

Elm City Middle School

215 EAST CHURCH STREET
ELM CITY, NC 27822

PARENT & STUDENT HANDBOOK



VIKING PRIDE

Robert Pope - Principal
Casey Wester - Assistant Principal

August 2020

Dear Students, Parents, & Guardians,

On behalf of the Elm City Middle School staff, I welcome each of you to the 2020-2021 school year. Our staff is committed to providing the best education available for every student. At Elm City Middle School, the focus will be on providing a safe and organized school environment for students to learn. This includes a dedication from all staff members to ensure effective teaching and learning.

As principal, I will strive to ensure a safe and orderly learning environment for all students and staff. Students and teachers will be held to the highest of expectations to reach their full potential as learners and educators. We are committed to ensuring that all students are safe, growing as learners, striving to do their best, and that we treat all students with equality.

Our staff members are devoted to providing the best education available to each student. Regularly, our staff seek out opportunities to grow as educators through various staff development activities, planning, and the use of new instructional strategies in the classroom.

I challenge our students to meet all VIKING PRIDE expectations and to take pride and ownership of their own learning. Our staff is here to support you academically, socially, and emotionally. Your success this year will be determined by your choice to work collaboratively with your teachers and put forth maximum effort to achieve success.

To our parents, we ask that you are an integral part of your child's learning. Communication is key to ensuring your child has a successful school year. Parents should make frequent contact with their child's teacher and check homework and grades nightly. Parents are always welcome to schedule parent/teacher conferences, and we have reserved the second Wednesday of every month for those meetings. There will be times that you have questions or concerns about your child's learning. When this happens, please remain patient and speak to your child's teacher to find out the whole situation and seek out opportunities to help your child grow.

Please take time to read this student/parent handbook. Information inside should answer most general questions that you may have about the 2020-2021 school year. If at any time during the year a question arises, please call the school at (252) 236-4148. We look forward to a successful school year at Elm City Middle School. Go Vikings!

Sincerely,

Will Pope, Principal

Elm City Middle School
Student/Parent Handbook
2020-2021

INTRODUCTION

The policies and procedures that follow are a result of a concerted effort on the part of the faculty and administration of ECMS. These policies are in direct alignment with Wilson County Board policies, and they are presented to help you adjust to your school. Please read this student handbook carefully. The rules and regulations of ECMS must be followed. The administration will assume that all students and parents understand the material in this handbook. It will be the responsibility of each student to review this handbook and refer to it when questions arise. Parents are encouraged to read this handbook and discuss its contents with their child(ren).

Elm City Middle School
Mission Statement

Elm City Middle School will provide a safe and orderly environment, which recognizes cultural diversity and develops academic and social abilities while promoting continuous learning for a global community.

The Vision of Elm City Middle School

Elm City Middle School believes every student can learn and should experience success and recognition. Our school environment will have a profound effect on student achievement. Our staff will create a sensitive, caring environment that encourages students to be continuous learners. Students need to practice respect for others and themselves and should be held responsible for their own actions. Student success is enhanced when families, schools, and the community are engaged in an ongoing partnership.

STUDENT CORE VALUES

Students at Elm City Middle School are expected to fulfill the following responsibilities:

- **Participation** – Students have the responsibility of participating fully in a business of learning. Students must report to school and all scheduled classes regularly and on time, remain in classes until excused, pay attention to instructions, complete assignments to the best of their ability, and request help when it is needed.
- **Behavior** – Students have the responsibility of avoiding any inappropriate behavior that affects their learning. Students must cooperate in maintaining reasonable orderliness in the school and in the classrooms, take reasonable care of books and other instructional materials. Students must refrain from gossiping, threatening, or fighting with other students.
- **Respect for Teachers** – Students have the responsibility of showing respect for the knowledge and authority of their teachers. **Any staff member** has the authority to correct students demonstrating inappropriate behaviors. Students should not defy authority and must use only acceptable and courteous language.
- **Respect for Other Students** – Students have the responsibility of recognizing the rights of fellow students. Students must refrain from name-calling, fighting, harassment, belittling, or engaging in deliberate attempts to embarrass or harm another student.

Board Policies

Refer to Policy 4300, [Students Behavior Policies](#)
Refer to Policy 4316, [Student Dress Code](#)
Refer to Policy 4318, [Wireless Communication](#)
Refer to Policy 3135, [Homework](#)
Refer to Policy 3400, [Evaluation of Student Progress](#)
Refer to Policy 3420, [Student Promotion and Accountability](#)
Refer to Policy 3460, [Graduation Requirements](#)
Refer to Policy 4400, [Attendance Policy](#)
Refer to Policy 3220, [Technology in the Education Program](#)
Refer to Policy 3225/4312/7320, [Technology Responsible Use](#)
Refer to Policy 3226/4205, [Internet Safety](#)
Refer to Policy 1510/4200/7270, [School Safety](#)
Refer to Policy 3621, [Interscholastic Athletic Eligibility](#)

Refer to Policy 1720/4015/7225, [Harassment and Bullying Complaint Procedures](#)
Refer to Policy 6126, [Administering Medicine to Students](#)

*North Carolina General Statute 115C-288 states, “the principal shall have authority to grade and classify pupils.” The school will use the above-mentioned standards including other assessments when considering retention or promotion.

All students will take end-of-grade tests in reading and math. Eighth grade students will take an end-of-grade test in science. All students will be scheduled in health and PE and a CTE class as part of their elective offerings.

Calendars

[Traditional Schools Student and Staff Calendar](#)

[Progress Report and Report Card Schedule](#)

Students will take EOG’s in math, reading, and 8th grade science

School events will be posted on the [Elm City Middle School Website](#)

School Procedures

Hours of school/ A.M. Procedures

Students and parents should be aware that the official school hours are 8:30 a.m. until 3:30 p.m., unless otherwise notified. A student will be considered tardy when they arrive to homeroom after 8:30 a.m. Students are not to arrive on campus before 8:00 a.m. Students who arrive between 8:00 and 8:20 should report to the gym or breakfast, where they will be supervised by school staff. Students will not be allowed in any other part of the building. Students will not be allowed to move between the cafeteria and gym once they enter.

Morning Check-In

Any student arriving to school after 8:30 a.m. must sign in through the office prior to going to any classroom. A note from a parent/guardian must be presented explaining the tardy. Students who arrive without a note will have their tardiness marked as unexcused. Excessive tardiness will result in disciplinary action. Students checking in before 12:00 p.m. will be counted present for attendance purposes. However, work for classes missed must be made up.

Check Out

A student may leave school before the end of the school day if an officially authorized and designated adult personally retrieves the student. A sign-out record is maintained in the office for students leaving during the school day. The person with whom the student is leaving must sign out the student. An officially authorized and designated adult is one listed on the student's information card as a mother, father, or legal guardian.

All afternoon checkouts must occur prior to 3:15 p.m. Students leaving campus prior to 12:00 p.m. will be counted absent for attendance purposes. Students leaving campus after 12:00 p.m. will be counted tardy. The student is responsible for obtaining and completing all work missed due to early departure.

No child will be dismissed early from school after 3:15 p.m. If you would like for your child to ride a different bus or get dropped off at a different location, an alternate stop form must be completed and approved by the transportation department. This process can take up to two weeks or more for approval. Students can only have one alternate bus stop at a time. Any change in transportation from carpool to bus or vice versa, must be made by 2:30. Changes will not be made over the phone. Changes will only be made by note or fax and must have a date and parent/guardian signature on the note.

Arrival and Dismissal

We ask that all parents delivering and picking up car riders please **use Tyson Lane when entering** the campus in the morning and afternoon, and **exit using Pender Street**. This leaves Branch Street open and promotes a safer environment for our students. Please create one line of traffic for morning drop off. **Students who walk to school are not permitted to cross the railroad tracks**. If this is the case, please see an administrator for further clarification.

Dismissal time is 3:30 for bus students and 3:32 for car students. Teachers will release car-riding students to parents in front of the Media Center. Please form two car lines at the main entrance of the building. **For student safety, do not pick-up students on side streets.** All car riders should be picked up by 3:45. Walkers will be dismissed at 3:34 and should leave campus promptly.

Bus riders will enter and exit the school day through the walkway from the bus lot to the main lobby.

Withdrawal and Transfer

The procedure for withdrawal or transfer is as follows:

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

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

Books/Chromebooks

Textbooks, Chromebooks, and library books are the property of the state and school and should be treated accordingly. A lost text in the first year of adoption (first year in use) will be assessed the full amount, versus a text five years old (last year in use), which will be assessed at 1/5 its original cost. Lost library books will be assessed the full amount of the current value of the book. As damages are relative, fines for all books and Chromebooks will be assessed as situations arise. However, the condition of all books will be assessed before they are distributed/checked out. Textbooks issued must be the same ones returned.

The use of the Chromebooks as a technology resource is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of Chromebooks. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated. Access to this technology resource may be denied, and the appropriate disciplinary action shall be applied. Students are solely responsible for the Chromebooks issued to them, including loaner devices, and must adhere to the following:

- Bring Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action.
- Comply with teacher instructions
- Stay on Task
- Only visit appropriate sites
- Streaming Movie, TV, Video, and Music Sites are prohibited. Viewing obscene/pornographic material is prohibited.
- Video/Picture/Text Messaging Sites are prohibited
- Non Educational Online Gaming Sites are prohibited.
- Interact in a positive manner using internet etiquette.
- "Cyberbullying" is prohibited. (Cyberbullying includes tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting another student using a digital device.)
- Gaining access to other student's accounts, files, or password sharing is prohibited.
- Using device for the purpose of cheating is prohibited
- Respect school property and the property of others
- Sharing devices with others is prohibited. It is the owner of the device's responsibility for any damages occurred including theft or loss of the device.

Consequences: Failure to comply to the above expected behaviors will result in the following:

Level 1: ● Warning (verbal or written). The warning for first offense will be documented in student notes in edclick.

Level 2: ● Loss of device for a 10 school days. Devices may be confiscated by teachers/administration for violation of policies at any time. Discipline referral submitted and consequence given.

Level 3: ● Office Referral / Loss of laptop privileges for a length of time determined by the administration and the technology department. Suspension of laptop computer, and other consequences may occur as determined by the administration.

Media Center

The Elm City Middle School Media Center is open from 8:30 a.m. until 3:30 p.m. to serve the ECMS community. Proper conduct, as it applies to all school facilities, is expected of all students when using the media center. Students using the library without being accompanied by an adult must do so with a pass. Students transferring from ECMS must make sure that all media center fees are paid.

Grading/Report Cards

Grades in all areas will be determined by the student's performance on tests/quizzes, completion of homework, participation in class, and invariably the student's attendance at school. The grading system used is as follows:

90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
59 and Below = F

Report cards are given to students at the end of each nine-week grading period. These reports are used to notify parents of the student's progress. It is the student's responsibility to take the report card home to the parent(s) and return the signed report card envelope to the school. Progress reports will be sent home to parents every 3 weeks during the grading period. It is expected that progress reports and report cards alike will be signed by the parent(s), as this is a form of communication between school and home.

Nine Weeks Grade Calculations

- **Tests - 50%** (This includes all tests, major projects, labs, etc)
- **Quizzes - 45%** (This includes quizzes and classwork)
- **Homework - 5%**

Make-up Work

Students are expected to make up any work missed due to absence from class. Regardless of whether the absence is excused or unexcused, **all make-up work must be completed within 5 school days of the absence.** Students in grades 6-8 will have make up work arranged at the direction of the teacher. Make-up work shall be assigned at the convenience of the teacher, and may be specific material missed by the student, or may be of a reinforcement or enrichment nature. Students who are suspended may make up work and are responsible for contacting the teachers to get the work. Absences occurring at the end of a grading period will result in a grade of *Incomplete* until an opportunity has been provided for such make-up work.

Assignment Due Dates

All assignments are expected to be turned in on the due date that is given by the teacher. Missed assignments are to be turned in within 5 school days of the due date. The teacher has the option to not give full credit for late assignments.

Academic Reception

Elm City Middle School will recognize students for their academic achievement by sponsoring an academic reception in the spring of each year. For a student to be invited, he/she must meet or exceed the following criteria for the first 3 grading periods (9 weeks):

Student must not receive a "D" or "F" for any nine weeks in any subject. The student must have a grade point average of 3.0 or higher for the first 3 nine-week grading periods.

The following points should be noted:

- Character traits are not considered as criteria.
- Qualifying students will be Elm City Middle School guests at the reception.
- Immediate family members may attend.
- Semester grades and exam grades are not used as part of the criteria.
- NOTE: A committee of teachers will be assigned to review grades to determine students meeting requirements to attend the academic reception.

Assemblies







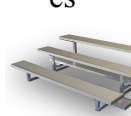

Assemblies are to be held in an orderly manner. Each program will be conducted in a dignified style and students are expected to **S.L.A.N.T.** (Sit up straight, Lean forward, Act interested, Nod occasionally, and Track the speaker). Anything less than your best behavior will be handled as a disciplinary matter.

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

PBIS Guidelines

Students who meet the criteria described below will be eligible for PBIS rewards. A rewards schedule has been set to provide weekly and quarterly rewards. All expectations are clearly visible and communicated at Elm City Middle School.

VIKING PRIDE EXPECTATIONS

							
<p>Everyday Show Respect</p>	<ul style="list-style-type: none"> ● Voice level 0 ● Observe displays with eyes only ● Keep hands, feet, and other objects to yourself. 	<ul style="list-style-type: none"> ● Voice level at a 2 or lower ● Be kind and courteous and thank your driver ● Keep hands, feet, and other objects 	<ul style="list-style-type: none"> ● Voice level at a 2 or below ● Converse with people at your table only ● Be kind and courteous and thank the cafeteria and school 	<ul style="list-style-type: none"> ● Voice level 0 or 1 ● Use restroom materials properly ● Keep hands, feet, and other objects to 	<ul style="list-style-type: none"> ● Listen attentively ● Follow all procedures given by your teacher ● Be polite ● Keep hands, feet, and other objects to 	<ul style="list-style-type: none"> ● Voice level 0 when entering ● Listen attentively ● Keep hands, feet, and other objects to yourself 	<ul style="list-style-type: none"> ● Voice level 0 ● Be courteous and kind to classmates and school staff ● Keep hands, feet, and other objects to

		to yourself	staff <ul style="list-style-type: none"> Keep hands, feet, and other objects to yourself 	yourself	yourself		yourself
Continue to Act Responsibly	<ul style="list-style-type: none"> Walk on the right with right foot on blue tile Electronic devices covered and off Move quickly and efficiently to your destination 	<ul style="list-style-type: none"> Remain seated in assigned seat, facing front Keep all materials in backpack Be on time to your bus stop Stand in designated area Keep bus clean and in good condition 	<ul style="list-style-type: none"> Remain seated at assigned table Electronics remain in pockets Clean up your area as you leave Stand in your designated area when exiting 	<ul style="list-style-type: none"> Flush toilet Wash hands with soap and water 	<ul style="list-style-type: none"> Actively participate Turn in assignments Be prepared Be in seat and working when bell rings SLANT 	<ul style="list-style-type: none"> SLANT Sit in assigned area Leave your area clean 	<ul style="list-style-type: none"> Keep all materials in backpack Sit with grade level Listen to be dismissed Keep table area clean Keep bleachers clean
Make Sure We Work Together	<ul style="list-style-type: none"> Stay in a single-file line Help others 	<ul style="list-style-type: none"> Keep aisle clear Watch for bus stops Watch and follow the hand signals 	<ul style="list-style-type: none"> Follow path entering and exiting Remain in your spot in line Make sure your table is cleaned 	<ul style="list-style-type: none"> Keep restroom clean Take turns and wait patiently 	<ul style="list-style-type: none"> Share materials Work collaboratively Correct problems quickly and peacefully 	<ul style="list-style-type: none"> Enter in single-file line Fill in seats 	<ul style="list-style-type: none"> Help others make sure they take all materials with them

Strive for Excellence	<ul style="list-style-type: none"> ● Pick up your feet when you walk ● Pick up trash if you see it 	<ul style="list-style-type: none"> ● Remember: riding the bus is a privilege 	<ul style="list-style-type: none"> ● Make healthy food choices 	<ul style="list-style-type: none"> ● Promote health ● Report issues or problems 	<ul style="list-style-type: none"> ● Keep working for success ● Produce quality work ● Challenge yourself 	<ul style="list-style-type: none"> ● Give appropriate reactions (appropriate) ● Be ready to participate when appropriate 	<ul style="list-style-type: none"> ● Be on time and prepared for your day
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Clubs and Organizations

Elm City Middle School offers a variety of clubs and organizations that provide activities designed to enhance student personal interest and talents. ECMS students will be required to join a club at the start of the school year.

School Counselor

The school counselor provides support for students, parents, and staff. This includes assisting with academic, career, and social/personal development. A middle school counselor helps students learn effective ways to handle conflicts, deal with bullying, improve social skills, and make good decisions. Students should let their teacher or the office receptionist know if they need to see the counselor, or students may stop by the counselor's office on the way to exploratories to make an appointment.

Parent Conferences

We encourage parents to take an active part in the education process. Please call to set an appointment. Teachers are expected to return phone calls within one business day. If this does not occur, please contact the administration. The second Wednesday afternoon of each month is set aside for parent conferences

Dances

Elm City Middle School hosts several dances throughout the year. The following regulations will be enforced.

- If a student is absent, leaves school early, or is assigned to ISS, he/she will not be allowed to attend the dance.
- Inappropriate dancing and dance attire will not be tolerated. The first offense will result in a warning and then a call to the parents requesting an early pick up from the dance. If a student is warned again at a subsequent dance, that student will not be allowed to attend dances for the remainder of the school year. All the lights in the gym will be turned on if there is widespread inappropriate dancing.
- Parents are welcome and encouraged to attend and help supervise the dance if they have been approved through volunteer tracker.
- At least one administrator and two teachers will supervise all dances. In addition, there will be a Wilson County Resource Officer in attendance.
- Students should bring only items they can carry on their person.
- Students are not allowed to leave the building once they enter the dance unless a parent comes to retrieve them or the dance has ended.
- Students must have rides to pick them up promptly at the end of the dance. Failure to comply with this may result in the student losing the privilege to attend future dances.

SCHOOL RULES AND REGULATIONS

Classroom Rules

Classroom rules are utilized to maximize effective use of instructional time. The guidelines for classroom behavior are in our Viking Pride matrix that was included earlier in this handbook. Violations of classroom rules may result in an office discipline referral. Students committing an infraction which results in an office referral will be disciplined according to the Wilson County Schools' policies.

ECMS Tardy Process

- **Tardy to school**
 - 1st offense – Warning from office
 - 2nd offense – office referral – parent contact
 - 3rd offense – office referral – 1 period ISS
 - 4th offense – office referral – 1 day ISS

Each subsequent referral will increase the number of days assigned to in-school suspension.

- **Tardy to class**
 - 1st offense – student – teacher conference
 - 2nd offense – parent contact
 - 3rd offense – office referral – 1 period ISS
 - 4th offense – office referral – 1 day ISS

Each subsequent referral will increase the number of days assigned to in-school suspension. Tardies will be cumulative per semester.

ECMS Dress Code Policy

A student who does not meet the Wilson County Schools dress code policy will be sent to ISS. Mrs. Hicks will contact the parent and the student will remain in ISS until an acceptable outfit is brought to that student. If a parent or guardian cannot be reached, the student will remain in ISS until a parent or guardian is contacted and a change of clothes can be brought.

ISS

- The students will report directly to the ISS room when dismissed from cafeteria/gym if serving first period or all day ISS.
- Upon entering ISS students will give the teacher their chromebooks and cell phones. Failure to comply the first time will be treated as insubordination and the students may face suspension.
- The students will complete a school rules test and a behavior reflection sheet. They will not be dismissed from ISS until both are complete.
- Students will not talk during ISS.

- Teachers will be responsible for supplying student-work to ISS, and the students are responsible for completing it in addition to the rules test and reflection sheet.
- Only administration can assign students a period or full day ISS.
- If you are removed from ISS for non-compliance, you will face possible suspension.
- A student sent to ISS 3 times in a fifteen day period will receive a 2 day out of school suspension.

Field Trips

All students who participate in a school trip must provide signed parental consent forms to participate, unless a student is officially emancipated, in which case the student can consent on his or her own behalf. A student who fails to provide a signed consent form may be denied participation in the trip.

School Safety applies to all students, school employees, and volunteers while they are taking part in school trips. Students are also subject to the student behavior policies, Student Conduct and Discipline, and all school rules while participating in a school trip

Cafeteria Procedures

Student behavior in the dining room should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. **When there is a delayed school schedule, no breakfast will be served.** The following rules are to be observed in the cafeteria:

- Walk to and from the cafeteria.
- There are no reserved seats. If you wish to sit with friends, enter with them.
- Put trash in proper containers.
- Keep the floor and tables tidy.
- Students are not to "cut in line."
- Do not sit on tables.
- Talk and laugh quietly.
- Students are permitted to use their lunch number, only.

Cafeteria Discipline

- Student removed from table and given silent lunch
- Assigned seats by class
- Assigned seats by individual student (closer to teacher table).
- Discipline referral and assigned ISS

Click on this link for [school nutrition FAQs](#)

P.E. Rules and Procedures

Physical Education is a required class. Each student will need permission from a doctor in order to be excused from participating in physical education. Students are required to wear appropriate attire for participation in exercise and PE activities.

Dressing out

1. All students at ECMS must dress out for PE class.
2. Appropriate clothing includes shorts, jogging pants, or wind suit pants. T-shirt, sweatshirt, or long sleeve tee are the only approved tops.
3. Tennis shoes are required.
4. Deodorant, clean socks, and small towel are also suggested.
5. Students must be in dress code when exiting the gym.

Valuables

1. Students have the option of using a locker room basket to store their personal items during class. Students must provide a lock for their baskets.
2. **Never leave any unsecured items of value in the dressing rooms.**

Grading

1. P.E. Class:
 - dressing out 50%
 - participation, procedures and sportsmanship 50%
2. Health Class: test, quizzes, completed class work assignments make up the Health grade.

3. The PE grade and Health grade are combined to give a student his/her final grade each 9 weeks.

Procedures

1. All students enter and exit through the main gym lobby doors. The cafeteria exit is for staff only.
2. Boys sit on the cafeteria side. Girls on the bus parking lot side.
3. Do not leave the gym without permission from the instructor.
4. Do not sit on the top of the bleachers when they are pushed in. This may damage automated mechanism.
5. When outside, stay away from the practice field perimeter. (Gold chains and Blue posts)
6. Do not touch equipment unless instructed to do so by the instructor.
7. Candy and gum is forbidden at Elm City Middle School and especially in the gym.

Discipline in P.E.

1. Failure to dress out 4 times in a 9 week period will result in an office referral (1st= warning/ 2nd= warning/ 3rd= parent contact/ 4th referral. (points lost each time)
2. All other ECMS discipline guidelines in the student handbook will be followed in PE and Health class.

Miscellaneous

P.E. is a class where all students can get out of the regular classroom setting and enjoy physical fitness. Like all other classes, P.E. will be what you make of it, so give 100% and let's make it a success!

Hall Passes

Whenever a student must leave a class, for any reason, the student must be in possession of a hall pass. This pass is a note, written by the teacher, indicating the student's name, time, date, and destination. Hall passes may be used only once. Students found without an appropriate hall pass will be subject to disciplinary action. Students must also sign in and out of the room on the sheet posted by the door.

Blocking Hallway Entrances

For safety, students shall not congregate in groups at any entrance or hallway that impedes the normal and proper flow of student traffic. Students that fail to disperse after being personally notified by any school employee is in violation of Board Policy 6400-2-06 and subject to suspension from school.

Telephone Use

The telephones in the school are for school business only. Students will not be allowed to use the telephone without permission. This will only be granted in cases of emergencies. Students will not be called from class to use the telephone. Messages will be taken for students, and those messages will be delivered at an appropriate time. **It is the responsibility of the student to arrange transportation for after school activities prior to the day of the function.** The telephone will not be used to notify parents of these functions.

Bus Rules and Regulations

Bus discipline consequences will be considered separate from other school disciplinary infractions. For milder infractions, the first offense will result in a warning by the bus driver. The administration receiving referrals will result in 3, 5, 7 and 10-day suspension of bus riding privileges. At the fifth disciplinary infraction, the student will be recommended for revocation of bus riding privileges. For more serious offenses (fighting; actions which put lives in jeopardy), administration shall reserve the right to suspend bus riding privileges for 10 days, regardless of the offense number.

Bus rules and regulations are as follows:

1. The school bus driver is authorized by the Superintendent, Board of Education, and principal to supervise the students riding the bus to and from school. Students who insist on disrupting the driver while he/she is driving will be subject to disciplinary actions.
2. Students must leave the bus immediately upon arrival at the discharge point.
3. Students are not allowed to return to the buses until the end of the school day without permission from the office.
4. Profanity, vulgarity, and other disruptive conduct will not be tolerated. Such actions will result in severe disciplinary.
5. All school rules apply equally to the bus. Gum, food, and sunflower seeds are not allowed in the classrooms, and therefore must not be brought on the bus.

6. Students will follow driver hand signals.

School Bus Passenger Safety

1. Use the handrail when entering or leaving the bus
2. Take a seat as quickly as possible.
3. Observe classroom conduct while riding.
 - a. Be courteous
 - b. Respect the rights of other students.
 - c. Cooperate with the driver in every way. A distraction could cause an accident.
 - d. Stay in your seat.
 - e. Talk softly and don't talk to the driver.
 - f. Help keep the bus neat.
 - g. Enter and leave the bus without pushing or crowding.
 - h. Do not throw objects inside the bus or from the bus.
4. Keep head, arms, and hands inside the bus.
5. Keep the aisle clear of objects that could cause a passenger to stumble. All passengers are to stay behind the vertical bar.
6. Do not eat or try to do homework on the bus. A sudden stop could send food, papers, books, pencils, etc. flying into someone. Garbage on the floor could cause someone to fall.
7. The bus driver is authorized to assign seats if necessary.
8. Students are permitted to only ride assigned bus.
9. **All school rules apply to the bus.**

It is the bus driver's responsibility to transport passengers to and from school daily and to report students who misbehave to the principal of the school where the students attend. It is the passenger's responsibility to obey the rules listed above. Failure to abide by these rules could cause you to lose the privilege of riding the bus. (In case of an accident or emergency, the passengers may have to unload from the bus. Passengers should go to a safe place off of the street or highway. Another bus will pick the passengers up, or other suitable arrangements will be made to take them to school or home.) In the event that a bus breaks down on a route, students will not be allowed to exit the bus to be picked up in another vehicle. The school bus driver has no way of identifying if this is a parent or guardian and it is also a safety issue for students to leave the bus and move to a vehicle.

Audio/Video Equipment

Radios, CD players, cameras, or video games may not be brought to school. The school will provide those items needed for classroom instruction. If these items are on the school bus or at school, they will be confiscated and returned at the end of the year or to a parent who comes to retrieve them.

Wireless Communication

Cell phones and pagers shall remain in the off position and out of sight during the school day from 8:30 - 3:30. Violation of this policy will result in a discipline referral for insubordination. Filming a fight or altercation will result in an out of school suspension.

School Property

Any student who willfully defaces school property, including writing / marking on walls, desks, media, or text material, will be subject to disciplinary actions as well as restitution for damages incurred. It is each student's responsibility to serve as good stewards of the facilities and materials provided them for their education.

Weapon Policy

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

Any violation of this policy involving a gun or facsimile of a gun or any other weapon included in G.S. 14-269.2 will result in a recommendation to the superintendent for a suspension of 365 calendar days.

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

Any student using a weapon in a fight will be recommended to the superintendent for suspension from school for the remainder of the school year. Suspension from school shall include all school property and school-sponsored events.

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

Deliveries for Students

Delivering flowers, balloons, take-out food, etc. to the school is prohibited. Classes will not be interrupted for any deliveries.

Loitering

Students are not permitted to loiter on school property after school hours, before school, or on non-school days. All students should leave the campus promptly at the end of the school day unless under the direct supervision of an adult.

School Solicitations

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

Peer Relations

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

Emergency Information

Each student and his/her parent should supply the school with information pertinent to emergencies. This would include unusual health problems, how to contact parents, preferred doctor or clinic, and a third party to call if parents cannot be contacted. Both the home telephone number and the parents' employer's numbers should be on the

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

Medication

To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. The school district is not required to administer any medication that could be taken at home. If a student needs to take medication at school, parents need to complete a medicine permission form. **Students may not keep or transport medication to school; parents must turn in medication to the office.** This includes prescription and over the counter medicine.

Fire/Tornado/Lockdown Drills

Periodic fire and tornado drills are required by the State of North Carolina and should be taken seriously by all students. When the signal sounds, it is important that students follow all directions. A predetermined procedure will be followed in both types of drills. Evacuation routes are posted in the classrooms and hallways. **Tampering with fire extinguishers or fire alarms is a violation of the law.** Students are to follow the directions of the teacher and be silent in assigned areas during all drills.

Visitors/Volunteers

All visitors, as a matter of cooperation, communication, and safety, must come by the front office for a visitor's pass. This is necessary to ensure a safe, orderly learning environment. Visitors are expected to become aware of and observe the rules and regulations of the school. **With the permission of the principal, only parents/guardians will be allowed to visit classrooms during school hours.** Volunteers must be registered and cleared in the volunteer tracker system before being allowed to volunteer or chaperone at Elm City Middle School. Please see Ms. Handorf in the front office if you need assistance with the volunteer teacher program.

Tobacco

Wilson County Schools is a tobacco free school district. The policy prohibits the use of tobacco products on campus by everyone at all times. The possession or use of E-Cigarettes will fall under the tobacco policy.

Lost and Found

Students finding lost items should take them to the office where they can be claimed and retrieved by the rightful owners. While the school will do all that it can to find lost or stolen items, it is not the school's responsibility to find students' lost or stolen items. Students who have lost an item should report it to the teacher they are with when they discover the item is missing. Students may check the school's office for lost items, where they may claim their property by identifying the item.

Fundraising

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

Blackboard Connect

Weekly phone messages will be sent to the home of each student with information concerning attendance, special school events and functions, and important dates. In order to receive all messages, students and parents must make sure accurate and up to date home phone numbers are on file in the office.

In the event that school is to be closed for reasons other than scheduled, the school administration will notify parents via the Blackboard Connect program. If a situation were to arise that would cause to vacate the premises, students would be transported to either Fredrick Douglass Elementary or Fike High School for safety purposes. Again parents would be notified of the situation via Blackboard Connect and informed where they could pick up their children. We require that parents return a parent reunification verification at the beginning of the school year. This will assist school staff in case of emergency in releasing your child to the authorized adult.

Check Acceptance Policy

Your check is welcome at Elm City Middle School. By paying for your purchase with your check, you are accepting our check acceptance policy. In the unlikely event your check is returned unpaid, you understand and agree that your account will be debited electronically for the face amount and fees allowed by the state of North Carolina through the Federal Automated Recovery Systems. Please include your Drivers' License Number, Full Name, Street Address, and Valid Phone Number.

2020-2021

Automatic Referral to Office

- Profanity & Vulgar Language towards a staff member
- Refusing to do what the teacher asks you to do in their classroom
- Dress Code, every morning during the pledge. All students checked and WCS dress code policy will be followed
- Fighting, play fighting anything that looks like fighting or saying something that could lead to a fight, students who film fights will be suspended
- Vandalism of school or other people's property
- Displays of affection, including: hugging, holding hands or any other contact deemed as a display of affection
- Possession or use of tobacco products including vapes