

# ***Chowan Middle School***

2845 Virginia Road

Tyner, North Carolina 27980

Phone: 252-221-4131 ♦ Fax: 252-221-8033

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*W o r k i n g   T o g e t h e r   f o r   S u c c e s s*

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April 14, 2011

Dear Dr. Smith and Edenton-Chowan Board of Education:

I am sending you a copy of the policy section of the Chowan Middle School handbook pages for the 2011-2012 school year.

Here is a list of changes from last year:

**Page 1** – added Cross-Country to the list of Athletics offered at CMS

**Page 11** – added Spitting/Gleeking to the list of Minor Violation to our code of conduct violations

**Page 14** – change as follows

Under **#1 Club** removed “at a banquet” – the sentence now reads:  
“Students who consistently make #1 Club are recognized in the spring.”

Sincerely,

Casey Bass Atstupenas  
Assistant Principal

# **EDENTON-CHOWAN SCHOOL BOARD POLICIES**

*A copy of the policy manual may be obtained from the principal's office, the superintendent's office or the school system's website at <http://ecps.schoolfusion.us>*

## **ATHLETICS**

CMS is proud of its athletic program that offers a variety of sports for student involvement:

Baseball	Softball	Cheerleading	Cross-Country
Football	Volleyball	Hunter Safety Team	
Wrestling	Basketball (Girls & Boys)	Soccer	

Athletics are part of the extracurricular program at CMS. Whether on the field or floor as a contestant, or in the classroom as a student, an athlete's conduct in and out of school should:

- reflect credit upon the school;
- create a positive influence on the discipline, good order, moral and educational environment in the school; and
- meet the eligibility requirements established by the school.

### **ATHLETIC ELIGIBILITY**

Students must meet the following requirements in order to participate on an athletic team:

1. All first-time 7<sup>th</sup> grade students will be eligible to try out for fall sports. (Retained seventh grade students are ineligible.) However, eligibility for fall sports participation during the 8<sup>th</sup> grade year is determined by being promoted (not placed) to the 8<sup>th</sup> grade. Eligibility for spring sports participation in 7<sup>th</sup> and 8<sup>th</sup> grade is based on passing five out of six classes at the end of the first semester and having a 77 average on the latest term's report card.
2. To remain on an athletic team students must maintain an overall average of 77 on the latest term's report card and be passing five out of six classes at the end of the first semester.
3. 6<sup>th</sup> grade students are not eligible to participate in athletic events.
4. Students must not turn 15 on or before October 16.
5. Students must have been in attendance 85% of the previous semester. This means students cannot miss more than 13 days, excused or unexcused.

Students wishing to be a part of the Hunter Safety Team must be 12 years old. Sixth graders are eligible to tryout for the Hunter Safety Team.

### **ATHLETIC DISCIPLINE POLICY**

Student athletes often serve as role models and are generally held in high regard by other students. Consequently, the impact of student athletes' behavior, both positive and negative, may have substantial influence on peers. In addition, the actions of student athletes are a reflection of themselves, their team, their school and their community. Therefore, the student athlete is expected to exhibit a higher standard of behavior than might be expected of other students. In order to assure that student athletes conduct themselves as responsible representatives of the school, student athletes are required to uphold the guidelines and team rules established by individual coaches or sponsors. Mandatory meetings will be held for each sport season at which the code of conduct will be shared with parents.

The following discipline code will be followed for all sports at Chowan Middle School if a student athlete's conduct results in an office referral.

#### **Extended School Alternative (ESA)**

Athlete will not attend game if assigned to ESA that day.

- |                             |  |
|-----------------------------|--|
| 1 <sup>st</sup> Assignment: | Conference with coach and no practice                              |
| 2 <sup>nd</sup> Assignment: | Suspended for one game and no practice the day of the consequence  |
| 3 <sup>rd</sup> Assignment: | Suspended for two games and no practice the day of the consequence |
| 4 <sup>th</sup> Assignment: | Suspended from athletics for remainder of that sport season        |

#### **Small Group Alternative (SGA)**

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|-----------------------------|--|
| 1 <sup>st</sup> Assignment: | Suspended for one game and no practice the day of the consequence  |
| 2 <sup>nd</sup> Assignment: | Suspended for two games and no practice the day of the consequence |
| 3 <sup>rd</sup> Assignment: | Suspended from athletics for remainder of that sport season        |

### **Small Group Period (SGP)**

If a student is assigned to small group for three periods or more the consequences will follow those set up for SGA. If a student is assigned to small group for less than three periods, the consequences will be as follows:

- 1<sup>st</sup> Assignment: Coach's discretion
- 2<sup>nd</sup> Assignment: Conference with coach and no practice
- 3<sup>rd</sup> Assignment: Suspended for one game and no practice the day of the consequence
- 4<sup>th</sup> Assignment: Suspended for two games and no practice the day of the consequence
- 5<sup>th</sup> Assignment: Suspended from athletics for the rest of the season

### **Out of School Alternative (OSA)**

Misbehavior of a student athlete that results in out-of-school suspension will result in that student's suspension from the team for the remainder of that sport season.

### **ATHLETIC ATTENDANCE POLICY**

Students who are absent from school are not allowed to participate in athletic practices or events on the day of the absence.

## **ATTENDANCE**

### **PERFECT ATTENDANCE**

In order for a student to be awarded a perfect attendance certificate at the end of the year he/she must have been present and on time every school day.

### **ABSENCES**

All absences from school require either a call to the office or a written and signed note by the parent, guardian or custodian stating the date and reason that a student is absent from school. A daily contact will be made by the office when a student is absent and the school is not aware of the reason for the absence. Notes should be given to the homebase teacher no later than the second day after returning to school. Upon receipt of the note, a determination will be made as to whether the absence is Excused or Unexcused. Below are some examples of an Excused absence:

1. Illness of the student
2. Medical or dental appointment (documented by note from doctor's office)
3. Death in the family
4. Religious reasons
5. Pre-approved school/education related trips (requires principal's prior approval)

If a note or contact from a parent, guardian or custodian is not made within the second day that a student returns, the absence will be recorded Unexcused.

**Note:** *When students are absent from school, regardless of the reason, they are **not** permitted to participate in any school activity on the day of their absence.*

### **ARRIVING LATE/LEAVING EARLY**

Any student arriving at school after 8:00 A.M. but before 11:30 A.M. will be counted tardy, not absent. A tardy slip will be issued at the office. Any student leaving school after 11:30 A.M. is counted present for the day. Three (3) unexcused tardies will result in one day of extended school alternative.

Whenever it is necessary to leave school early, the student should give a note from his/her parent, guardian or custodian to his/her homebase teacher. Students must check out at the main office with a parent, guardian or custodian when leaving school for any reason.

### **PARENTAL CONTACT**

In addition to phone calls, the principal or his/her designee shall notify the student's parent, guardian or custodian after the student has accumulated three (3) unexcused absences. After not more than six (6) unexcused absences, the parent, guardian or custodian shall be notified by mail by the principal that he/she may be in violation of the Compulsory Attendance Law.

After ten (10) accumulated unexcused absences in a school year, the parent, guardian or custodian will once again be notified by mail. In addition, an investigation into the reason(s) for absences will be conducted. This investigation can be conducted by the school or through a referral to the Judicial Attendance Council. An action plan will be put into place after the investigation in order to improve the student's attendance.

If a student's accumulated absences (excused and/or unexcused) reach 21 or more days, a student's promotional status could be affected. Special consideration by the principal will be given for an exception to this rule in cases of documented lengthy illness or special health problems that are under the care of a physician.

Additional contacts, requirements for documentation, and/or steps for improvement may be implemented in situations where excessive absences (excused or unexcused), tardies, or arriving late/leaving early affect a student's academic performance.

### **MAKE-UP WORK**

It is always the responsibility of the student, upon returning, to ask teachers for make-up work. When a student is absent for two school days, it is recommended that assignments and homework be obtained by telephoning the office/team teachers. Requests for assignments should be made prior to 10:00 A.M. Assignments should be picked up from the office/team teachers between 3:15 and 4:00 P.M. on that particular day. Full credit will be given for all make-up work.

## **CAFETERIA**

Breakfast and lunch are served each day for a reasonable price. Students may purchase breakfast or milk from 7:45 - 8:00 a.m. and lunch during assigned lunch periods.

- Students are expected to report to the cafeteria in an orderly manner - no running, shoving or cutting line.
- Students are expected to conduct themselves as ladies and gentlemen when eating in the cafeteria.
- Students are responsible for the cleanliness of their places at the table. Students are to clean tables and take trash to trashcans.
- Each class is responsible for assigning students to clean tables at the end of lunch each day.
- Students will not be allowed to chew gum in the cafeteria or elsewhere in the school.
- No soft drinks are allowed in the cafeteria.
- Vending machines located in the cafeteria are to be used during lunch only. Students are not allowed to use vending machines in teacher workrooms.
- No food or drinks will be allowed outside of the cafeteria unless for special occasion approved by administration.

### **Breakfast and Lunch Prices**

Breakfast: \$1.00 (full); \$0.30 (reduced)  
Lunch: \$2.00 (full); \$0.40 (reduced)  
Milk: \$0.40  
Ice Cream: \$0.75

### **EARLY DROP-OFFS**

Students arriving at school before 7:45 a.m. should report to cafeteria and remain in cafeteria until 7:45 a.m.

## **AFTER-SCHOOL/WEEKEND EVENTS**

Various events will be held during the school year. **ONLY** students enrolled at CMS will be allowed to attend. During these events, students are not allowed to leave the building unless with a parent or in the event of an emergency. Students attending such events must have made arrangements for pick-up no later than 15 minutes after the event ends. Students without transportation within this time period may be denied attendance to future events.

Extracurricular activities may be denied to students who do not demonstrate acceptable behavior during school hours. Students who have been assigned Small Group Alternative, Out-of-School Alternative, and Extended Day Alternative may not participate in after-school events on the day(s) assigned.

## **CMS HONOR CODE**

We, at Chowan Middle School, expect all students to refrain from lying, cheating or stealing. Therefore, we will abide by a code of honor which encourages students to behave with integrity and act with responsibility. Each student is expected to be familiar with the CMS Honor Code.

We believe:

1. Students are not to give or receive assistance on schoolwork that has not been approved by the teacher. This does not mean that a child cannot ask for help. Teachers will make students aware of their individual definition of cheating.
2. Students will develop a sense of integrity by providing truthful responses.
3. Students will respect the property of others and refrain from taking what does not belong to them.

## **DRESS CODE**

Chowan Middle School believes that habits of cleanliness and proper dress are of major importance in establishing patterns of school behavior. There is a close relationship between the attitudes and the conduct of students and their personal habits of cleanliness and dress. Consequently, for reasons of health and safety, proper dress is necessary.

### **Standards of Dress**

1. **SHORTS/SKORTS/SKIRTS:** Shorts, skorts and skirts must come to the fingertips or below with fingertips at side and fingers extended. If skirts have splits, the split must be below the fingertip. No biking shorts or other form-fitting clothing is permitted.
2. **SHIRTS:** Shoulder straps on shirts must be four fingers wide across the narrowest part. No skimpy tank tops or tank-type shirts may be worn. Low-cut shirts that expose cleavage, see-through tops and short shirts that expose stomach, back or undergarments may not be worn.
3. **PANTS:** No pajamas may be worn. No baggy pants that expose undergarments or see-through pants may be worn.
4. **SHOES:** No bedroom shoes or shoes with wheels may be worn at school.
5. All male students must have shirts tucked in at all times, and pants should have belt or elastic waist such as found in wind pants and be worn at the waist.
6. No spandex garments may be worn and no undergarments shall be exposed.
7. No head coverings/headgear such as doo-rags, scarves, hats, sweat bands, hoods and picks/combs may be worn.
8. No sunglasses can be worn inside the school building.
9. Non-essential clothing and accessories that might be used as a weapon are not permitted in school. Examples include fish hooks in hats; spiked belts, wristbands or gloves; chains attached to the waist or to wallets, pockets or belt loops.
10. No article of clothing or other items promoting or displaying death, violence, vulgarity, profanity, sexual innuendo, gangs, gang-related activity, drugs, alcohol, tobacco, weapons or any other items that cause a disruption to the school program may be worn.
11. All students will be expected to wear athletic shoes to participate in PE.

The school administration is responsible for determining appropriateness of dress. Students using poor judgment or failing to cooperate will be sent home to change into appropriate dress. They will be expected to return to school the same day. Repeated violations may result in detention, parent conference, or further actions as necessary.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Cell phones and other electronic devices may not be in use during school hours. If cell phones or other electronic devices are in use, they will be confiscated. The first time a student has an electronic device confiscated the parent/guardian may come out and collect the item. The next time, the item is confiscated until the end of the year. Use of cell phones during the school day is considered a Minor Violation and repeated use will result in student's being assigned to Extended School Alternative or Small Group Alternative.

*Lost or stolen cell phones and other electronic devices are not the responsibility of Chowan Middle School.*

## **POSITIVE BEHAVIOR SUPPORT (PBS) and DISCIPLINE**

The CMS family believes that all students can be successful. In order to maximize academic engagement and achievement for all students, the school has implemented a Positive Behavior Support (PBS) model. PBS addresses character education, classroom management, and disciplinary issues in a proactive manner that allows a teacher to reward students when they exhibit behaviors that are representative of established, taught, and modeled expectations. Rewards for positive behavior are given in the form of incentives at the individual, team, grade, and school-wide level throughout the year.

Components of the PBS model include:

- Daily announcements from the Project Wisdom series and weekly character education lessons that focus on the character trait of the month;
- Positive Behavior Support lessons provided school-wide at designated times to explicitly teach students procedures and school-wide expectations;
- Scheduled weeks that focus on providing guidance to students on topics such as preventing drug abuse and bullying;
- Activities focusing on topics such as gang resistance education, risks associated with tobacco and the benefits of making healthy choices are integrated into the health classroom;
- Team-building activities sponsored through homebase; and
- Reinforcement of these character traits in all classrooms.

Chowan Middle School believes that the PBS model is needed to complement the efforts of parents, families, and community organizations in developing those qualities which ensure the community of a free, safe, and democratic society. We believe the character education component promotes ethical behavior, improves the school environment, and reduces violent and destructive behavior. G.S. 115-146 states, "It shall be the duty of all teachers..., when given authority over some part of the school program by the Principal, to maintain order and discipline in the respective schools..." In situations where students choose to disrupt the teaching/learning process and implementation of the PBS model is not sufficient, the following alternative interventions at varying levels will be implemented.

**Classroom Management Plan:**

Team teachers will develop a team discipline plan. A team reward and consequence system will be established which will be firm, fair and consistent for all students. Minor discipline problems will be handled by the team using procedures that include warnings, time out, and in-team alternatives. Rules of the class will be posted in each classroom.

**In-Team Alternative: (The student is sent to another teacher to complete his/her work).**

Teams will establish a receiving structure. All teachers will have an isolated desk/workplace for in-teamed students.

Example: Bunch--→ Joseph

Students will write why they are there and what they will do differently next time on the in-team form. In-team forms will be filed in the student's portfolio.

Students will complete assignments of the sending teacher. Any assignment not completed may result in a referral to Extended School Alternative (ESA) or another consequence established by the team.

No more than two students should be sent to a receiving teacher during a class period.

The receiving teacher will utilize the same reward and consequence system with the student. Continued inappropriate behavior will result in a referral to the office. The sending teacher is responsible for notifying parents.

**Extended School Alternative (ESA):**

Teachers or administrators can assign students to Extended School Alternative (ESA).

ESA will be offered three days a week (Tuesday - Thursday). ESA runs from 3:05 P.M. until 4:00 P.M. If the student arrives after 3:10 P.M. an additional day will be assigned.

Students in ESA will spend the entire time on academics or assignments from the ESA teacher. The ESA teacher will monitor student academic progress, assign supplementary work, or tutor students. Failure to conform to ESA expectations will result in a referral to the office.

**Small Group Alternative (SGA):**

Only administrators can assign students to Small Group Alternative (SGA).

Consequences for misbehavior in SGA will be preceded by parent contact and may include assignment of additional days in SGA, ESA, or OSA.

Teachers will forward assignments to the SGA coordinator. The SGA coordinator will return completed assignments to the appropriate team, and students will receive credit for successfully completed assignments.

### **Out-of-School Alternative (OSA):**

OSA will be assigned by an administrator. Students will receive assignments and be given credit for work completed while assigned to OSA. The student is responsible for submitting his/her assignments upon return to school.

Students are not allowed to be on ANY Edenton-Chowan Public School campus or bus when assigned to OSA. This includes extracurricular activities and athletic events. Suspended students found on campus will be removed by the sheriff's department for trespassing and assigned additional consequences by the school.

### **STUDENT CODE OF CONDUCT (POLICY 4210)**

Since an educated citizenry is essential to good government and can be attained only in an atmosphere conducive to teaching and learning, the Edenton-Chowan Board of Education requires the maintenance of good order in the schools.

All students shall comply with the Code of Student Conduct, state and federal laws, school Board policies, and local school rules governing student behavior and conduct. This policy applies to any student who is on school property, including school bus stops, who is in attendance at any school or any school-sponsored activity, or whose conduct at any time or place, on or off campus, has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the schools. This policy also applies to regular school buses, school activity buses, other school vehicles, or any private vehicle located on property owned or managed by the Edenton-Chowan Board of Education.

It should be understood that this policy is not intended to restrict in any way the authority of principals to make such rules, not inconsistent with this code, as they are authorized by law to make for the government and operation of their respective schools or with the authority of teachers to make such rules, not inconsistent with this code, as they are authorized by law to make for their respective classes. Principals, with the prior approval of the Superintendent, may, under extraordinary circumstances, including the age of the child, make exceptions to the level of punishment except when the punishment is required by law.

Students shall comply with the directions of principals, teachers, substitute teachers, student teachers, teacher assistants, bus drivers, and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such school personnel.

Violations of the Code of Student Conduct, other Board policies, regulations issued by the individual school, or the North Carolina General Statutes may result in disciplinary action including suspensions for ten (10) school days or less ("short-term"); suspensions between eleven (11) school days and the remainder of the school year ("long-term"); suspensions for 365 calendar days; and/or expulsion. Students also may be assigned to an alternative program approved by the Board of Education for certain violations. All such assignments will be made by the Superintendent on a case by case basis and shall only be done under conditions of probation.

Principals and other school officials are authorized to involve law enforcement in serious violations in any category and are required to involve law enforcement in cases of certain alleged criminal acts as set forth in G.S. 115C-288(g). In such cases, school officials shall cooperate fully with the law enforcement agency. Internal disciplinary proceedings shall take place independently from the criminal investigation and prosecution.

### **Level One Violations - The following conduct is prohibited as outlined below:**

1. Gambling - Participation in any unauthorized event, action, or statement which relies on chances for the monetary advantage of one participant at the expense of others.
2. Verbal Abuse or Disrespect - Participation in serious or persistent verbal action that prevents an orderly and peaceful learning environment. Cursing; using vulgar, obscene, or abusive language, including slurs or insults intended to mock a person's race, religion, sex, national origin, disability or intellectual ability; or using sexually offensive or degrading language are specifically prohibited.
3. Peer Relations - Engaging in behavior which is immoral, indecent, overly affectionate, or of a sexual nature while in the school setting.
4. Integrity - Engaging in or attempting to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access. Students are subject to disciplinary action as outlined in this policy and/or academic penalty.
5. Disruption - Using passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct that causes the disruption of any lawful function, mission, or process of the school, or urging any other student to engage in such conduct.
6. Threat / False Threat - Making any threat through written or verbal language, sign or act which conveys a serious expression of intent to cause harm or violence. Furthermore, no student shall make a false threat of harm or violence, even in jest, which causes or is reasonably likely to cause fear or a disruption to school activities.

7. Hazing - Subjecting a fellow student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, or other similar group.
8. Intimidation - Extorting or attempting to extort money, personal property, or personal services.
9. Protests - Engaging in any protest, march, picket, sit-in, or similar activity, either on or off any school campus, which has as its purpose the disruption of any lawful function, mission, or process of the school or which in fact creates such a disturbance.
10. Boycotts - Participating in any boycott or walk-out of any lawful school function at which attendance is required.
11. Disruptive or Obscene Literature and Illustrations - Possessing or distributing literature or illustrations that are obscene or that significantly disrupt the educational process.
12. Fighting - Hitting, shoving, scratching, biting, blocking the passage of, or throwing objects at another person. Taking any action or making comments or writing messages which might reasonably be expected to result in a fight.
13. Theft - Stealing, attempting to steal, or knowingly being in possession of stolen property.
14. Damage to Property - Intentionally damaging or attempting to damage or deface school or private property while under school jurisdiction. This level applies to damage or vandalism not exceeding \$1,000, including cost of replacement, repair or restoration of property.
15. Tobacco Products - Using or possessing any tobacco product at any time on any school-owned or managed property or at any school-sponsored activity.
16. Trespassing - Being on the campus of any school except the one to which the student is assigned during the school day without the knowledge and consent of the officials of that school. Students who loiter at any school after the close of the school day without special need or proper supervision are trespassers and may be prosecuted if they fail to leave when instructed to do so. A student who has been suspended or expelled from school is trespassing if he or she appears on the property of any Edenton-Chowan Public School or at any school-sponsored activity during the suspension or expulsion period without the express permission of the principal.
17. Conduct on the School Bus - Failing to follow the directives of the school bus driver and the rules and regulations of school bus safety as well as the rules of this policy while at a school bus stop, or in the school bus parking lot, or while riding on a school bus or other school vehicle. Violation of these rules may result in temporary or permanent suspension from the privilege of school transportation services as well as from school.
18. Skipping School - Leaving school grounds or being in an unauthorized area of the school during the instructional day without prior approval from a site administrator.

Penalty - Except as otherwise noted, the first violation of any of the Level One offenses may result in short-term suspension from the Edenton-Chowan Public Schools for up to ten (10) school days or for up to the remainder of the school year for a serious violation. A second violation of the same Level One offense during a school year may result in a long-term suspension from the Edenton-Chowan Public Schools for the remainder of the school year. In all cases involving a long-term suspension, the Superintendent may assign the student to an alternative program approved by the Board of Education. All assignments to an alternative program will be made by the Superintendent on a case by case basis and shall be done only under conditions of probation.

**Level Two Violations - The following conduct is prohibited as outlined below:**

1. Fireworks or Ammunition - Possessing, distributing, igniting or using any fireworks or ammunition on school premises, or in any vehicles on school premises.
2. Assault on Another Student - Assaulting or attacking, or causing or attempting to cause physical injury to another student or intentionally behaving in such a manner that could reasonably cause physical injury to any student.
3. Attempted Assault on a School Employee - Attempting to cause physical injury to a school employee or school volunteer, or behaving in such a manner that could reasonably cause physical injury to any school employee or school volunteer.
4. Possession of Weapons other than Firearms - Possessing, handling, transferring, or bringing on to school property any items including, but not limited to, knife, razor, BB gun, stungun, air rifle, air pistol, bowie knife, dirk, dagger, sling shot, leaded cane, switchblade knife (a knife containing a blade that opens automatically by the release of a spring or a similar contrivance), blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument, brass knuckles or facsimile or other item that could be considered a weapon or dangerous instrument. This policy does not apply to instructional supplies, unaltered nail files and clips, or tools used solely for preparation of food, instruction, or maintenance.
5. Fire Alarms - Setting off, attempting to set off, or aiding and abetting anyone in giving a false fire alarm. It shall also be prohibited to interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system.
6. Failure to Comply with Lawful Directive - Failing to follow a directive after being personally notified by any school employee.
7. Threats - Threats of death or serious bodily injury communicated toward any student, school employee, or school volunteer by verbal, written or other communication.



8. Damage to Property and Vandalism - Intentionally damaging or vandalizing or attempting to damage or vandalize, or deface school property or private property, while located on any properties owned by the Edenton-Chowan Board of Education. This level applies to damages or vandalism exceeding \$1,000, including costs of replacement, repair, or restoration of property.
9. Sexual Acts - Engaging in any consensual sexual act while on school property or at a school-sponsored activity or event.
10. Sexual Harassment or Harassment (Non-physical) - Engaging, verbally or through other non-physical means, in sexual harassment or other harassment as defined in the Sexual Harassment and Harassment policies.

Penalty - Except as otherwise noted, the first violation of any of the Level Two provisions shall result in at least a short-term suspension and may result in long-term suspension from the Edenton-Chowan Public Schools for the remainder of the school year. A second violation of the same Level Two offense during a school year shall result in long-term suspension from the Edenton-Chowan Public Schools for the remainder of the school year.

Any student who is fourteen years or older who commits a Level Two violation and whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety and health of other students or employees may be expelled from school as provided by law.

In all cases involving a long-term suspension or an expulsion, the Superintendent may assign the student to an alternative program approved by the Board of Education. All assignments to an alternative program will be made by the Superintendent on a case by case basis and shall be done only under conditions of probation.

**Level Three Violations - The following conduct is prohibited as outlined below:**

1. Arson - Burning or attempting to burn any school building or property. Possessing incendiary material, (i.e., gasoline, kerosene, or other flammable liquid), for the purpose of burning or the attempted burning of school property.
2. Use of a Weapon - Using in a threatening or dangerous manner any weapon or other object that can reasonably be considered a weapon or a facsimile of a weapon.
3. Sexual Harassment or Harassment (Physical) or Sexual Assault - Engaging in physical sexual harassment or harassment as defined in the Sexual Harassment and Harassment Policies or offensively touching another person's private parts, including buttocks or breasts, or forcing or attempting to force another to engage in a sexual act against their will.
4. Drugs or Alcohol - Knowingly possessing, using, distributing, selling, possessing with intent to distribute or sell, or conspiring or attempting to distribute or sell, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit drugs, or possessing or using any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior.

Penalty - The first violation of any of the Level Three provisions shall result in long-term suspension from the Edenton-Chowan Public Schools for the remainder of the school year.

When a first violation of item (4) does not involve the distribution, sale, possession with intent to distribute or sell, or conspiracy or attempt to distribute or sell a substance prohibited by this policy, an alternative to long-term suspension shall be offered. This alternative shall be offered only one time to students during their school career unless an exception is made by the Superintendent. The alternative shall consist of a 10 school day suspension and shall also require participation in an approved corrective education and/or counseling program. The program shall be determined by the Superintendent and agreed to in writing by the parent and/or guardian, student, and school principal. Parents/guardians and students shall be provided information by school authorities concerning approved alternative programs. Failure to meet any requirements of the alternative program reactivates the long-term suspension.

Any student who is fourteen years or older who commits a Level Three violation and whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety and health of other students or employees may be expelled from school as provided by law.

In all cases involving a long-term suspension or an expulsion, the Superintendent may assign the student to an alternative program approved by the Board of Education. All assignments to an alternative program will be made by the Superintendent on a case by case basis and shall be done only under conditions of probationary placement, as determined by the alternative program.

**Level Four Violations - The following conduct is prohibited as outlined below:**

1. Possession or Use of a Firearm - Possessing, handling, using, transferring or bringing onto educational property, or to a school-sponsored curricular or extracurricular activity off of educational property, a gun, rifle, pistol or other firearm. Members of an authorized school shooting team may possess, handle, use, transfer or bring firearms to a school-sponsored curricular or extracurricular activity related to the shooting team provided the activity is not conducted on any educational property. Firearms are not allowed on school property under any circumstances or at any time.
2. Bomb Threat or Hoax -
  - (a) Communicating by any means to any person or group of persons, a report, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device designed to destroy or damage property by explosion, blasting, or burning; or,
  - (b) With intent to perpetrate a hoax, concealing, placing, or displaying a device, machine, instrument, or artifact on educational property or at a school-sponsored curricular or extracurricular activity off educational property, so as to cause any person reasonably to believe the same to be a bomb or other device capable of causing injury to persons or property.
3. Explosives - Possessing or placing on educational premises any explosive device, including, but not limited to, dynamite or dynamite cartridge, bomb, grenade, mine, nitroglycerine, or any other powerful explosives capable of causing injury or damages.
4. Terrorist Threat or Hoax -
  - (a) Communicating by any means to any person or group of persons, a report, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device, substance or material designed to cause harmful or life-threatening illness or injury to another person;
  - (b) With intent to perpetrate a hoax, concealing, placing, or displaying a device, machine, instrument, artifact, letter, package, material or substance on educational property or at a school-sponsored curricular or extracurricular activity off educational property, so as to cause any person reasonably to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person.
  - (c) Threatening to commit on educational property or at a school-sponsored curricular or extracurricular activity off educational property an act of terror that is likely to cause serious injury or death, when that threat is intended to cause a significant disruption to the instructional day or a school-sponsored activity, or causes such a disruption.
  - (d) Making a report, knowing or having reason to know the report is false, that there is about to occur or is occurring on educational property or at a school-sponsored curricular or extracurricular activity off educational property, an act of terror that is likely to cause serious injury or death, when that report is intended to cause a significant disruption to the instructional day or a school-sponsored activity, or causes such a disruption.
  - (e) Conspiring to make a terrorist threat or hoax within the meaning of this policy.
5. Assaults and Serious Injuries on any Teacher or Other School Personnel - Assaulting and causing serious injury to a teacher or school personnel or volunteer or other adult who is not a student.
6. Other Assaults on Teachers or Other Adults who are not Students and Assaults on Another Student -
  - (a) Physically assaulting a teacher or other adult who is not a student;
  - (b) Physically assaulting another student if the assault is witnessed by school personnel;
  - (c) Physically assaulting and seriously injuring another student.

Penalty - A violation of numbers one (1), two (2), or three (3) of the Level Four provision shall result in suspension for 365 calendar days from the Edenton-Chowan Public Schools in accordance with G.S. 115C-391. The Board, on recommendation by the Superintendent, may modify this suspension requirement on a case-by-case basis that includes, but is not limited to, the procedures established for the discipline of students with disabilities and may also provide, or contract, for the provision of educational services in an alternative school setting or in another setting that provides educational services.

A violation of number four (4) of the Level Four provision shall result in a long-term suspension and may result in suspension for up to 365 calendar days from the Edenton-Chowan Public Schools in accordance with G.S. 115C-391.

For a violation of number five (5) of the Level Four provision, any student who is at least 13 years of age shall be assigned by the Superintendent to an appropriate alternative educational program in accordance with G.S. 115C-391. If no appropriate alternative educational program is available, then the Superintendent shall suspend the student for not less than 300 calendar days but not more than 365 calendar days.

For a violation of number six (6) of the Level Four provision, any student who is at least 13 years of age shall be suspended from the Edenton-Chowan Public Schools for no less than the remainder of the school year but no more than 365 calendar days, or assigned to an appropriate alternative educational program approved by the Board of Education.

For a violation of number five (5) or six (6) of the Level Four provision, any student who is under 13 years of age shall be long-term suspended from the Edenton-Chowan Public Schools for the remainder of the school year or assigned to an appropriate alternative educational program approved by the Board of Education.

Any student who is fourteen years or older who commits a Level Four violation and whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety and health of other students or employees may be expelled from school, or assigned to an appropriate alternative educational program approved by the Board of Education, as provided by law.

Any student who brings a weapon or firearm to school or on school property shall be referred to the criminal justice or juvenile delinquency system by the Superintendent or his designee.

Notice to parents for students who are expelled or suspended for more than 10 days:

If a student is expelled or suspended for more than ten (10) school days, the Superintendent or designee shall give notice to the student's parent/guardian of the student's procedural and appeal rights. Notice shall be in plain language and shall be easily understandable. If English is the second language of the parent or guardian, the notice shall be written in the parent's or guardian's first language when the appropriate foreign language resources are readily available. The notice shall also be provided in English. The notice shall also identify the information to be included in the student's official record and the procedure for expunging the information, as provided in the Maintenance, Review and Release of Student Records Policy.

#### **STUDENT AND PARENT GRIEVANCES**

Due process will be followed in discipline cases. The student will be told the reason for the discipline referral and will be able to discuss the matter with the administration. The student has the right to appeal the decision to School Grievance Committee.

A student, parent or guardian may initiate grievance procedures to appeal final decisions of school personnel to the extent provided in Board Policy 4500. Long-term suspensions or expulsions are covered by Policy 4220. Due process is covered by 4400. Sexual harassment is covered in Policies 4400 and 5130.

#### **TOBACCO USE**

It is the educational policy of the school board that the use of tobacco and tobacco products is detrimental to the health of our students. Therefore, the Edenton-Chowan Public School Board of Education has adopted a tobacco policy (2510) that prohibits the use and/or possession of tobacco products on school property. This policy extends to all persons on any Edenton-Chowan Public School property at any event including activities held by the schools as well as activities held by outside groups renting the facilities. A student violating the tobacco use policy will be dealt with in a manner consistent with the school and system's discipline code (Policy 4210 Code of Student Conduct).

#### **CORPORAL PUNISHMENT**

Corporal punishment will not be used as a disciplinary consequence at Chowan Middle School.

#### **VIOLENT ACTS**

Any principal who receives a report of a violent act or who otherwise has a reasonable belief that such a violent act has occurred on school property shall make an immediate report to the appropriate local law enforcement agency pursuant to the amended provision of NCGS 115C-288. Violent acts that must be reported to appropriate agencies include assault resulting in indecent liberties with a minor; assault involving use of a weapon, and possession of a firearm, weapon, or controlled substance. School property shall include any school building, bus, campus, grounds, recreational area, or athletic area.

In addition to any punishment ordered by the court system, the school shall have the authority to employ such punitive measures as outlined by the school discipline policy.

#### **SEARCH REGULATIONS**

Personal Searches: A student's person and/or personal effects (i.e. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion that the student is in possession of illegal or unauthorized materials.

**Locker Searches:** Student lockers are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security of their lockers. Periodic general inspections/searches of lockers may be conducted by school officials for any reason, at any time, without notice, without student consent and without a search warrant. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

### **VIOLATION AND RESULTING CONSEQUENCES**

The following is a list of the code of conduct violations and resulting consequences based on severity and/or frequency. This list is a guideline only as each situation is handled on an individual basis with the actual consequence determined at the discretion of the school administrator.

<u>Classroom Management</u>	<u>Minor Violation</u>	<u>Major Violation</u>
Unprepared for class	Aggressive behavior	Theft
Horseplay	Disrespect or insubordination	Endangering the safety of others
Lack of cooperation	Property damage (minor)	Sexual misconduct
Annoying classmates	Profanity or inappropriate language	(written, verbal or physical)
Rude/discourteous	Skipping class	Property damage (extensive)
Excessive talking	Prohibited items (nuisance devices)*	Prohibited items--
Dress-code violation	Disruptive behavior	(explicit or endangering safety)**
Honor-code violation	Bullying	Fighting
Other	Spitting/Gleeing	Verbal/physical threats or abuse
	Other	Gambling
		Intimidation or extortion
		Boycotts/protests
		Trespassing
<u>Consequences</u>	<u>Consequences</u>	<u>Consequences</u>
Teachers and administrators will follow	ESA 1-3 days	SGA 3-5 days
steps in classroom management plan and	SGA 1-3 days	OSA 1-10 days
behavior tier of interventions.	OSA 1-3 days	

\*Prohibited nuisance devices include—but are not limited to—electronics, card collections, CD players, walkie-talkies, MP3 players, cell phones and pagers.

\*\*Prohibited items affecting the safety of others include—but are not limited to—weapons, alcohol, drugs, cigarettes and other forms of tobacco, matches, and lighters.

### **BUS DISCIPLINE**

In order for students to be transported safely to and from school, it is critical that students demonstrate appropriate behavior. Any misbehavior that distracts the driver is a serious discipline problem. When a problem arises, the parents will be contacted and encouraged to cooperate with the bus driver to resolve the problem. Therefore, the following bus rules and regulations have been established:

#### **GENERAL BUS RULES & REGULATIONS**

1. Students will follow the driver's directions.
2. Students will remain in assigned seats.
3. Students will refrain from making loud, distracting noises.
4. Students will keep hands, feet, and other objects to themselves.

## **VIOLATION AND RESULTING CONSEQUENCES**

<u>Level I Violation</u>	<u>Consequences</u>
Talking too loudly	<b>First Offense:</b>
Failure to stay in seat	Parent contact, bus level consequence (must have documentation of parent contact and driver assigned consequence)
Littering on the bus	
Tampering with the possessions of others	
Use of profanity, sexually explicit comments, inappropriate or obscene gestures	<b>Second Offense:</b> 3 day bus suspension
Annoying other students	<b>Third Offense:</b>
Bullying	5 day bus suspension
Disrespectful or defiant manner to the driver	<b>Fourth Offense:</b>
Endangering the safety of others on the bus	10 day bus suspension
Spitting or spitballs	<b>Fifth Offense:</b>
Distracting the driver	Suspension from bus for rest of the year
Eating or drinking	
<u>Level II Violations</u>	<u>Consequences</u>
Damage to the bus	Bus suspension time will be determined at the discretion of a school administrator. Guidelines for school code conduct will be followed. Out of school suspension is possible for this level of violation.
Threatening the driver	
Profanity to driver	
Fighting, including pushing and/or wrestling	
Striking the driver	
Possession of knives or other dangerous objects	
Possession or use of controlled substances including drugs	
Alcohol and tobacco	
Lighting of matches or lighters	

**ANY BUS SUSPENSION INCLUDES ALL BUSES IN THE SCHOOL SYSTEM. THE ONLY EXCEPTION IS FOR AN ACADEMIC FIELD TRIP.**

Students wishing to ride another bus, or needing to get off at another bus stop on the regular bus, must submit a note to the bus driver or office by 8:30 a.m. Because of the limited capacity on buses, we ask that students only make a request to ride another bus in EMERGENCY situations. Please make requests for a bus change for your child by 8:30 a.m. Some buses run at capacity. Therefore, requests to ride those buses may not be honored.

## **EMERGENCY INFORMATION/SCHOOL CLOSINGS**

During the school year, it may be necessary for the school to close or have delayed openings due to inclement weather conditions. Local radio/TV stations will broadcast school closing information. School Messenger, an automated telephone message service, will contact all families. Families can also call the school at 221-4131 and access the Weather Mailbox by dialing 500 or go to <http://ecps.schoolfusion.us> to be notified of cancellations or delays. If the local media are not announcing information concerning Edenton-Chowan Schools, then the schools will operate on a normal schedule.

## **FIELD TRIPS**

Students must have signed permission slips on file before being allowed to go on any field trips.

## **FUND RAISING/SALES**

The school does not allow the selling of any items at school for personal profit. The school will designate approved fund raisers each year.

## **GRADING**

CMS students will receive a report at the end of each **Nine Weeks**. Reporting will be done using traditional grading as well as mastery reporting (KAMICO).

The grade given at the end of the year is the grade that will be recorded on the permanent record. Students who continue to perform below average work with unsatisfactory effort and poor attendance may be retained in the same grade for the next year.

### **Interim Progress Reports**

Students will receive an interim progress report at the mid-point of each grading period. These reports should be examined by a parent or guardian, signed and returned to the homeroom teacher.

## **GUIDANCE AND COUNSELING**

Counseling service is available to all students. The purpose of the counselor is to aid all students, teachers and parents in understanding students' potential ability and achievement. Both students and parents should feel free to consult with the counselor. The counselor will assist parents in arranging conferences with teachers.

## **HEALTH SERVICES**

If a student becomes ill, injured, or requires emergency care while at school, his/her teacher should contact the school nurse. If the nurse is not available, the office should be notified and a first responder will be located to assist the student if necessary. If it is determined that the student needs to leave school, the nurse or office staff will assist the student with notifying a parent, guardian, or emergency contact. Parents/Guardians should make every effort to maintain current phone numbers for emergency use. Every effort will be made to contact parents/guardians regarding the health care needs of their child. Emergency contacts should be able to act on the behalf of the parents/guardians, if necessary. This includes being available to pick up the child from school and written permission on file at the hospital to consent to treatment prior to the arrival of the parent/guardian.

The following is a list of legislated guided health concerns and medical conditions:

**Meningococcal Meningitis Vaccine, Flu Vaccine, Hepatitis B Vaccine, HPV Vaccine:** These vaccines are available. Parents are encouraged to talk with their child's physician about getting their child vaccinated.

**Immunizations:** North Carolina State Law requires that all children enrolling in school must have a copy of their immunization record on file at the school and the student must be up to date on all required immunizations. Parents have 30 calendar days from the date of enrollment or the first day of school, to have immunizations completed and a copy of the record brought to the school. Students will be suspended from school if these requirements are not met within the 30 days. Students entering 6<sup>th</sup> grade for the first time must have a dose of Tetanus containing vaccine or Tdap by the 30<sup>th</sup> calendar day of school. If a dose has been received within the past 5 years, please provide documentation for your child's record. If you have any questions, please contact your child's school nurse.

**NC Diabetes Legislature:** North Carolina law requires the development and implementation of individual care plans for students with diabetes in NC Public Schools. If your child has diabetes, please contact the school nurse at your child's school.

**Medications:** Over the counter and prescription medications will only be administered at school by a doctor's order. The parent is responsible for submitting the properly completed and signed medication authorization form to the school nurse. Medication forms can be picked up at your child's school. If you have any questions please contact your child's school nurse.

## **LOCKERS**

Students are assigned lockers at the beginning of the year. Locks will be issued by the homeroom teacher. Students must use the locks assigned to them by the homeroom teacher. Students are to use **ONLY** the locker assigned to them and not the locker of other students. Periodic locker checks will be made throughout the year. **THE PROTECTION OF YOUR BELONGINGS MUST BE YOUR RESPONSIBILITY.** School is the students' workplace, therefore, students should not bring items to school that interfere with maintaining a productive learning environment, nor bring valuable items to school that may be lost or stolen.

## **MEDIA CENTER**

Students are encouraged to use our Media Center as much as possible. Quiet and good work habits are expected at all times. Books are issued to students for two weeks. Students may renew their books for extended checkout if needed. The media center will assess fines for damaged or lost books.

## NEWS/MEDIA ACCESS

Throughout the school year, there may be occasions when media and/or school/school system personnel will be photographing, videotaping and/or web paging classroom and school-related activities to be used in school/school system publications and/or sent to the local media for publishing. **If you do not wish for your child to be interviewed or identified in photographs or other types of media, please complete the form provided by your child's homeroom teacher and return it to your child's homeroom teacher.** For further information, contact the Board of Education Office at 482-4436.

## SCHOOL INSURANCE

CMS will offer the opportunity for parents to purchase school insurance. The school does not act as an agent for any insurance company. Students who participate in the interschool athletic program will be insured by the Edenton-Chowan School System, excluding the Hunter Safety team, during the time they participate in a sport (this includes tryouts, practice, during the game, and travel to and from practices and games).

## STUDENT ACTIVITIES

During the school year, CMS students are offered the opportunity to participate in a variety of activities. Examples of extracurricular activities that are offered at CMS are:

Athletics	After-school programs/activities	Positive behavior celebrations
Band	Clubs	Student Council

## STUDENT RECOGNITION

Awards Day Programs are held at the close of each school year. A sample listing of awards and events are noted here.

#1 Club Banquet	Duke Talent Search	Principal's Award
Athletic Awards Banquet	Most Improved Students	<i>(Two students from each team with highest GPA for the year)</i>
Band Awards Banquet	Presidential Academic Awards	Special Olympics
Bulldog Pride	<i>(All eighth grade students meeting the following criteria: (1) cumulative GPA of 90 for their 6<sup>th</sup> and 7<sup>th</sup> grade years and the first semester of their 8<sup>th</sup> grade year; (2) 90<sup>th</sup> percentile on state or nationally normed test OR teacher recommendation)</i>	Student Council
DAR Citizenship		Student of Character
CMS Citizenship		Student of the Year
Cultural Arts		Other Team Awards
DAR Citizenship	Presidential Fitness Award	

### #1 Club

The #1 Club is an academic and conduct honor club awarded to qualifying students who meet the Maroon or Gold Club criteria below at the end of each **Nine Weeks**. Students who achieve this honor are recognized both by their team and by the school. Students who consistently make #1 Club are recognized in the spring.

### **Maroon Club Requirements:**

- Overall 85 average on report card (rounded at 84.5 and higher)
- No single grade below 80 on the report card
- Satisfactory or above rating for Citizenship
- No school or bus suspensions

### **Gold Club Requirements:**

- All A's and B's
- No more than 3 unexcused absences
- Satisfactory or above rating for Citizenship
- No school or bus suspensions or office referrals of any kind

## TELEPHONE

School phones are for official use only. Students will not be allowed to use the phone for personal calls except in an emergency or with the permission of the secretary or principal. Neither will students be excused from class to use the phone unless it is an emergency. Students must have a pass to come to the office to use the telephone.

# **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA requires that Edenton-Chowan Schools, with certain exceptions, obtain parent/guardian written consent prior to the disclosure of personally identifiable information from the child's educational records. However, Edenton-Chowan Schools may disclose appropriately designated "directory information" such as Honor Roll or other recognition lists, sports information such as weight and height information, or other similar information not considered harmful or an invasion of privacy, without written consent. The school system also is required by the No Child Left Behind Act to provide student names, addresses, and phone numbers to military and college recruiters who request them unless the parent/guardian has advised the school to the contrary. If you do not want your child's directory information disclosed, you must inform the school system of your wishes in writing by the first day of school.

## **THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA gives parents, legal guardians, and emancipated minors certain rights pertaining to the conduction of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- Consent before students are required to submit to U.S. Department of Education funded surveys;
- Receive notice of, and an opportunity to opt out of a protected information survey (regardless of funding);
- Receive notice of, and opt out of invasive non-emergency physical exams or screenings;
- Receive notice of, and opt out of activities involving the collection, disclosure, or use of students' personal information for marketing or to sell or otherwise distribute to others;
- Inspect, upon request and before administration or use, protected information surveys of students;
- Inspect instruments used to collect personal information from students for any of the above purposes;
- Inspect instructional materials used as part of the educational curriculum.

## **VISITORS**

All visitors must report to the office. Students are not to bring younger children or students from other schools as visitors. A visitor's pass must be obtained from the office to visit in the classrooms.