

# FERNDALE MIDDLE SCHOOL

## Student and Parent Handbook

2024-2025



Ferndale Middle School  
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Mrs. Leslie Kinard, Principal  
Mr. Dereck Sadler, 6<sup>th</sup> Grade Assistant Principal  
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### **Vision Statement**

Ferndale Middle is a premiere global learning community that inspires innovative leaders.

### **Mission Statement**

Ferndale Middle creates an empowering culture that fosters global awareness, critical thinking, and achievement for all learners.

## **WELCOME FROM MS. KINARD**

Greetings, Ferndale Middle School Families:

Welcome to the 2024-2025 school year! As your principal, I am honored to begin to welcome you back this year. We are so excited about the 2024-2025 school year. This is going to be a phenomenal year! I am counting on every student, staff member, and parent to be "ALL IN" to make that a reality. Make sure to join us in supporting the PTSA this school year. Their hard work goes a long way toward making many of the wonderful opportunities at Ferndale Middle a reality.

Trojan Pride!

Ms. Leslie Kinard, Principal

### **School Hours**

Office Hours-8:00 a.m.-4:00 p.m.

Student Academic Hours-8:20 a.m.-3:20 p.m.

Students may enter the building beginning at 8:00 a.m. but may not be dropped off earlier than 8:00 a.m. Dismissal begins at 3:20 p.m., and all students must be picked up by 3:45. We request no early dismissals in the last hour of the instructional day (after 2:30).

### **Ferndale Title 1 Parent Information**

[School Parent-Family Compact](#)

[Title 1 Annual Notification: Right to Know State Assessment Information](#)

[Title 1 Annual Notification: Right to Know Teacher Qualifications](#)

### **ATTENDANCE AND ABSENCES POLICY**

**Good attendance is necessary for academic success.** Students are expected to be at school daily and on time except for illness or other excused absences. Students are considered tardy at 8:20 a.m. Please notify the office if a student will be absent for 3 or more days.

#### **Absences and Tardies**

We believe it is essential for students to attend school regularly and to arrive on time to receive the most benefit from school experiences. We also believe that students should be taught the value of punctuality. We realize that there will be times when students have legitimate absences; however, excessive absences and habitual tardiness interrupt the learning process. Students must attend at least half of the school day to be counted present; any students arriving later than

11:45 a.m. or leaving earlier than 11:45 a.m. will be considered absent for the full day.

#### **Student Attendance Policy**

On the first day of school, immediately following an absence, we ask that the student present a written explanation of that absence to his/her teacher. Written explanations allow us to determine if the absence(s) are excused or unexcused. The written explanation should contain the following:

- a. Date(s) of absence
- b. Reason(s) for absence
- c. Signature of parent

**The absence will be considered unexcused if no written explanation is received within three days.** The following shall constitute valid excuses for the nonattendance of a student at school:

- Illness or injury
- Death in the immediate family
- Medical appointments
- Court proceedings
- Religious observances
- Educational opportunity (preapproved by the principal)

Absences for other reasons are considered unexcused.

We will happily provide make-up work to all students with absences. This should be completed within five days after returning to school. If a child is absent for an extended period, we will gladly send work home at your request. Requests for make-up work will be honored at the end of the day of absence.

### **Student Tardy Policy**

Punctuality is an important habit that should be developed in all students. Students who are constantly late to class have difficulty keeping up with their work. Breakfast will not be served after 8:20 a.m. unless students arrive on a late bus.

The following procedures will be followed when a student is tardy:

- A student arriving after 8:20 a.m. must obtain a tardy pass from the office.
- Students on late buses are not counted as tardy.
- Excessive tardiness will be reported to the school social worker and other appropriate school officials, who will take necessary action, including reports to social services.

### **ARRIVAL AND DISMISSAL**

School begins at 8:20 a.m. Students who are not at school by 8:20 a.m. are counted as tardy. Your child should arrive at school between 8:00 a.m. and 8:20 a.m., during which breakfast is served. Breakfast will be served in the classroom. Your child needs to be on time every day, and we ask for your cooperation in getting your child to school on time. Ask for your cooperation in getting your child to school on time. A good beginning sets the stage for a good day; the school day's first minutes are very important. Additionally, students who arrive tardy disrupt

the flow of the classroom's morning routine. An adult must accompany any child who is tardy to the office to assist him/her with signing in on our campus check-in computer; students are tardy if they cannot be in their seats, ready to learn by 8:20 a.m.

To be counted present, students must be present for 3 hours and 25 minutes of the school day. School attendance time is 11:45 a.m. daily. Students leaving school early must be signed out by a parent or authorized adult 18 years of age or older with a valid I.D.

### **Transportation and Parking**

**Parents or legal guardians must notify the teacher and office personnel in writing if there are changes in transportation or restrictions concerning who may not pick up a student.**

**We ask that you maintain consistency in transportation as much as possible. Students and their teachers have a lot to think about at the end of the school day, and habitual changes create confusion. Changes in transportation will not be accepted by phone except in extreme emergencies.**

### **School buses unload students at the bus lot.**

Students who are walkers should also enter through the bus lot or Tower A. **Students arriving by car are to unload at the entrance facing Ferndale Blvd. between 8:00 a.m. and 8:20 a.m.** Students are not permitted to be dropped off in any other area of the school. After 8:20 a.m., all students must enter the front entrance and report to the office to be counted present. School buses and cars load and unload in separate areas for safety reasons.

Students are dismissed in stages beginning at 3:20 p.m. Buses load at the bus lot. Car riders load at the front entrance. Please do not park and have students walk to cars. This creates an unsafe situation for students as they must cross traffic to reach any other location on the school grounds.

Students may be excused from school before dismissal times for valid reasons. Parents are

urged to make medical and dental appointments after school to minimize disruptions in the instructional day. However, if a student must be excused from school before dismissal, a note stating the reason for early dismissal should be sent to the teacher. Students leaving before dismissal must be signed out in the office by a parent or authorized adult 18 or older. **Valid Identification will be required** from anyone not recognized by office staff. Students will not be called out of class until the parent is in the office.

### **Car Riders**

We appreciate your cooperation in picking up your student on time in the afternoon; supervision is not provided for students beyond 3:45 p.m. unless they attend a pre-approved school activity.

The front driveway is for cars only, and the bus lot is for buses only. Parents are asked to stay in their cars and drive to these stations. Double traffic lines are dangerous; the safety of all students is much more important than saving a few minutes of time. Students will not be permitted to walk through the parking lot to meet the person picking them up; with numerous cars and driver distractions, pedestrians in parking lots would be at risk of injury.

### **Bus Riders**

Transporting students to and from school is a great responsibility for everyone. Bus drivers are responsible for the safety and conduct of all students on their bus. They need our support. Students are to obey the directions given by the driver and follow bus rules by staying seated, talking quietly, and keeping hands, feet, and all objects to themselves. They are to obey and show respect for the drivers and all staff members who assist with loading and unloading buses. Refer to Rule II-3 of the GCS Student Handbook.

### **General Guidelines**

- Students may only ride the bus they are assigned. Parents may request a change by sending a note or calling the office in advance. Due to space considerations, the bus supervisor must approve these requests.

- If you are concerned about a student's behavior on the bus, contact the grade-level principal.
- According to NC State Law, parents or other adults may not board the bus under any circumstance. Doing so may result in criminal charges.
- These rules must be followed on the bus:
  - Follow the directions of the driver.
  - Stay in your seat. Keep all body parts and objects inside the bus.
  - No pushing, shoving, or fighting at any time.
  - No eating, drinking, loud talking, or other inappropriate behavior on the bus at any time.

### **BREAKFAST AND LUNCH**

Ferndale Middle School offers breakfast and lunch free of charge for all students this school year. Students may also bring lunches prepared at home. Foods are not to be shared between students.

### **DISCIPLINE AND BEHAVIOR**

At Ferndale Middle, we expect that all students will behave appropriately. We will not tolerate student behavior that hinders the teaching and learning process. Therefore, we clearly define both school-wide expectations and individual rules. Rule violations will result in appropriate consequences. We are aware of parents' basic responsibility and influence to teach manners and appropriate behavior and encourage parents to define those expectations at home.

A Code of Student Conduct has been developed by the Guilford County Schools. This publication describes, in detail, the procedures for parents, students, and schools to work cooperatively to foster positive interpersonal relationships and maintain a safe, orderly school environment. Refer to the Guilford County Schools Student Handbook for conduct and consequences for violations. Teachers must discuss the rules with all students assigned to their classes and allow them to ask questions. In addition, the principal

will conduct assembly programs as often as necessary to discuss rules and consequences. Each teacher has also established an individual class discipline plan. Parents are encouraged to read the GCS Code of Conduct Handbook sections concerning behavior and discipline and discuss expectations with the student(s). Every effort will be made to help parents and students understand the discipline policy and procedures of the school.

Bullying and Harassment will not be tolerated at Ferndale Middle and will be dealt with immediate and severe consequences. Refer to Board Policy JCDAD-P.

Inappropriate behavior may result in the following consequences:

- Classroom discipline procedures enforced
- Conference with student
- Parent notification
- In-school suspension (ISS)
- After School Detention
- Out-of-school suspension (OSS)
- Administrative assignment to another classroom
- Long-term suspension with a recommendation for expulsion

### **Physical Aggression and Fighting**

Physical altercations will result in the parent or guardian being called to the school to take the student home for the remainder of the school day and/or up to ten days of suspension from school. The parent or guardian may be asked to come to the school for a conference before the student returns to the classroom. Students who start fights will have the same consequences as those involved. Law enforcement may be called. Refer to Rule III-1 of the GCS Student Handbook.

### **Banned Substances**

Students shall not possess, use, sell, transmit, deliver, or distribute tobacco, alcohol, drugs, or any controlled illegal substance or paraphernalia at any time on school property. There are serious consequences for violations. Refer to Rule III-4 of the GCS Student Handbook.

### **Weapons Policy**

Students may not possess, hide, or hold for another person any weapon or object that could cause harm or that is intended to cause bodily injury to another person. This includes misuse of otherwise acceptable objects. The consequence is an automatic out-of-school suspension and up to a long-term suspension with law enforcement involvement. See Rule III-3 and Rule IV-2 of the GCS Student Handbook.

### **Cafeteria Expectations**

Good manners are expected. Students should enter the cafeteria and serving line quietly. They will go through the line only once. Once seated, students must remain seated in assigned areas.

All food and drinks must be consumed in the cafeteria. Students cannot have outside food, such as McDonald's, in the cafeteria, and they cannot have food delivered to the school for lunch. Students are responsible for helping to maintain the cleanliness of the cafeteria and courteous behavior. This means leaving their eating areas clean. Every student's cooperation is needed to keep the cafeteria and school looking their best.

### **Hall Passes**

Students are not allowed in the halls during class periods without a pass. They should obtain permission from their teacher and have a signed hall pass. Whole-class restroom breaks will be taken 2-3 times in the day to decrease the amount of hallway activity during instructional time.

### **COUNSELING**

The counseling program is an integral part of Ferndale Middle's educational program. It is aligned with the North Carolina Standard Course of Study and has three components: academic development, personal and social development, and career development. The school counselors work with parents to create a partnership between the home and the school to support the success of every student and conduct classroom guidance lessons. They may also work with students individually or in small groups to support the needs of the student(s). The school



counselor can provide references for additional community resources as needed.

### **DRESS AND GROOMING**

The Guilford County Board of Education respects a student's interest in self-expression through appearance. The Board also recognizes the importance of creating an orderly and respectful environment in which to learn. Balancing those interests and other legitimate pedagogical principles governing student learning, every student shall maintain a clean and appropriate appearance for the school setting. At FMS, students are expected to wear clothing appropriate for the school setting. As such, we will adhere to the dress code.

Refer to Board Policy JCDB/JCDB-P. Students whose appearance or apparel disrupts the educational environment must change their attire.

## FERNDALE MIDDLE SCHOOL STUDENT DRESS CODE



**1.** All tops must cover the entire midsection and extend past the waistband. Spaghetti strap tops, tube tops, backless shirts/dresses, halter, and crop tops are not allowed.





**2.** Dresses, skirts, rompers, and shorts must extend past the wearer's fingertips when standing. This includes athletic running shorts. Pants, shorts, and skirts must be worn at the waist and secured.

**3.** Student hood/hoodies are at the teacher's discretion, but headphones/earbuds under hoodies is prohibited.





**4.** No holes/rips in inappropriate places will be allowed in any clothing. There can be no holes/rips in clothing above the knee unless the student wears leggings or tights under them.

**5.** No bandanas, ski masks, bonnets, durags, sunglasses, blankets, or sleepwear of any kind are allowed inside the buildings during the school day.





The school administration and staff reserve the right to make determinations about the appropriateness of student dress even if it is not specifically listed in the dress code.



### **GRADING AND ASSESSMENT**

The report card is a record of student performance and progress. At the end of each nine-week period, report cards are sent home to parents/guardians.

### **Reporting Student Progress**

Report cards are issued at the end of each nine weeks. Interim progress reports are available upon request. Student progress can be viewed at any time using the Parent Portal. Directions for the Parent Portal are available in the school office. Parents are requested to review these reports, sign them, and return them as soon as possible. During the first ten weeks of school, every parent will be invited to attend a parent conference.

### **Letter Grades/Point Scale**

<b>A</b> .....	<b>SUPERIOR</b> .....	<b>90-100</b>
<b>B</b> .....	<b>GOOD</b> .....	<b>80-89</b>
<b>C</b> .....	<b>SATISFACTORY</b> .....	<b>70-79</b>
<b>D</b> .....	<b>UNSATISFACTORY</b> .....	<b>60-69</b>
<b>F</b> .....	<b>FAILING</b> .....	<b>0-59</b>
<b>I</b> .....	<b>INCOMPLETE</b>	
<b>NG</b> .....	<b>NO GRADE</b>	

### **Testing and Assessments**

Testing measures student achievement and is an integral part of the learning process. Guilford County Schools will determine and announce assessments based on state testing dates and guidelines for the current school year.

### **HOMEWORK**

Homework is directed towards independent inquiry and self-study. Successful students set aside time at home for independent study and thought. It is important for students to review what took place in class each day, study notes taken for each class, concentrate on independent reading and writing, or use various resources to prepare for an upcoming project, report, or test. Successful students are well-organized, listen carefully, take good notes, and write down all assignments.

### **CHROMEBOOKS**

Chromebooks will be provided to each student to use during the instructional day. These devices should not travel to and from home and school each day. Specific Chromebook care and usage policies will be distributed when the devices are issued. Students who misuse, mistreat, or disregard school and teacher directions regarding technology may face

disciplinary actions, including loss of privileges or other disciplinary actions. The wide variety of technology makes monitoring and controlling in a school environment challenging. A student who violates any portion of the Acceptable Use Policy may immediately lose the privilege to use their school-issued device at school for a long time, commensurate with the nature of the violation. See Rule I-6 and Rule II-7 of the GCS Student Handbook.

### **HEALTH POLICY**

Each child's health is a major concern to the faculty and staff at FMS. We want to inform you of our student health guidelines to maintain a healthy school environment for all students. Exceptions from the guidelines may require a doctor's note. As a district and school, we take every precaution to ensure the continued safety of our students. Here's how you can help: Students experiencing COVID-19 symptoms should stay home and get a test for COVID-19 on day five. If you suspect or confirm that your student has COVID-19, please report it immediately by contacting the school at 336-819-2855 or emailing our data manager.

### **Medicines and Emergencies**

School personnel may not administer medication without written consent signed by a doctor and parent/guardian. Consent forms are available in the school office. Do not send ANY medication(s) to school by your child, as students often misplace items that could be picked up and/or harmful to another student. Refer to Board Policy JGCD/JGCD-P.

### **PERSONAL PROPERTY**

Per GCS policy, the following are prohibited: bandanas, beepers, playing cards, electronic devices, explosive devices, incendiary devices (including but not limited to firecrackers, matches, and lighters), laser lights and pointers, and weapons of any kind, including look-alike weapons such as toys. See Rule III-3 and Rule IV-2 of the GCS Student Handbook.

Cell phones are permitted but not used or displayed during regular school hours. If any electronic devices or cell phones are confiscated, parents must come to the school to retrieve the item(s). FMS will not be responsible for lost or stolen personal property such as cell phones, toys, school supplies, or electronic devices. See Rule I-6 and Rule II-7 of the GCS Student Handbook.

### **VISITORS AND CONFERENCES**

All visitors must report to the school office for a visitor's badge. This is for the safety and protection of our students. If it is necessary to contact your child during the school day, please get in touch with the office. We will call the student to the office for you. We ask that you limit contact during the school day, as classroom disruptions harm learning. All visitors must wear a visitor's badge in a prominent location when visiting the classroom for a conference with the teacher, eating lunch with a child, attending classroom and school functions, or volunteering in the classroom.

Parents are always welcome to visit the school for observation and will be accompanied by an administrator. Any classroom visits during the school day should be for that purpose only and limited to 15 minutes unless prearranged by the teacher and approved by the administration. Conferences and visits must be planned with at least one day's notice. Teachers and students work on a planned schedule and program, and unexpected interruptions consume time and interfere with the teaching and learning process.

If you need to check your child out during the school day, please report to the office with a valid driver's license. Office personnel will call your child to the office. No student will be permitted to leave the building with a parent or visitor unless they have been checked out by office personnel.

Our staff will supervise each child on an ongoing basis between 8:00 a.m. and 8:20 a.m. to ensure their safety. Therefore, we ask parents to allow students to walk to class independently.

At 8:20 a.m., all doors are locked from the outside, and all parents and visitors are expected to report to the office. Our school halls and all entrances are monitored and recorded by a video monitor system. All parents and visitors are welcome at Ferndale Middle, but once again, the SAFETY of all our students is of utmost importance.

### **VOLUNTEERS**

Volunteers will be allowed inside the building to begin the 2024-25 school year per the safety protocols set in place by Guilford County Schools. FMS follows the procedures below: Parents who wish to volunteer, chaperone a field trip, or visit a classroom for an extended period will also need to register as volunteers at [www.gcsvolunteers.com](http://www.gcsvolunteers.com). This is a simple process that allows us to ensure an extra level of security for our students. Should you require assistance with this process, anyone in the office can help.

### **CLASS PARTIES/CELEBRATIONS**

At Ferndale Middle School, we believe in creating an environment prioritizing learning. We also believe that it is healthy for students to celebrate on occasion. As such, classes will, on occasion, celebrate various events. Birthdays should not be celebrated individually in each classroom. Parents may send commercially prepared refreshments (items prepared in a facility inspected by federal health officials) to the school, which may be used as part of a planned celebration if communicated with and approved by the classroom teacher. Please contact your child's teacher with any questions and arrange in advance.

Balloons/flowers, etc., delivered to students at school will not be given to students during the instructional day. Students may not take these items home on the bus.

### **AFTERSCHOOL ACTIVITIES AND ATHLETICS**



Many students regularly stay after school to participate in the school's extracurricular programs or athletics. However, only students directly involved with these activities and supervised by a teacher may stay after school. When representing Ferndale Middle School, students are expected to follow all school and GCS rules and regulations when participating in any event, on or off the Ferndale Middle School campus. At all times, school and GCS district rules and jurisdiction still apply.

Students must be counted as present on the event day to attend any after-school function. When a student has been assigned OSS (Out of School Suspension) from school, he/she may not participate in any school activities or athletics as a participant or spectator.

On the day a student is assigned ISS (In-School Suspension) because of discipline violations, the student is not eligible to play in a scheduled athletic event or activity.