Havelock Middle School
2022-2023

Parent and Student Handbook

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Derek McCoy, Principal
Pamela Collins, Assistant Principal

Meet Our Staff

Derek McCoy, Principal
Pamela Collins, Assistant Principal
Claudia Clark, MTSS Interventionist
Abbi Mickler, Learning Coach

6th Grade	7th Grade	8th Grade	Exploratory
Andrew Holleman Tiffany Biers Kimberly Morelli Elizabeth Muller Patricia Waller-Wall	Kendal Holleman Salla Wagner Raphael Jean-Baptiste Alexa Schein Vacant, Math Vacant, ELA	Octavius Johnson Cynthia Sego Gwen Thurston Vacant, Science	**Band:** Jeb Lamm **Chorus:** Anakin Pantoja **Health/PE:** Phillip Melton **Health/PE:** Diane Lewis **STEM:** Sackie **ART:** Shannon Tarlton **Computers:** Cheryl Nelson **Digital Literacy Media Coordinator:** Vacant

Support	ECP	Custodial	Cafeteria
Counselors: Vacant **Office Staff:** Felecia Godette Mrs. Teel **Nurse:** Cathy Gerrald **SRO:** TBD	**EC Teachers:** Fannie Rivers Elizabeth Perez Amanda Clevenger Cathy Poteet **EC TA:**	Unicy Jones	**Manager:** Sandra McCaffrity

Hello and welcome to our exciting 2022-2023 School Year!

I am Derek McCoy and I am your proud principal for Havelock Middle.

I have over 20 years of experience at the middle school level and I look forward to working with each and every one of you to build upon the great things at Havelock Middle.

The staff here are proud of the work done to date and all staff, new hires included, look forward to contributing to a positive, safe, challenging environment for all our students.

This year, I encourage you to build strong communication ties with your child's teachers to ensure you are all on the same page for success and growth. Hard work is our goal - nothing back ever came from hard work. Let's work together to make sure we are all living up the the high expectations of hard work, treating each other with kindness and respect, and being mentally and physically healthy.

If I can help in anyway with you and your child's goals, please let me know.

Sincerely,

Derek McCoy
Proud Principal, Havelock Middle School

Craven County Schools Vision

We envision a public education system that challenges all students as learners and prepares them to imagine and create a successful life; values educators and empowers them to inspire and spark innovation in every student; leads in education and community engagement; and invites all students, their families, and all members of the community to work together to support public education to the benefit of our students, our community, our nation and our world.

Craven County Schools Mission

Together with OUR families and community, Craven County Schools will educate all learners to personal, professional, and civic success through challenging and personalized instruction.

Craven County Schools Core Values

Visionary Leadership
Student-Centered Excellence
Organizational Learning and Agility
Valuing People
Focus on Success
Managing For Innovation
Management by Fact
Societal Responsibility
Delivering Value and Results
Ethics and Transparency

Havelock Middle Vision

Empower students to lead their own lives and influence others to make a positive impact.

Havelock Middle Mission

Build an educational community centered on academic excellence, high expectations, and social responsibility

HMS Leadership

Derek McCoy, Principal	Pamela Collins Assistant Principal	Abbi Mickler, Learning Coach
• Overall school supervision • Strategic Planning • Discipline and discipline appeals • Fundraisers • School safety • IEP meetings • SIT Team • Hire and supervise staff • MTSS process	• *Assist principal in supervision of the school* • *School testing coordinator* • Maintain accurate and complete testing records • Supervision at athletic events, concerts, and other school related events • Building a positive school culture • SIT Team • Discipline • Instructional-planning, data-planning • MTSS Process	• New staff orientation • Meet and planning with teachers • Collect and present benchmark data • Social Media Manager • Help teachers study student data • Model best teaching practices through co-teaching with teachers • Organize and operate classroom visits for PLCs • SIT team

Claudia Clark MTSS Coach/Interventionist	TBD Counselor
• Lead monthly MTSS meetings • Involve staff in the process for referring a child to MTSS • Coach teachers on intervention strategies to use in their classrooms. • Meet with teachers • Work with select Tier 2 and Tier 3 students in small groups or individually. • Honor Roll/Principal's List Celebrations • Collaborate with counselor on PBIS celebrations	• Individual/Group Counseling • Social/Emotional learning • Community outreach, • Host Team Coordinator • Dropout prevention • 504 Coordinator • Threat Assessments • Staff directory • Tours for new students • Analyze transcripts/grades for new students • Duke TIP Coordinator • Red Ribbon • Fifth Grade Tour and Visits • Career Day

I. ATTENDANCE

All students are required to be in attendance every day unless temporarily excused by the principal. North Carolina has General Statutes that deal with the issue of school attendance: GS 115C-378; 115C-379; 115C-380; 115C-381; 115C-382. Attendance is a critical part of student academic success. It is important that a student attend school daily. To be considered present, a student must be present for one half of the school day or in a place other than school with the approval of a school official for the purpose of attending an authorized school activity. Absences, tardies and early dismissals that exceed the permitted number will be considered when making promotion decisions. Students must be in class for half of the school day to be counted present for that day (8:30-12:00/12:00-3:30).

A. Note (Parent's/Doctor's). A written note is required within two days of a student's absence. Written notes must include the student's name, the date and reason for the absence, and have the parent's signature. Provided the school receives a note from the parent or guardian within 2 days of the absence, the following are classified as lawful absences that may be classified as excused: Illness or injury, quarantine, death in the immediate family, medical or dental appointment (However, please try to schedule appointments after school hours), court or administrative proceedings, religious observance, educational opportunity, deployment related activities. A doctor's note will be required for extended absences due to illness. Any absence other than those listed (above) will be classified as unexcused; however, a written note is still required. If there is a reason your child cannot attend for an extended period of time, please notify the administration or school counselor immediately. Arrangements can be made in regard to assignments missed during an extended absence.

B. Consequences:

- 6 excused or unexcused absences: The school counselor will notify the parent in writing that they may be in violation of the state compulsory attendance law and may be subject to prosecution if the absences cannot be documented. An action plan may be created to improve attendance.
- 10 excused or unexcused absences: The school counselor and/or principal shall meet with the parent to determine that a good faith

effort has been made to comply with the law. The principal may notify the district attorney, or file a complaint with the juvenile intake counselor, if it is determined there is no lawful reason for the absences.

- 20 excused or unexcused absences: The principal will notify the district attorney to file a complaint with the juvenile intake counselor, if it is determined there is no lawful reason for the absences. It is a Craven County Policy that a student with more than 20 excused or unexcused absences at the middle school level shall not be promoted to the next grade unless the principal grants a waiver upon review of the student's records.

C. Tardy Policy: Students entering the building late is disruptive and results in reduced instructional time. Students should arrive at HMS and be in their homeroom by the 8:30 AM bell. Accumulating excessive tardies during the 9 week grading period will result in disciplinary action. See discipline consequences section.

II. ACTIVITIES FOR STUDENTS

A. Athletics. Sign-up dates and tryouts will be announced in advance of the start date for a sport or club activity. Coaches will give schedules and expectations to participants. To participate in sports, a student MUST: be enrolled, have a current physical form signed by a physician, be younger than 15 on August 31st, and be passing ALL classes. Each student participant must have health insurance documentation before trying out for a sport. THERE ARE NO EXCEPTIONS TO THESE GUIDELINES. Any questions regarding athletics may be directed to our athletic director, Dianne Lewis. Athletics parent meeting. Each athletic team will have a parent meeting before the season begins. Parents are expected to attend this meeting. The purpose of the team meetings is to answer any questions parents might have about the sport and their child's participation. At this meeting, the coach will outline his or her expectations and requirements. Playtime is not guaranteed to any student for any sport.

Fall: Football, Girl's Soccer, Volleyball, and Cheerleading
Winter: Basketball (Boy's and Girl's) and Wrestling
Spring: Boy's Soccer, Baseball, Softball, and Track (Boy's and Girl's)

C. DANCES: Dances are held periodically throughout the school year. Student performance on class work and appropriate conduct at school are determining factors as to whether a student may attend a school dance. Any student who is absent or on suspension the day of a dance will not be allowed to attend that dance. Please make sure that students are picked up on time.

D. CELEBRATIONS: Celebrations will be held throughout the year to celebrate outstanding academic achievement. Parents will be notified and invited to attend these events. Celebrations begin at 9:00 AM and honored students will be allowed to take advantage of this special privilege.

III. General Information

A. Federal Cards. Each October, A Pupil-Parent Survey Card will be sent home with each student. The Craven County School System is eligible to receive federal funds based on these survey cards. Under Public Laws 815 and 874, to qualify for the funds, it is IMPORTANT that each family complete, sign, and return a card for each child enrolled in our school. Your assistance in this matter is GREATLY appreciated.

B. Visitors and Volunteers. We welcome visitors and volunteers at HMS!! All visitors to Havelock Middle School are expected to check in at the Main Office upon arrival. Visitors will be issued a pass that must be worn at all times while they are in the building. Students are NOT permitted to bring visitors to school (this includes brothers, sisters, or visiting family members). Classroom visits by parents are welcomed but require 24 hour prior notification. Volunteers must complete the required school system process to register as a school volunteer prior to volunteering in the school (http://www.cravenk12.org/volunteers/apply.php). High school students may not visit staff or students until after 3:45 PM.

- *Parent/Community volunteers– HMS is looking for volunteers! Opportunities such as copying, bulletin board decorating, reading groups, and more will be offered during the school year! (http://www.cravenk12.org)

D. Emergency Contact & Student Supervision. Please make sure you update parent/guardian contact information if it changes during the school year. E. Counseling Center: A School Counselor is a certified professional who is trained at the graduate level in counseling and

consulting practices and has in depth knowledge of human development, helping relationships, social/cultural foundations, group processes, evaluation, career development and the school setting.

A. Counseling Services Provided

● Class Lessons: visit classrooms to provide instructional and informational presentations on career development, character education, academics, and conflict resolution ● Small Groups: counsel students who have similar concerns or experiences together to offer each other support and learn skills to deal with specific issues

● Teacher Consultation: work with the teachers to help determine the most appropriate services for students.

Academic Instruction

A. Teacher websites: Each teacher maintains an individual teacher website complete with class information, lesson plans, teacher assignments, classwork and/or homework. Students that are absent from class should refer to the teacher's website to get make-up work. Website links are available on the HMS Faculty website page

B. PowerSchool: Student grades are available on PowerSchool. Please see Mrs. Lillian Godette for information.

C. GRADING SCALE

A: 90-100, B: 80-90, C: 70-80, D: 60-70, F: 59 and below

D. PROMOTION POLICY: Middle School students must pass *ALL* classes for the school year to be promoted to the next grade. The final average for the year is calculated by averaging the two semester averages in each class. Students must also demonstrate proficiency by scoring a level 3, 4 or 5 in Math and Reading on the End-of-Grade tests to be promoted to the next grade. Students that do not pass a class(es) or receive a score of 1 or 2 on an End of Grade test(s) will be required to attend summer school. HMS does recognize the gateway standard for Eighth Grade and will consider EOG results in making promotion decisions.

E. PRINCIPAL'S LIST/ HONOR ROLL: The principal's list and honor roll are published following each grading period. Students in these prestigious groups will be honored for their accomplishments at an academic celebration. Satisfactory conduct in all classes is also a

factor to be included in the Principal or Honor Roll list. Principal's list is composed of students with all A's. Honor roll students have A's and B's and an overall average of at least 90%.

F. Principal's Pride. This recognition is for students who have no grades below an 75, and no conduct grades below "S". The purpose of Principal's Pride is to promote academic achievement and good citizenship among our students.

G. Academic Integrity Cheating, plagiarism, falsifying information (written or verbal), violation of Copyright laws or violation of computer access may result in *disciplinary action* including but not limited to a warning, detention, in school suspension, out of school suspension and/or long term suspension in addition to a zero on the assignment.

Transportation

A. Buses: School transportation (activity buses, school buses, etc.) is a privilege and can be taken away if rules are violated. Students must observe the student code of conduct while on the bus as well as awaiting the bus on school premises or while at the bus stop awaiting the bus. Additionally, students must load and unload at the assigned bus stop.

B. DROP- OFF/ PICK- UP: Staff supervision begins at 8 AM. NO STUDENT SHOULD BE DROPPED OFF OR ARRIVE ON CAMPUS BEFORE 8 AM. Carpool students must use the circle in front of the school to load/unload. Parents, please pull to end of the pavilion to unload/unload students - curbside parking is not allowed at any time in front of Havelock Middle School. The first bell rings at 8:25 AM. Please make sure that students are at school in time to eat breakfast (if applicable) and have time to arrive in the homeroom classroom by 8:30 AM. Carpool students must go to the cafeteria for breakfast or report to their designated holding area. Parents must use the front of the building to pick up students at the end of the day. Parents are reminded of the 5 MPH speed limit in the front carpool loop.

C. WALKERS AND BIKE RIDERS: Students are not permitted to drive motor vehicles, motorized bicycles, or scooters to HMS at any time. Walkers and bike riders should leave home in time to arrive at school no later than 8:25 AM. Any students riding bicycles in an unsafe manner will not be permitted to ride to school. Bike riders must WALK

the bike on campus. The law requires that safety helmets be worn. Parents may receive a ticket from the School Resource Officer if this law is not followed. Bicycles are to be locked at all times. HMS is NOT responsible for bikes on campus. Walkers and bike riders must leave campus by 3:35 unless they are staying on campus for a supervised activity or detention.

D. CHECK-OUT/CHECK-IN PROCEDURES: Students may not leave campus once they have arrived unless granted permission by an administrator or checked out by a parent/guardian. Parents checking out students MUST sign them out in the front office. Check-outs are not allowed after 3:00 PM. Phone requests are reserved for emergencies.

E. PARKING: When visiting our school or checking students in or out, please park in the ***visitor spaces*** provided. We have vehicles that ***must*** move through the circle that may become blocked by parked cars. This is especially important in the mornings and afternoons during drop-off and pick-up times. Also, parking on the grass is strictly prohibited and may result in the vehicle being towed.

SCHOOL HEALTH

A. Immunizations: See Nursing information on CCS' webpage

B. Medications: Students must have a written doctor's note in order to take medication at school; these must be signed by the parent also. All medications must be in original containers.

C. Health Screenings: The school nurse will perform routine health screenings throughout the school year. A letter will be sent home if a student is found to be in need of medical attention.

D. Dental Care: Smile NC will come to Havelock to provide dental care for students who qualify. Permission forms will be sent home prior to their visit. Parents are responsible for making appointments and providing transportation for their child. Call 670-8608 for appointments and locations.

DRESS CODE: The following student dress code has been adopted for ALL Craven County Schools:

Students are responsible for using sound judgment in dress, grooming, and personal hygiene so that health and safety problems are not created

and the educational process is not materially or substantially disrupted. The principal/designee has the authority to regulate student dress especially if the dress is disruptive, obscene, offensive, unsafe, or otherwise inappropriate. All school staff shall abide by and strictly enforce all student dress code requirements.

Therefore the following is included:

- Only shirts or blouses with a sleeve will be permitted. There must be fabric that extends beyond the seam at the shoulder or the shirt or blouse will not be allowed. No spaghetti strap tops or dresses, tube tops, exposed sports bras, inappropriate athletic clothing (including gym shorts and soccer shorts), or tank tops al- lowed.
- Blankets may not be used at school. Students may bring a jacket, sweater, coat, etc.
- Net shirts, off the shoulder garments, bare midriffs, see-through or sheer blouses, spandex or tight fitting clothes (i.e. pencil skirts), and dresses or other revealing attire (i.e. exposing cleavage) are not acceptable.
- Short dresses, mini-skirts, or short shorts will not be allowed. Skirts, dresses, and shorts may not be shorter than mid-thigh. Mid-thigh is defined as halfway between the hip bone and the middle of the knee. This rule applies even if tights or leggings are worn under the shirt or dress.
- Pants and shorts must be worn at the waistline. No undergarments shall be revealed. ■ Long shirts and baggy, sagging pants are not allowed.
- Headgear, hoods, hats, do-rags, and sunglasses are not to be worn in the building at any time unless approved by the principal or his designee.
- Clothing, jewelry or buttons with letters, initials, symbols or word-ing that is obscene, alcohol, drug, weapons or violence related, offensive, inflammatory, or detrimental to the instructional process or otherwise inappropriate are not allowed.
- No gang related clothing, accessories, or symbols as identified by local law enforcement agencies or the school administration will be allowed.
- Bandanas of any color are not permitted under any circumstances (i.e. worn as headbands or hanging from the pants pocket).
- No bedroom slippers, pajamas or sleepwear are to be worn unless permitted by the school principal.

■ Footwear deemed as inappropriate by the principal shall not be worn. ■ Chains are not to be worn on clothing, attached to wallets, belts, etc. Only light jewelry chains will be permitted.

Discipline

Craven County Schools outlines discipline policies in detail in the Student Policies and Regulations handbook. The CCS handbook is available on the Craven County website at: http://www.cravenk12.org

We have high expectations for students and their behaviors and choices. violation of school or county rules will have consequences. The school's jurisdiction begins when the student leaves home in the morning and continues until the student arrives home in the evening. School and county discipline policies also apply at all school-sponsored activities including athletic events, concerts, field trips, etc. Student that cannot maintain appropriate behaviors at school may not be permitted to attend after school events or field trips.

It is the intention of the school administration to provide a safe and orderly environment that is conducive to the educational process. Students, who choose to disobey school and county policies, disrupt class, or break the law will be assigned consequences at the discretion of the school administration. School policies are designed to provide students with structured rules and consequences that are fair to all students.

The policies described here are not all-inclusive and are not intended to cover all situations.

Affection

Students are expected to conduct themselves in an appropriate manner when interacting with other students. Grover C. Fields has a hands-off policy, and students are not allowed to publicly display affection.

Referrals for public displays of affection will result in ISS or OSS depending on the nature of the offense and the student's discipline record.

Electronic Devices

Cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children before and after school hours. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed, or visible

during the instructional day. School-issued devices will be monitored to ensure appropriate use.

Consequences for violating our cell policy includes warnings, confication of devices and parents being required to pick devices.

Cheating

Students caught cheating on assignments/tests or forging grades will receive a zero and will be disciplined at the discretion of the classroom teacher. Teachers will call parents when a child has been caught cheating. Multiple offenses may result in administrative consequences.

Defacing or Abusing School Property

Students who deface school property in any way may be assigned an administrative consequence and be required to reimburse for damages. If needed, law enforcement may be brought in to consideration.

Dress Code

Students are expected to take pride in their appearance while on school grounds. We ask parents to clothe and inspect children in a way that is appropriate for learning and the school environment.

If there is a need, students will be allowed to use the telephone to call home for proper clothing.

Students are reminded of the Craven County Schools dress code. Students must wear their pants at their waist and no undergarments should be shown. Students are not to wear hats or any kind of full head covering in the school buildings. Clothing with derogatory, mature or inappropriate messages, including gang affiliations, are prohibited.

Drugs and Alcohol

Alcoholic beverages and illegal drugs are prohibited on campus. Referrals for drug possession, selling drugs, alcohol use, alcohol possession, or any other drug related offense will result in suspension for the remainder of the semester, suspension for the remainder of the year, or expulsion and immediate notification of law enforcement.

Further explanation of drug related offenses and consequences can be found in the Craven County School System Student Policies and Regulations.

Failure to Give Name or Falsification of Information

If a student fails to give his/her name or gives a false name when asked by a staff member or substitute teacher he/she will be sent to an administrator with a discipline referral. The same will occur if a student falsifies any information requested by a staff member. Referrals for this offense will result in OSS.

Fighting/Affray/Assault

Any student who engages in a fight will be charged with fighting or affray and suspended out of school for up to 10 days. Fighting is unlawful on public property and will result in criminal prosecution.

Students who fail to disperse during an altercation after being asked to do so may be suspended out of school and may be referred to law enforcement.

Student who use cell phones during fights to record the incident may be suspended up to five days.

Harassment/Threats

Threatening behavior, comments, words, and/or harassment etc. will not be tolerated. Threat offenses and consequences are explained in more detail in the Craven County School System Student Policies and Regulations. Referrals for bullying may be made to a school administrator or made anonymously at http://www.cravenk12.org. Click on the 'Report a Bully' icon to begin the process. Students who make false reports to this site will receive , AEE, or OSS and possible referral to law enforcement, depend- ing on the nature of the offense and the student's discipline record.

Insubordination/Disrespect

Students are expected to comply with reasonable teacher requests. If a student refuses to do what a teacher asks, the insubordination will initially be dealt with according to the teacher's classroom management plan.

The position of teacher demands a certain level of respect from students. In order to ensure a safe and orderly learning environment, school staff members must be treated with respect. If a student has a complaint about a teacher, the

student should notify the administration or have their parents handle the problem prior to getting into trouble with the teacher. Students should be especially careful about how they address teachers when they are upset. Being upset is not an excuse for insubordination, disrespect or the use of profanity. Referrals by a classroom teacher to administration will result in a parent conference, detention, ISS, or OSS, depending on the nature of the offense.

Profanity

The use of profanity or abusive language is prohibited at school.

Not directed towards a staff member: Parent conference or ISS depending on the nature of the offense and the student's discipline record.

Directed towards or in response to a staff member: Up to 5 days OSS depending on the nature of the offense and the student's discipline record.

Referrals by a classroom teacher to the administration will result in , AEE, or OSS and possible referral to law enforcement, depending on the nature of the offense and the student's discipline record.

On Campus after Dismissal

When the bell rings to end the school day students should be moving. Students should be moving off campus or moving to a supervised after school activity. Students are not to loiter anywhere on campus after school without specific teacher supervision and permission. They cannot be in the halls or loitering in a classroom. Additionally, they cannot be in a parking lot, at an athletic field, on the grounds, or on one of the terraces. Students who are caught in one of the places mentioned above will be considered out of bounds and will be assigned .

Out of Bounds

Out of Bounds is when a child is in a location of the building where they were not given permission. For example students in the Early College hallway, 7th and 8th grade students in the 6th grade building. Students that are out of bounds will be referred to an administrator for a disciplinary consequence.

Referrals

Students who are sent from the classroom with a referral will report to the AEE room. The AEE coordinator will contact the assistant principal for the referral to be addressed with the students. The assistant principal deals with initial

discipline issues in collaboration with the principal.

School Buses

Riding a school bus is a privilege, not a right. Students are expected to follow the direction of the school bus driver. Bus referrals will result in up to ten days' bus suspension, year-long bus suspension, , AEE or OSS and possible referral to law enforcement, depending on the nature of the offense and the student's discipline record.

Skipping

Any student who is not in class and does not have parental consent (illness, doctor's appointment, etc.) to be out of class is considered to be skipping. Non-adherence to the check-in/check-out policy will also result in a skipping violation.

Referrals will result in AEE or OSS and possible referral to law enforcement, depending on the nature of the offense and the student's discipline record. Skipping classes may cause students to be exited from remedial programs and may cause a loss of academic credit for the semester.

Smoking/Vaping

Possession or use of tobacco products (cigarettes, chewing tobacco, etc.), tobacco paraphernalia (lighters, matches, etc.), e-Cigarettes (vapes or juuls), and e-Cigarette paraphernalia is prohibited. Craven County Schools are to be free of tobacco, and possession or use of tobacco or electronic smoking devices is prohibited at all times.

Students who violate this policy will have the items confiscated, must participate in an administrative conference with their parent or guardian, and may serve a school consequence.

Vandalism or Theft

Vandalism or theft of public or personal property will not be tolerated. Referrals will result in , AEE or OSS, and referral to law enforcement, depending on the offense and the student's discipline record.

Weapons

Weapons are defined in the Craven County Schools Student Policies and Regulations handbook.

Possession of a weapon will result in up to ten days OSS, 365 days OSS, expulsion, and referral to law enforcement.

Clubs

Clubs will meet once a month. After the first three weeks of school, students will be going to clubs during the intervention period on Monday, Wednesday and Fridaye.

Intervention

Students will attend an intervention everyday from 1:30-2:00. Monday, Wednesday and Friday students will be able to go to clubs during this time if they receive a 75% or above (please see Clubs section for more information). Tuesday and Thursdays students will be working on Imagine Math and Lexia.

A2 Advisor and Advisee programs will meet during Science and Social Studies classes. They will work through lessons on Social-Emotional skills through Second Step.