/16, 10/15 12/18, 1/20, 2/10, 3/09,4/20, 5/18, and 6/9. Teachers will attend professional development until 4:30 pm. Athletic practices will not start until after 4:00 pm on these days.

REPORT CARD PICK UP

November 03, 2015 between 5:00-7:00 pm

January 27, 2016 between 5:00-7:00 pm

April 07, 2016 between 5:00-7:00 pm



DARDEN MIDDLE CAFETERIA



School Meals *The First Step to Learning*

When is the meal application available?

After July 27, 2015 you may apply. Beginning this school year, the forms will only be available at the middle and high schools and at the main School Nutrition office (519 Ward Boulevard Bldg 7A behind the bus/ maintenance warehouse). No meal application forms will be available at the elementary schools.

I have child(ren) in elementary that will be receiving meals at “no cost” due to the CEP provision. I also have child(ren) in middle and/or high schools. Do I still need to complete a meal application form?

Yes. If an elementary student has a sibling(s) at the middle or high school(s), the parent or guardian will have to complete a meal application and include all individuals living in the household, including the elementary student(s) on the application. Please know that once a meal application is processed and approved, your elementary child will receive meals “at no cost” while your middle or high school teenager(s) *may* qualify for meals at the free, reduced or denied status.

Do I have to complete a free/reduced meal application each year?

Yes. The federal guidelines require a new application each year for all students. (There are exceptions for students who are directly certified through the Wilson County Department of Social Services.)

Can I complete an application for free/reduced price meals by phone or fax?

No. All applications must be an original official form. You may mail or hand deliver (address on the back of the application) to our main SN office or to your teenager’s school office.

On the first school day, will my teenager’s meal status be the same as the previous school year?

Yes. The previous school year meal status will be honored only until October 2, 2015. If an application has not been completed and processed, your teenager’s meal status will change to paid on Oct 5th and your teenager will be required to pay for his/her meals.

How long does it take to process a completed application?

Once received/date stamped in our main School Nutrition office, we are required to process the application within 10 working days. Our goal is to process applications ASAP so make sure all pertinent information is accurate and legible so that we can process quickly.

Still “hungry” for more information? School Nutrition is “plating up” a new web page on the WCS website ~ on the Home page, click the Parent link, click on School Nutrition and our web page will appear!

**We thank you for your support and appreciate your patronage of the School Nutrition program.
If I can be of any assistance, please feel free to contact me at 399-7845.**

Cindy Bailey, Director, School Nutrition Services

WCS operates non-profit food service programs in 24 schools under USDA guidelines. We employ 110 full and part-time personnel. The ONLY sources of program funding come from USDA reimbursement for student meal participation, USDA commodity foods received (about 20% of foods used), and revenue from supplemental sales. WCS Child Nutrition program receives no local or state monies.

IPad Information

Middle School iPad 1:1 Initiative

Wilson County Schools is providing an Apple iPad 2 for every middle school student and teacher. The iPads are equipped with predetermined applications (apps). All users of the iPads will be required to review this document, as well as sign an agreement with the school to protect the device.

User Fees

Each student in WCS will pay a yearly, non-refundable user fee. The fee is \$30 for students who pay full price for lunch, \$25 for those who pay the reduced lunch price, and \$20 for those who receive free lunch.

Goals for Student Users

- To increase student productivity in and outside of the classroom when completing assignments, projects and other activities assigned in all classes.
- To capitalize on the convergence of academic resources all on one device, including eBooks.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

Damage, Replacement and Reporting Technical Issues

Any errors or problems with the iPad should be reported as soon as practical. The teacher/office/administration should be informed about the issue so it can be addressed in a timely manner. All syncing of the device will be handled through the school to ensure the same apps and configurations are found on every device.

Damage due to negligence will result in the student/parent assuming the financial responsibility of replacement of the iPad and its case.

Current replacement cost is \$425.93 that includes taxes and shipping, but not the cost of the case. iPads for which a user fee has been paid will be repaired at no cost to the student. Repair pricing and accessory cost replacements can be seen in the chart below. Parents or Students may not take damaged iPads to an outside vendor for repair. All repairs must go through our process with the insurance company.

**iPad Replacement Cost Due to Negligence
\$425.93**

Damaged/Lost Charger Cable \$7.99

Damaged/Lost Charger Brick \$7.99

Replacement Cost of Protective Case \$TBA

**Removed Paid Apps-To be posted on district
website at the time they are added to the iPad
TBA**

**Repair Costs if user fee not paid.
Glass/Digitizer Repair \$99.00**

LCD Repair \$109.00

Glass/Digitizer and LCD Repair \$159.00

Battery Repair \$79.00

Charging Port Repair \$69.00

Head Phone Jack Repair \$69.00