

Ashe County Middle School

Student Handbook

2019-2020

Go Bulldogs!

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Welcome!

The faculty and staff of Ashe County Middle School would like to welcome you to a new and exciting year. We have been recognized at the state and national level for being one of the best schools in North Carolina and a National School to Watch. We look forward to working with you as a partner on our learning team.

We believe it is our responsibility to offer each student an educational program that will help him/her reach his/her highest potential. We believe the total child is involved in the learning experience. Our academic programs, character education, and athletics all reflect this belief.

The purpose of this handbook is to inform you of the procedures at ACMS. It is our experience that organization and routine procedures are essential to creating an environment where your child feels safe, secure, and ready to learn.

On behalf of the Ashe County Middle School faculty and staff, WELCOME. Have a happy and safe school year!

Ashe County Middle School Vision Statement

Ashe County Middle School will foster an environment to nurture individuals academically, socially, and emotionally so that they are equipped to tackle academic challenges and become productive members of society.

Ashe County Middle School Mission Statement

Ashe County Middle School will continue to create a safe, effective learning environment that enables each individual to reach his or her greatest potential through ample opportunities to excel.

To achieve this mission students will:

- Be prepared
- Be respectful
- Be compassionate
- Be self-motivated

As a dedicated middle school staff we will:

- Be prepared
- Be respectful of one another, and each student
- Be rigorous
- Be engaged with family and community

Building Hours

ACMS and Ashe County Board of Education assume the responsibility of students from the arrival of the first bus each morning until the last bus has departed. Office hours are 7:30 am until 4:00 pm. **Students may be dropped off at school beginning at 7:30 am and must be picked up by 3:20 pm.** This would not apply to students participating in before or after school enrichment programs or other school-sponsored activities. We ask that all phone calls regarding bus changes/student pick-up be prior to 2:45pm in the afternoon (unless it is an emergency).

Teaming and Your Child

Teaming has proven to be an essential part of any middle school. Here at Ashe County Middle School, each student will be placed on a team designed to meet his/her individual needs. The goal of each team is to develop appropriate procedures and skills for being productive while encouraging participation and creativity. Each team functions as a unit by sharing mutual schedules, teachers, and activities.

Encore Classes

These courses enable students to expand on their academic classes and discover their particular abilities, talents, interests, and preferences. Health/PE is required in both 7th and 8th grade. Other Encore electives students may have are: Agriculture Education, Art, Band, Exploring Careers, Chorus, Project Lead the Way, Model Reading, Model Math, and Spanish.

Top Dog Clinic

We are fortunate to have a school-based health center staffed with a full-time Registered Nurse & Medical Office Assistant, part-time Family/Pediatric Nurse Practitioner, Mental Health Counselor, Nutritionist and other Health Educators as needed. Current hours are from 8 a.m. to 3:15 p.m. Monday – Friday, but are subject to change. Students must be enrolled at ACMS to be allowed to use the services of the center during the school day. Teachers are required to make appointments for a student BEFORE they go to the clinic. The student is then responsible for bringing an excuse from the clinic to the teacher so they will not be counted absent from class. Students who abuse the privilege of going to the clinic will be referred through their Guidance Counselor by appointment only to the clinic. The clinic phone number is 336-384-1625 or you may call the middle school for more information.

School Student Health Services

Hearing screening will be conducted during the school year to seventh graders.

Policy on the Administration of Medication

No medications are allowed at school without physician AND parent written authorization. This includes PRESCRIPTION and OVER-THE-

COUNTER medications. It is preferred that all medications be given at home. Students are not permitted to SELF-CARRY medications. The only exceptions for self-medications are emergency medications such as inhalers, epi-pens, or glucagons. Students should not bring their medication to school. Parents/guardians must present the medications to school administration or counselors. Also, teachers and office staff cannot accept medications. Medications will be sent home if these guidelines are not followed. Parents will also be given a MEDICATION INFORMATION LETTER that describes medication procedures in more detail. The school nurse is Tammy Craine, R.N. and can be contacted at 336-384-4500.

Emergency Procedure

Emergency procedures are in place to cover any emergencies that may arise. Fire drills will be conducted monthly, and other drills will be conducted as necessary. Students should move quickly, quietly, and in an orderly single file manner during all emergency procedures.

Visitors

All visitors to Ashe County Middle School must check in at the office. Visitors will be issued visitor passes for the duration of their stay on campus.

Volunteers

Community participation is an essential part of a good school. The staff at Ashe County Middle School welcomes and encourages volunteers to assist in the overall school program. Any person wishing to volunteer will need to meet with the principal or assistant principal prior to volunteering. Passes will be issued to all volunteers.

PTO Advisory Committee

Ashe County Middle School is supported by the Parent Teacher Organization. The organization works together with the faculty, staff, and administration at ACMS to support the needs of the school. The Advisory Committee is elected by the members-at-large to conduct business concerning school improvement. For more information, contact the principal, assistant principal or PTO president.

Ashe County Middle School Attendance Policy

Regular attendance is an important factor in the educational development of the student as well as a desirable habit for young adults to develop as they prepare to enter the areas of higher education and work. A student must attend at least 3.5 hours per day in order to be counted present for that day. Recognizing attendance is primarily the responsibility of the students and parents (G.S. 115C-378). The Ashe County Board of Education has adopted the following policy for grades 7-8.

The compulsory attendance law requires that the parent, custodian, or guardian of children under 16 notify the school of the reason for each known absence. **The absence will be coded unexcused unless the written notification takes place within three (3) days of the absence. Because classroom attendance is vital to student academic success, the Ashe County Board of Education has determined a limit of fifteen (15) absences per year in grades 7-8 in order to receive a passing grade in that class.**

The parent will be contacted by a letter or phone message when the child has accumulated **three (3) unexcused** absences, again at **six (6) unexcused** absences, and then at **ten (10) absences regardless of whether they are excused or unexcused**. After the 10th unexcused absence, a decision on the next steps of action will be made by the attendance committee, after which the district attorney and/or the juvenile intake counselor may be notified. **When a student has accumulated ten absences, excused or unexcused, a medical excuse will be needed in order for any additional absences to be excused.**

(Also, see tardy policy for additional absences.)

Written documentation is required for all absences; therefore, a student must present a written statement from the parent/guardian as to the reason(s) for the absence. Determination as to whether the absence(s) is excused or unexcused will be made by the principal or assistant principal. This determination will be made according to the eight (8) legitimate reasons; these reasons for absences are:

1. Illness or injury
2. Death in the immediate family (mother, father, siblings (also half and step), grandparents)
3. Medical or dental appointments
4. Court or administrative proceedings (court-ordered)
5. Religious observances
6. Educational Opportunity **See guidelines below.*
7. Quarantine
8. Special emergencies as determined by the principal.

Work missed must be made up within three (3) days under the teacher's direction. It is the responsibility of the parent and student to see that all work is made up and submitted within the time limit.

Excessive absences (over 15 per school year) will result in assigned after school tutoring during ASD. For each day absent in excess of 15, 2 days of ASD are required to make up the absence. (ASD is from 3:20 pm to 4:20 pm on Tuesdays and Thursdays.)

Exceptions to Attendance Policy Regulations:

- Absences from class due to school-sponsored activities will not be counted against the student; however, assignments missed must be made up.
- Absences from classes due to late buses will not be counted against the student.
- Absences from school due to no bus service during inclement weather will be counted as an excused absence; however, the three (3) day policy for documenting the absence will apply.

Educational Opportunity

If a student has accumulated no more than seven (7) absences for the year, the principal may approve **one pre-arranged trip of up to three days**. This would be considered an educational opportunity. **A request must be submitted in writing to the principal or assistant principal at least two**

weeks prior to the trip for it to be considered for approval. A submission does not mean it will automatically be approved. If approved, a one-page journal writing will be submitted upon return from the trip to the data manager and will excuse the student for his or her absence(s). **(No absences for prearranged educational opportunity will be granted during the three weeks prior to end-of-grade tests.)**

Students' Check-In/Out Procedures

Students arriving to school late or returning from an appointment must sign in at the receptionist's desk to receive a note to be admitted to class. If a student must leave school for any purpose, **he/she must be signed out in the office** by a parent or guardian. This procedure is designed to ensure that students do not leave the premises with anyone other than the parent or guardian.

Tardy Procedures: Ashe County School Policy 4400

Ashe County Middle School recognizes that regular attendance plays a significant role in the academic performance of all students. It is a reasonable expectation that in order for learning to occur, each student must arrive to school on time and remain for the entire school day.

A student is considered tardy if he/she is not in the classroom when the morning bell rings (8:00) OR if a student leaves before the end of the instructional day (3:15). Students will have three days to provide a written excuse of the tardy. Written excuses from the parent/guardian will be accepted up to six unexcused tardies. After 6 unexcused tardies, a medical excuse will be required. The following procedures will be followed for **frequent and excessive unexcused tardiness** at Ashe County Middle School:

***3 Unexcused tardies** – 1 unexcused absence will be added to attendance – Homeroom teacher will contact parent.

***5 Unexcused tardies** – Counselor will contact parent.

***6 Unexcused tardies** – 1 day of ASD will be assigned and an additional absence will be added to attendance. Administrative designee will contact parent.

***8 Unexcused tardies** – Administrator will contact parent.

***9 Unexcused tardies** – Administration will refer student/parent to mediation. 1 day of ASD will be assigned and an additional unexcused absence will be added to attendance.

***More than 9 unexcused tardies**– Administration will refer student/parent to Student Services and an additional unexcused absence will be added to attendance for each additional 3 unexcused tardies given. A day of ASD will be assigned to the student for each additional 3 unexcused tardies.

Perfect Attendance

Students are eligible to receive perfect attendance if they have **zero(0) absences and less than three(3) unexcused tardies.**

Lockers

Lockers are the property of Ashe County Middle School and will be assigned to each student for his/her convenience. Students are expected to take care of their lockers and should keep them clean and organized in order for them to open and close properly. Students may not change lockers without permission or use another student's locker. **Locker decorations are not allowed on the outside, and locks for lockers are not permitted.** Students must understand that the lockers are the property of the school and can be inspected or searched at any time by the principal, assistant principal or School Resource Officer (SRO). School authorities may request the assistance of additional law enforcement officials if illegal or dangerous items are suspected.

Book Bags

Book bags may be used to carry school materials to and from school, but may not be carried from class to class or left in a classroom unless arrangements have been made with staff to accommodate a student's academic/physical need.

Clubs

All clubs at ACMS will be strictly academic, and must be approved by administration in accordance with ACBOE policy.

Report Cards/Progress Reports

Report cards will be issued every nine weeks. Progress reports will be sent home mid-way through each grading period. Parents are encouraged to attend scheduled conferences to discuss student progress. Progress reports and report cards will be sent home for parents' signature.

Ashe County Schools has adopted the following 10-point grading scale for grade 3-12:

A (90-100) B (89-80) C (79-70) D (69-60) F Not passing (Below 60)

Homework

Homework serves the purpose of independent practice; therefore, it should not be a substitute for good teaching, but should enhance classroom instruction. **Homework is required and will be consistent with the needs and instructional level of the individual child.**

Stay Informed

Communication between the school and home is essential for the progress of young adolescents. Parents are encouraged to check bookbags on a regular basis. Each team will have a preferred form of communication that they will share with you. This is an excellent way for the team of teachers and parents to communicate in a routine manner. **Parents are encouraged to check this information regularly** so that they are informed of special events at school, as well as their child's progress.

Textbooks

Textbooks issued are property of Ashe County Schools. They should be used with care and returned in good condition. Students will be charged a fine for lost, stolen, or damaged books.

Academically Intellectually Gifted

Ashe County Middle School offers the Academically Gifted student acceleration in the areas of Language Arts and Mathematics. Teachers challenge

and motivate students to explore individual interests and to exceed the curriculum. This is accomplished through our AIG classes. Students involved in these classes must be identified/placed in the AIG Program.

Promotion and Retention

If you have any questions about promotion and writing requirements, please talk with your teacher, guidance counselor, or administration. They are all available and willing to talk with you. Please note that the principal has the final authority over grade placement.

School Activities

Ashe County Middle School will offer a variety of activities for students during the school year. Participation in school events is encouraged. Special incentives will be offered for students who have exemplary behavior, attendance, or academic performance. The following are examples of activities:

- Career Day
- Battle of the Books
- AR Rewards
- Spelling Bee
- Field Trips
- Field Day
- Dances/Socials
- Model UN
- Sports
- CASE Club

-Reward socials will be held throughout the school year.

Athletics

Fall Sports: Volleyball, Football, Cheerleading, Soccer, and Golf

Winter Sports: Basketball, Wrestling, Cheerleading

Spring Sports: Softball, Baseball, Track

Ashe County Middle School Eligibility Rules for Athletics:

- Have 85% daily attendance during the previous semester (76.5 days present/per semester).
- Students cannot be 15 years old on or before August 31st of eligible year; the school must have on file legal proof of the birth year.
- Students must have a physical by a licensed physician or physician assistant on file with the school prior to start of activity; these physicals are good for 395 days.
- Students must meet promotion standards set forth by the local LEA.
- Students must pass three (3) required core classes **and** pass one (1) less than the required number of encore classes; the previous semester's grades decide if they are eligible to play in the current semester.
- If a student is assigned ISS or OSS, that student will not be eligible to play or practice on that day.
- Upon receiving the third (3rd) ISS or OSS, that student will be dismissed from activities/sports which he/she is involved.
- If students receive a day of After-School Detention (ASD), they will need to stay that day or the next day ASD is held. If this is not completed, students will serve additional ASD. After School Detention occurs from 3:20 pm until 4:20 pm Tuesday and Thursday; if practice occurs after that time, students may still practice.
- Absences are as follows:
 - Excused absences must be documented by administration or by a coach for students to play or practice.
 - Unexcused absences (full day or over 1/2 day) results in not playing or practicing on that day.

Counseling Department

The Counseling Department at Ashe County Middle School offers developmental services for every student. Our school counselors are specially trained to help children solve many kinds of problems at school and home. Our counselors are a part of the school team because children can experience problems or changes in their daily lives that can affect them emotionally, physically, and academically. Helping students find solutions to their problems or adjusting to middle school changes is very important so they are able to grow and develop in a positive manner. Counselors are available for individual counseling, small group counseling, and classroom presentations. Our counselors consult with parents and teachers on ways to help students find success in school or at home. The department is also able to provide referral sources to community agencies as well as collaborate with the school social worker, school psychologist, and other staff members to help ensure that personal and academic needs are met for all students. Students, parents, teachers, or other staff members may make referrals to the counselors.

Media Center

The Media Program is designed to support and enhance classroom instruction and build a life-long love of reading. The media center is open to students from 8:00 am until 3:20 pm. Students may also visit the media center with their classes at scheduled times. Students may check out a maximum of two books/magazines for a period of two weeks. Books may be renewed for an additional two weeks. The individual student is responsible for full replacement costs of lost or damaged books. Students are encouraged to use the media center as much as possible for research and learning.

Internet Usage

Computers with access to the Internet are available in the computer labs, media center, and classrooms. Students may not access the Internet at school without parental permission. An Acceptable Use Agreement for Student Internet Users must be signed by both student and parent. These forms are available in the media center or from the tech coordinator. If a student misuses the Internet, these privileges will be revoked for the remainder of the school year.

Telephones

Phones are located in the school office and in each classroom. Student use is strictly limited to emergencies and should be time sensitive. Student calls should be made from the phones in the classroom with teacher supervision.

Cell Phones (But Also Applies to Other Electronics):

Cell phones are permitted as long as they are powered off, *this means "off" not silent or vibrate*, and the cell phone is out of sight (not visible

to anyone). If a student's cell phone or other electronics is in view or in use, the following consequences apply:

First time - The phone or other electronics is taken and After School Detention will be assigned. Parents will be able to pick up the phone/electronic from the office.

Second time -In-School Suspension will be issued by an Administrator. Parents will be able to pick up the phone /electronic in the office.

Additional: If further instances occur, the student's phone/electronics will be taken and parents must come pick it up from the office. Additional In-School Suspension will be assigned and students will be asked to leave their electronics at home or left daily in the office area during school hours.

Video Recording and Picture Taking

Students may not take pictures, videos or recordings of other students or faculty unless supervised by a faculty/staff member for instructional purposes. This also **applies to buses and all school activities including field trips.**

Social Media

We want to encourage parents/guardians to monitor your child's personal media site(s). The information on these sites is the responsibility of the student/parents, and administration will issue discipline if it causes a disruption to the school day.

*****ACMS is not responsible for lost or stolen items, including electronics.*****

Child Nutrition Program

Ashe County Middle School has an excellent cafeteria. Each day we will provide nutritious meals with a variety of choices for students. According to research, students who eat a nutritious breakfast and lunch each day do better academically and athletically. We have an inviting cafeteria and a point-of-sale computer system, which will provide complete confidentiality for free, reduced, or paying students. The system accommodates prepayment of meals, which will allow faster service to students. In addition to the point of sale computer system, parents may now pay online on our Ashe County Schools website. Under students/parents, click on Child Nutrition Information. Then click on "Pay Schools Instructions" in order to set up individual student accounts or call the Nutrition Director at 336-246-7175.

Dress Code

The dress code for Ashe County Middle School is set by Ashe County Board of Education Policy. Both research and experience have shown that student conduct, identification with the school purposes and activities, personal pride and self-respect, and even the level of learning responses of students are all related to personal appearance and mode of dress. The purpose of the dress code is to ensure that a student's dress and appearance promote a positive learning environment, does not disrupt the learning of others or the general operation of the school, and does not create a safety hazard. **Dress code also applies to all school functions (dances/socials, field trips, etc...).**

Decisions regarding a student's clothing or accessories will be made in accordance with the following guidelines:

1. **Headgear.** No headgear or sunglasses will be worn except those for obvious or established reasons. Hats/Hoodies not allowed inside the building.
2. **Shirts/Blouses/Tops.** Blouses/shirts must be designed and worn so that the tops of the shoulders are covered.
 - No halter-tops, strapless tops, spaghetti straps (less than 2"), tube tops, racer-back, or bare shoulder tops of any kind are allowed.
 - Blouses/shirts/tops that expose any portion of the waist, hips, or midriff are not allowed. Other blouses/shirts not appropriate for school include but are not limited to, low-cut, see through (top underneath must meet dress code), or backless tops.
 - Tops must cover the buttocks when worn with leggings or yoga pants.
 - Pajama tops or bottoms are not permitted.
 - Males are not to wear cut out muscle shirts/ tops that have been cut unless an undershirt is worn underneath.
3. **Shorts/Skirts/Dresses/Pants.** All shorts, skirts, and dresses must be **no shorter than 3" from the top of the knee cap.**
 - Inappropriate slits, holes, or tears are not permitted above mid-thigh.
 - Leggings, yoga and other types of spandex pants require a top to cover the buttocks.
 - Shorts, skirts, or pants must be worn securely around the waist with no bagging or sagging.
 - The waistline of shorts/skirts/pants must be worn on or above the hips with no underwear showing and may not be worn rolled at the waist.
 - Belts may not be excessive in length and should not be hanging from either side of the body.
 - Sheer covering over dresses/skirts of under laying garments must meet dress code (underneath layer must be no more than 3" above the knee).
 - Overalls must be fastened appropriately. A shirt of proper length and style must be worn under the overalls and underwear should not be visible while the student is standing or sitting.
 - Pajama or fleece bottoms are not allowed.
4. **Footwear.** Tennis shoes or soft bottom shoes are required during Health/PE. Health regulations and safety factors require that shoes be worn at all times.
5. **Undergarments.** Undergarments must be worn and must not be visible while standing or sitting.
6. **Swimsuits** for females are to be one piece. Males may wear a shirt while swimming.
7. **Words/Symbols.** No student clothing shall display words or symbols that advocate or depict violence, drugs, alcohol, sexual implications, gang affiliation, or other illegal activity expressively or implied.
8. **Jewelry/Accessories.** Jewelry or accessories that may be used as weapons are not permitted at school. This includes but is not limited to spiked rings, spiked bracelets, two or three finger rings that are connected, and bulky chains worn around the neck or waist, or hanging from the pocket. Sharp objects such as spikes are not allowed on clothing or book bags.
9. **Other Inappropriate Dress.** Any student dress/appearance not specifically prohibited in this policy but which school administration deems disruptive to the learning process will not be allowed.

*If a student violates the dress code, he/she is allowed to call parents and will be asked to sit in our Alternative Learning Lab (ALL) until appropriate clothing is obtained from parents. **Refusal to comply with these regulations will be deemed as insubordination and will be handled as outlined**

in the discipline policy.

Bus Misbehavior

Students shall not engage in any type of behavior that interferes with the safe and efficient operation of the school bus and/or safety of persons riding in the bus.

Students who willfully violate these rules will be dealt with according to Ashe County School Board Policy concerning bus conduct.

The following are the procedures used in bus conduct:

1. Parent(s) of students who refuse to cooperate with bus drivers, principals, and teachers will be notified of their child's misconduct.
2. If said student or students persist in causing trouble on the bus by refusing to cooperate, said student or students will be barred from riding a school bus for a period of one week, and parent(s) will be notified.
3. If said student or students continue to cause trouble on the bus after having been barred from riding the bus then the parent will be notified again. Said student or students could be denied the privilege of riding a public school bus for the remainder of the school year.
4. **Food** is not allowed on the bus.
5. Only **clear water** in a clear container will be allowed.
6. **Homework:** Books are the only school materials that may be out while on the bus. **No pencils, pens, paper, etc. are to be out while on the bus.**
7. **Electronic devices** – Electronic devices are allowed as long as they do not cause problems on the bus. If a problem arises because of an electronic device, the student will be asked to put it away. **If the student refuses to comply with the driver's request, the device will be taken by the driver and turned into the school bus supervisor.** Any loss of, or damage to, an electronic device used by students on the bus will not be the responsibility of the school system.
8. **Video recording, picture taking or voice recording on the bus is prohibited as stated in our county policy.**

After-School Detention (ASD)

ASD is designed to assist students who cannot voluntarily contribute to the educational classroom setting. Some reasons for being assigned to ASD could include (but are not limited to) failure to complete an assignment, refusing to work during class time, trying to complete other class assignments during a different class, sleeping in class, or interfering with others who are working, and tardies. This detention class is after school from 3:20 pm until 4:20 pm on Tuesdays and Thursdays.

Series of Other Corrective Actions Assigned by Teacher/Team:

- Lunch Detention/Silent Lunch
- Alternative Learning Lab (ALL)
- After-School Detention (ASD) **non-punitive**; for missing assignments, tests or the need for tutoring

Actions Assigned by Administration

- After School Detention
- Bus Suspension
- In School Suspension (ISS) **If students cause a disruption while in ISS and are removed, automatic OSS will be issued.**
- Out of School Suspension (OSS)
- Expulsion

Discipline Practices

Administration will make every effort to contact parents if a referral results in disciplinary action. **If multiple suspensions occur with any student, parents will be required to come to school to reinstate the student. A student's actions may result in charges being filed and/or long term suspension may be issued.**

The following infractions are consistent with the Ashe County Schools Code of Conduct. The complete document can be found here:

<https://www.asheschools.org/cms/lib/NC02200844/Centricity/Domain/31/Student%20Code%20of%20Conduct%20Booklet.pdf>

MINOR INFRACTIONS

For Class I Infractions, interventions should be attempted by the teacher/team before a parent contact is made. After three interventions and a parent call, the teacher/team can write a discipline referral to request the assistance of administration.

Chewing gum is allowed during the school day; however, that is as long as faculty/staff **does not: see it, hear it, or find it.** In addition, if gum is causing a classroom disruption, teachers have the right to issue disciplinary consequences.

Classroom Disruption - Disturbing or distracting from the normal instructional process will not be tolerated. This includes, but is not limited to, interrupting the class, provoking other students, or talking excessively.

Public Display of Affection - Inappropriate public displays of affection are not allowed. Examples are, but not limited to, kissing, holding hands, hugging, or any inappropriate touching, gestures, etc. This includes all school grounds, such as football field, bus loading areas, field trips, etc.

Excessive Physical Contact - Students should avoid all unnecessary physical contact, hugging, horseplaying, and/or roughhousing. Students should know it is best to keep your hands to yourself.

Failure to follow set routine - Students shall comply with all directions of teachers, substitute teachers, teacher aides, student teachers, and any other school personnel during any period of the school day including, but not limited to, homework assignments, testing instructions, etc.

Food or Drink - No food or drink is allowed in the classroom without the direct supervision of the classroom teacher. Vending machines are off limits until after school hours. Energy drinks or any type of Power Shots are not allowed at any time. **Clear water in a clear bottle/container is the only exception to this rule.**

Major disruption - Students shall not cause disruption in the learning environment or encourage others to do the same.

Profanity - Students shall not use insulting, abusive, profane, obscene words, signs, or gestures at any time.

Showing or exhibiting disrespect for others - Students are expected to show respect to other students, faculty, and staff at all times.

Unexcused Tardiness - Students should learn the importance of being prompt upon arrival to school and being punctual to attend classes. *See Tardy Procedures.*

Violation of dress code - Because there is a direct correlation between dress, attitude, and achievement in school, Ashe County Middle School requires a student to dress in a manner which does not distract or disrupt the attention of the students from the instructional program. The violators will be asked to change clothes before reporting back to class. A student may need to call home for more appropriate clothing to be brought to school. (See Dress Code for full explanation.)

MAJOR INFRACTIONS

All Class II Infractions will be dealt with by the administration. If deemed appropriate, referrals will be made to the Ashe County Sheriff's Department.

Cheating or Plagiarism - Students shall not cheat on tests or exams, nor copy the work of another student or person, nor assist a student in copying or cheating from his or her work or test, nor complete in a dishonest manner any type of academic assignment.

Cutting class and/or leaving school without permission - Students shall be on campus and in their assigned classes unless they have been authorized to be elsewhere by faculty or staff.

Damage to school property - No student will attempt to damage or deface any school property or contents of the same.

Disrespect to faculty/staff - Students shall not cause or attempt to cause any (written, oral, or signed) threat to any school employee. Likewise, any threat of physical or bodily injury to principals, assistant principals, teachers, substitute teachers, teacher aides, student teachers, and other school personnel or visitor will be severely punished.

Falsification - No student shall falsify information presented to school personnel. This includes written statements or the creation of an untruth.

Fighting/Assault - No student will intentionally cause bodily harm to another student by means including, but not limited to, fighting, hitting, pushing, shoving, etc.

Bullying, harassing or threatening another student - Students shall not harass, threaten, or relay threatening or harassing remarks to any other student. This also includes social media outlets that places a student in danger. This type of behavior **will not** be tolerated.

Bullying is persistent, repeated, consistent, intentional and always about hurt, embarrassment, humiliation, isolation and causing pain. Anyone can be bullied or harassed. Ashe County Schools, teachers, staff and administrators care about our students and are committed to providing an educational setting that is safe, secure and free from bullying and harassment. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying. Reports may be made anonymously using an online form that can be found at <https://www.asheschools.org/Page/144>.

All reports shall be investigated in accordance with policy 1710/4021/7230, Discrimination, Harassment, and Bullying Compliant Procedures, and reported to one of the school officials identified in that policy. Students, parents and school personnel may refer to Ashe County Board Policy 1720 at <http://www.ashe.k12.nc.us/board/index.html> or pick up a copy of the policy at the Ashe County Board of Education or in any school office.

Inappropriate bus behavior - Students should not engage in any type of behavior that interferes with the safe operation of the school bus. Riding the bus is a privilege and should be treated as such. A student may be removed from a bus for the remainder of the current school year.

Inappropriate items - Students are not to bring to school items that are disruptive to the instructional day. Items include, but are not limited to, squirt guns, water balloons, toys, trading or collectable cards of any type, etc. Electronics are only allowed after school. If they are seen during the school day, they will be taken and discipline procedures will be followed. Lost or stolen items are not the responsibility of ACMS.

Insubordination (Non-compliance with directions) - Students shall comply with all lawful directions of teachers, substitute teachers, teacher aides, student teachers and any other authorized school personnel during any time in which they are subject to school authority.

Sexual harassment - Students shall not direct sexual advances or other inappropriate oral, written, or physical contact of a sexual nature to another student. All students must have the privilege of being allowed to learn in an environment free of such inappropriate conduct.

Stealing - Students should respect not only school property but also the personal property of others. Students shall not steal, rob, and attempt to destroy, or destroy any property or belongings of others.

Tobacco - According to the Ashe County Board of Education Policy, students shall not possess or use any tobacco products at school, on the school bus, or at any school-sponsored activity. **Per Ashe County Board Policy, this includes e-cigarettes/vapes which are considered a tobacco product.** Students will be asked to forfeit tobacco products in their possession, and **all products will be disposed of properly.**

Vandalism - The defacing of buildings, buses, cars, walkways, bathrooms, etc. and/or the destruction of public or private property will not be tolerated.

SEVERE INFRACTIONS

Ashe County Middle School will follow the Ashe County Board of Education policy in administering discipline for behaviors which fall into the Class III category. The Ashe County Sheriff's Department will assist in certain situations.

Alcohol and other Illegal Substances - Students shall not possess, use, sell, deliver, or distribute marijuana, narcotics, stimulants, depressants, prescription medicines, counterfeit forms of an illegal substance, alcoholic beverage, or any other unauthorized or illegal substance or drug paraphernalia. The Ashe County Board of Education Policy will be followed in all instances. The first offense will result in a minimum of five (5) days suspension. Law enforcement will be notified. Offenders must receive an assessment through a licensed substance abuse provider and agree to abide by their requests before returning to school. A second offense will result in suspension from Ashe County Schools.

Arson/Fireworks - Starting a fire or attempting to start a fire on school property is prohibited. No student shall have an exploding firecracker or any material making a loud noise inside a building or on the school grounds or discharging of the same.

Trespassing - Any persons not enrolled in school without authorized permission to be on the campus shall be instructed to leave the campus by authorized personnel.

False Fire Alarms - Students shall not activate any fire alarm unless authorized to do so by school employees or unless there are reasonable grounds for the student to believe an actual emergency exists.

LEVEL IV INFRACTIONS

*Ashe County Middle School will follow the Ashe County Board of Education policy in administering discipline for behaviors which fall into the Class IV category. The Ashe County Sheriff's Department will assist in certain situations. Suspensions are **REQUIRED UNDER STATE LAW** for Level IV Infractions.*

Bomb Threats - At no time shall students communicate a false report concerning a bomb or any other explosive device.

Weapons - Students shall not possess or conceal any weapon or instrument that could cause bodily harm or be used to threaten bodily injury such as, but not limited to, guns, knives, etc. The possession of weapons will be reported to the Ashe County Sheriff's Department; expulsion may occur.

The administration reserves the right to deal with these and other offenses as stated in Ashe County Board Policy with actions and consequences deemed appropriate in order to provide a safe and orderly environment.

Positive Behavior Intervention and Support (PBIS)

We ask that you discuss with your student the importance of, and need for, good behavior and a good attitude while at school. ACMS, as a Positive Behavior Intervention Support School, establishes and reinforces clear behavioral expectations. Parents, teachers, administrators, assistants, staff, bus drivers, and students must share a common approach to discipline and its positive impact on the learning environment. PBIS supports high student performance and reduces behavioral difficulties. *Please see the PBIS Matrix on the next page.



ACMS Bulldogs are "Bad to the BONE™"

	H <u>Hallways</u>	C <u>Classroom</u>	B <u>Bathroom</u>	C <u>Cafeteria</u>	E <u>Events</u>	S <u>Stairwells</u>	B <u>Bus</u>
B Be Prepared	<ul style="list-style-type: none"> Get materials quickly and move <u>to</u> class promptly Stay in area for team or grade Go to locker at scheduled times 	<ul style="list-style-type: none"> Attend classes Come to class ready to learn Bring instructional materials to class 	<ul style="list-style-type: none"> Keep school supplies out of the bathroom Use restroom at scheduled times whenever possible 	<ul style="list-style-type: none"> Wash or sanitize hands Have money or lunch <u>ready</u> Know assigned seating area 	<ul style="list-style-type: none"> Know assigned seating area/bus# Remain with your class or team Know background information Enter/Exit through appropriate doors 	<ul style="list-style-type: none"> Be patient Be on time Keep belongings contained 	<ul style="list-style-type: none"> Be prompt Move down aisle quickly and orderly Be ready for pickup or drop-off Bring notes when riding a different bus
O Operate Responsibly	<ul style="list-style-type: none"> Walk on right <u>side</u> of hallway Keep hands and <u>feet</u> to yourself Avoid horseplay Walk quietly and orderly 	<ul style="list-style-type: none"> Arrive to class on time Stay on task Follow school rules and procedures at all times 	<ul style="list-style-type: none"> Keep voices low Use facilities appropriately Wash hands with soap & water Avoid horseplay 	<ul style="list-style-type: none"> Handle food and utensils with care Stay seated in assigned area Mouth empty when talking Leave area clean 	<ul style="list-style-type: none"> Follow teacher instructions Stay in line Sit upright and stay quiet 	<ul style="list-style-type: none"> Walk single file Hold handrails Keep to the right Stay on your feet Go with the flow of traffic 	<ul style="list-style-type: none"> Listen to driver Sit in assigned seat Avoid verbal and physical conflicts Report problems
N Nurture Respect	<ul style="list-style-type: none"> Be polite and say "Excuse me" Use appropriate language Avoid, prevent, report bullying 	<ul style="list-style-type: none"> Treat self and others with respect If asked a question, respond with "Yes, Ma'am/Sir" or "No, Ma'am/Sir" 	<ul style="list-style-type: none"> Flush Avoid marking on bathroom surfaces Respect the privacy of others Dispose of trash items properly 	<ul style="list-style-type: none"> Talk softly to <u>nearby</u> peers Practice kindness with others Say "Please" and "Thank You" 	<ul style="list-style-type: none"> Always be attentive and respectful to all presenters Respect the space of others If arriving late, walk behind presenter 	<ul style="list-style-type: none"> No pushing or shoving Share space Use soft voices Be polite 	<ul style="list-style-type: none"> Respect driver and other students Use appropriate language Avoid public display of affection
E Excel in Learning	<ul style="list-style-type: none"> Use conflict resolution skills when necessary Use correct hallway for class changes Be courteous and pleasant 	<ul style="list-style-type: none"> Work to your fullest potential Set personal goals Strive to achieve your goals Actively participate in group activities and discussions 	<ul style="list-style-type: none"> Ask to leave class only for emergencies Report back <u>to</u> class immediately Report problems 	<ul style="list-style-type: none"> Avoid skipping meals Make healthy food choices Eat colorful, balanced meals Practice good table manners 	<ul style="list-style-type: none"> Listen and learn from each <u>and</u> every <u>assembly</u> Give polite applause Ask appropriate and intelligent questions 	<ul style="list-style-type: none"> Use correct stairwell for class changes Report unsafe conditions Assist others who may need help 	<ul style="list-style-type: none"> Know, understand and follow bus safety rules at all times Know and understand all exit procedures Keep bus clean