

ELKIN MIDDLE SCHOOL

STUDENT HANDBOOK

2012-2013

300 Elk Spur Street

Elkin, NC 28621

Phone: 336-835-3175

Fax: 336-835-1427

www.elkin.k12.nc.us/ems/

Pam Colbert, Principal

ELKIN MIDDLE SCHOOL VISION

Students will acquire the knowledge and skills necessary to become 21st century citizens who exhibit high standards for conduct and enthusiasm for learning.

EMS- Excellence...Making Strides!

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper A standard recycling symbol consisting of three chasing arrows forming a triangle.

General School Information:

Telephone Directory

Main Office.....835-3175

Fax Number.....835-1427

School Website... <http://elkin.k12.nc.us/ems/>

Grading System

A (Superior) 93-100

B (Above Average) 85-92

C (Average) 77-84

D (Below Average) 70-76

F (Unsatisfactory) 69 and below

Students who earn all A's and B's in core and encore classes, will be on the Honor Roll.

Welcome to Elkin Middle School. Our goal is for this year to be a great experience for you and your child. We utilize online resources to keep parents informed and all teachers now have voice mail. You are always welcome, and I encourage you to visit, call or email when you have questions or concerns about your child's learning experience.

Thank You,

Pam Colbert, Principal EMS

ATTENDANCE

Currently, the Elkin City Board of Education has determined a limit of 12 excused absences per year in grades 7 and 8 in order to meet promotion standards. **We are working on a revision that would have a limit of 8 excused absences per year. This would be more in line with what the high school requires and will help with the transition to high school. Please watch an update to the policy.** Absences beyond the limit in any class may result in retention. Students may appeal retentions due to attendance to the principal. Appeals should be based upon appropriate reasons for absences, consistent participation in after-school tutorial and completion of all make-up assignments.

Acceptable reasons for absences that **may be excused** are (This is defined by the state):

- Personal illness or injury
- quarantine or isolation
- death in the immediate family
- medical or dental appointment
- court or administrative proceedings
- religious observance
- educational opportunity **(only with prior approval of principal). If your family has a trip planned that may qualify for the educational opportunity it must be approved prior to the trip or it will be unexcused.**

Students are expected to make up missed assignments as a result of absences and will be responsible for arranging a make-up schedule with their teachers. Students with absences may be asked to attend after-school tutorial sessions. Teachers will work with students to allow sufficient time to make up work. Generally, school policy indicates that for excused absences students are allowed at least the number of days absent to make up missed work beginning with the second day back to school.

ABSENCES

Students are required to bring written notes from parents/guardians stating the reason for an absence. When students have made visits to physicians and other medical professionals, they should bring a note from the doctor stating the reason for the student's absence from school with the date and time of visit. Students have **three school days** to present a note after being absent. **Students who have excused absences must make arrangements for making up all work missed during the excused absence.**

Students must be in attendance for at least half of the instructional day to be considered 'present' for that day. (3 ½ hours on a "regular" day)

To obtain an admit slip to class following an absence, students will present their notes to the school attendance personnel before classes begin.

It will then be determined whether the note warrants an excused or unexcused designation.

All written notes will be retained in the office.

Students must present their admit slips to teachers when they go to class.

Students with unexcused absences will be asked to make up work. **After three unexcused absences students will be assigned Saturday detention to make up work and time.**

Students must sign in if they arrive after the bell and an adult must sign the student out if the student leaves prior to the end of the school day.

Students must take care of getting unexcused absences changed to excused within three days of the absence.

ARRIVING and LEAVING CAMPUS

Because there is no student supervision until 7:30 AM, **Elkin Middle School does not open for students prior to 7:30 AM.** Students should arrive at school allowing enough time to get notes for absences and early dismissals.

Students who walk to school and students who ride with parents should arrive between 7:30 and 7:55. *When arriving on campus, students should report directly to the auditorium between 7:30 and 7:45. Students will be released to eat breakfast. Unless eating breakfast at school, no student is to enter any other area of the school until the 7:45 bell unless he/she has a note signed by a teacher.*

Students who are in other areas or with high school students will be assigned disciplinary action for being in an unauthorized area.

Students who arrive after 8:00 AM must present the teacher with an admit slip.

Three unexcused tardies will result in Saturday detention. If a student is tardy more than 8 times in a nine week period, he or she must stay in afterschool detention in addition to Saturday detention and may also have other discipline consequences assigned.

Leaving: Students who have legitimate reasons for checking out of school must bring a written note from parents/guardians stating the reason for the dismissal. Notes should be presented to the attendance personnel before school each morning and the appropriate slip will be issued. Students should show the slip to the teacher of the class they will be leaving, and the teacher will dismiss the student from class at the appropriate time. Students who leave during the school day must be signed out by an adult.

If a student leaves school and comes back on the same school day, he or she needs to remember to sign back in to avoid being counted absent.

At the end of the day, students are asked to leave encore classes and go **immediately** to the designated area for departure. Students are expected to leave campus at 3:00 PM by car, bus or walking unless being supervised by an adult (tutoring, athletics, etc.). Students will not be permitted to ride the tutoring bus if he or she does not have a bus slip.

ATHLETICS

Middle school seventh and eighth grade students have opportunities to play sports during their

middle school career. These sports include volleyball, soccer, wrestling, hunter safety, cheer-leading basketball, swimming, softball, baseball, tennis, and track.

To be eligible for participation in a sport, a student can not be 15 years old on or before October 16. A student must have been promoted, have passed 3 of 4 CORE classes, and be in attendance 85% of the semester immediately preceding the season of the sport. Students must also meet promotion standards set by Elkin City Schools. A student who does not meet these requirements will face dismissal from the team.

All student athletes and a parent or guardian must attend the Gfeller-Waller Act Meeting on state concussion policies.

A player must attend school at least half day on game day in order to compete. A player shall not knowingly possess, use, transport, or be under the influence of any narcotic or hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant, or any kind of stimulant or depressant as well as any substance, controlled or uncontrolled. Neat dress is expected, and profanity will not be tolerated. Student athletes are subject to random drug-testing.

BEHAVIOR EXPECTATIONS

EMS- Everybody on time

Maintain respect for people and property

Safe and responsible behavior

Students are expected to follow the expectations as taught using the PBS Model (Positive Behavior Support).

Student Code of Conduct for EMS School 2012

Students should be on time and prepared for all classes and transition periods. **Students should**

walk in orderly lines, enter and exit quietly and follow all staff directions.

Students should maintain respect for all adults and students in the building.

Students should also respect the property of the school and care for the building and grounds. Students should use “please” and “thank you” and practice self control.

Students should follow all staff directives.

Students should behave in a safe and responsible manner.

Students are responsible for securing their personal possessions and place belongings in the appropriate places.

Students should alert the staff to potential problems or dangerous situations.

In addition, please remember:

No knives, weapons, or other dangerous items are to be brought on school property at any time. Such items will be confiscated and appropriate disciplinary action will be taken, most likely suspension. There may also be criminal charges filed by the School Resource Officer.

Public displays of affection are not appropriate at any time during the school day or at any school-sponsored events.

The elevator is for use by staff and handicapped or injured students only.

Inappropriate use of computers will result in loss of privileges.

Laser light devices are not permitted at school or any school sponsored events.

Students may not bring energy drinks such as 5 Hour Energy or Monster Drinks to school.

Behavior Consequences

Expectations for student behavior at Elkin Middle School can be met by displaying the traits established by the ECS Character Education program. On the occasion that students behave in unacceptable ways, our school provides chances for students to be counseled and taught regarding their behavior. Consequences for serious infractions of rules will come swiftly. A progressive discipline program provides that classroom discipline problems be addressed by teachers using every method of correction at their disposal before referring students to the office. Teachers will counsel students about their unacceptable behavior, notify parents of the problem, assign students to short afternoon detentions with the teacher, have conferences with parents, make referrals to the guidance counselors and other support personnel, and work to create a behavior plan. Once a student is referred to the office he/she will face more serious consequences.

1st Offense- Conference with principal, parent contact

2nd Offense- Conference with principal, parent contact, after school detention

3rd Offense- Conference with principal, parent phone call, Saturday Detention for 1 hour

4th- 6th Parents will be called in for a conference with principal and student. Saturday Detention will increase by 1 hour at each step.

If a student has a 6th offense the student will be suspended from school for 1-5 days depending on the offense.

The administration of the school will use assignment to “**TIME OUT**” on a period-by-period basis in order to relieve teachers and students from a temporarily intolerable situation. **Saturday**

Detention will result for infractions of many rules including skipping, vulgar and obscene language, tobacco possession or use on school grounds, disrespect and insubordination, disruptive behavior in class or at assemblies, vandalism, inappropriate dress, and other such behaviors.

OUT OF SCHOOL SUSPENSION will be the result of serious behavior problems. If a student is assigned Out of School Suspension (OSS), the student cannot be on the campus of any Elkin City School’s campuses during the time of their suspension.

Fighting, issuing threats, drug use and/or possession, theft, vandalism involving a substantial amount of damage, repeated bullying incidents, possession of any kind of weapon or explosive device, and other serious rules violations will result in immediate suspension. If a student is involved in a fight, whether he/she instigates the fight or hits the other person first, it is most likely **both students will be suspended up to three days for the first incident and up to 5 for subsequent fights.** If a fight takes place off campus but is discussed and planned at school, the same rules apply. The second such offense will result in at least a five day suspension. The principal may seek exclusion from school altogether for the rare student who continually disrupts school or whose presence is determined to be detrimental to the safe and orderly operation of the school.

Continuous horseplay, such as punching, kicking, slapping, etc., will also result in suspension. If a student is suspended, it is his/her responsibility to see that work and tests are made up. Elkin Middle School will have a safe and violence free environment for all students.

BUS Expectations

School bus transportation is a **privilege** extended to students by the taxpayers. Since it is a privilege and not a right, it can be withheld from any student who displays improper behavior while riding the bus. The bus driver is in charge of the bus in route to and from school.

Passengers must obey the driver, so he/she can devote his/her attention to driving the bus safely.

The following **safety rules for bus passengers** have been adopted:

1. Obey the bus driver.
2. Sit in your seat until the bus stops.
3. Keep the bus aisle clear of books, lunch boxes, and feet.
4. Keep your head and arms inside the bus.
5. Keep your voice down so as to be able to hear the driver when he/she speaks.
6. Ride the same bus every day unless the Principal or an assistant principal gives permission.
7. Get off the bus at your regular stop unless permission is given by the Principal or an assistant principal to get off at a different location.
8. Do not distract the driver's attention in any way.

Any student who violates any of these rules or acts in a manner not appropriate for the safe operation of the bus will receive an appropriate punishment. Possible punishments include the following:

- Conference with Principal
- Parent/ guardian contacted

- Bus suspension, with length to be determined by the principal up to and including the remainder of the school year.
- Principal or his designee shall have the authority to immediately suspend a student from riding the bus should his/her behavior be of such seriousness that immediate suspension is warranted.

CHILD FIND

Child Find is an effort to identify, locate, and evaluate all children with special needs from birth through age twenty-one. Children identified as having special needs would include those who are diagnosed or suspected to be mentally, physically, or emotionally handicapped. School systems and other agencies provide programs designed to evaluate and assist these children. It is important that these children be located as soon as possible so that they might receive the most appropriate education. If you know a child who may have special needs and is not in school or receiving special assistance, please contact the school or the administrative office of Elkin City Schools.

Child Nutrition

Elkin Middle School participates in the National School Breakfast and Lunch programs sponsored by USDA. We serve breakfast and lunch daily to positively impact student health and learning. School guidelines do not permit restaurant food or soft drinks in the cafeteria. Monthly menus are available on the school website.

All students will receive a free and reduced application in order to apply for free or reduced lunch priced meals. Applications are distributed at the

beginning of the school year but are available all year if your family circumstances were to change.

Students will receive a lunch account number and money can be applied to that account in any amount. Students who forget lunch money or do not have enough in their lunch account will be allowed to charge meals only, no a la cart items may be charged. **The amount students may charge cannot exceed \$10.**

Prices:

Breakfast: \$1.25 Adult: \$1.50

Lunch: \$2.25 Adult: \$3.25

Reduced Breakfast: \$0.30

Reduced Lunch: \$0.40

A la Carte/Snacks Various Prices

COMMUNICATION

The middle school staff works diligently to communicate with parents through student agendas, parent/student conferences, progress reports, report cards, web pages, e-mail, Engrade and phone calls. Parents will be given passwords to access Engrade. The automated phone system is used to call parents with messages regarding information for meetings, school delays or cancellations and other events.

It is important to notify the school if you have changes in phone numbers or addresses during the school year.

Communication Guidelines for Staff and Parents:

If you need to see the teacher or principal in person we ask that you please call the school at 835-3175 to schedule an appointment for a conference with a teacher or the principal. If the teacher or principal need to meet with the parent, the parent should be

contacted by phone to set up an appropriate meeting time.

If you are communicating by email please:

Be clear on what you are relaying

Never send a letter, email, text or any other communication when you're angry, or in any other state than calm.

Please be respectful.

Avoid the use of foul language

Please send a communication you would want to receive.

Dress Expectations:

Students should take pride in their personal appearance. At Elkin Middle, we encourage modesty in attire.

- Obscene, offensive, suggestive or revealing clothing will not be accepted.
- Clothing that advertises alcoholic products, drugs, or other illegal substances are not permitted.
- Hats, hoodies and other headgear, including sunglasses on top of the head, are not permitted inside the building.
- Shorts and skirts must extend at least to the bottom of the middle finger when the arm is extended at the side. No short shorts or short skirts.
- Pants must be worn at the waist and may not expose underwear or shorts that are worn underneath pants. (NO SAGGY PANTS)
- Examples of inappropriate dress include exposed underwear, exposed midriffs and stomachs, exposed chests, tank tops (straps must be at least three fingers wide).
- No tight-fitting clothing

Students who wear inappropriate clothing will be given a warning and asked to change clothes or call home for a change of clothing for the first offence. For second and subsequent offences the student will face discipline consequences for failing to comply with the school rules. The student will also be asked to change the clothing at school if possible or to call parents to bring a change of clothing. **(Please see consequences under Behavior Consequence section of handbook.)**

ELECTRONICS / CELL PHONE USAGE:

We make every effort to protect the instructional day for all students. Due to the growing use of personal electronic devices, it is very important that all students follow the usage policy for devices at school. Students are reminded to use all devices responsibly. Inappropriate usage of electronic devices will result in disciplinary action. **Electronics and cell phones must be turned off during the instructional school day** unless granted permission from a staff member. Electronics such as Kindles or E-Readers may be used with teacher permission. **Students will be permitted to make phone calls and or text on cell phones during lunch.** Students who need to make phone calls during other times of the day must obtain a pass from a teacher and make the call from the office or classroom. This number may appear as 835-1427 (our fax number) on your Caller ID. Please do not try to return calls to the school on this number, if you need to return a call please call 336-835-3175. Any phone or other electronic in use during the instructional school day between 8:00 AM and 3:00 PM (excluding lunch) will be confiscated and kept until the parent or guardian picks it up from the

office. We understand there will be other times when you need to get in touch with your child.

We ask that parents who need to get in touch with their children please use the school phone number 835-3175. Please do not call or text your child during school hours, other than lunch time, on their cell phone. Please do not ask them to leave it on during the day.

FIELD TRIPS

All students at Elkin Middle School will have the opportunity to attend field trips both in county and out of county. Some of these trips are associated with school performance and others are used as rewards for ACE Club. All school rules apply at all times. Students are representing the school at all times. Parents who attend overnight trips will need to have a background check completed prior to the trip date. This year we are planning a trip to Washington DC. The trip will cost between \$400 and \$450 dollars. Students will be given multiple chances to participate in fundraising for the trip.

GRIEVANCE PROCEDURES

Should students or parents have a complaint against a school staff person, the following order should be followed in seeking resolution to the problem:

1. Directly speak with the person with whom you have a complaint. If the problem is a classroom complaint it is best to begin with the teacher. If you have an unsatisfactory result:
2. Give a written description of the complaint to the school principal. If you have an unsatisfactory result:
3. Submit a copy of the written appeal to the

Superintendent. If you have an unsatisfactory Result:

4. Provide written notice of the complaint to the Board of Education.

Engrade

Students and parents will be given login information and passwords to access Engrade. Engrade is an online tool that allows students and parents to view grades, access review material and send and receive notes to the teacher. Students will also be asked to submit materials through Engrade. If a student does not have internet access at home, he or she can access information at school and can print reports for parents as needed. Teachers will post grades and update Engrade in a timely manner. Please inform the teacher if you need information in a different format. Our goal is to keep all parents and students informed of classroom progress.

GUIDANCE and HEALTH SERVICES

Elkin Middle School conducts health screenings on students to identify health problems. These assessments include hearing and vision, as well as body fat assessments.

The school counselors offer assistance in:

- Referral for special services from community agencies and school personnel
- Dealing with personal problems

Homework:

Research has proven that students who complete homework assignments are more successful in the classroom. It is each student's responsibility to complete all homework assignments and turn them in on time. Students should use planners to record and keep up with dates, assignments and deadlines.

Parents are asked to encourage students to complete homework and provide guidance and assistance as needed.

Grading Policy:

The staff of EMS is working to develop a common grading practice to include a late work policy. Students and parents will be asked to read and sign that they have been given notice of the policy at the beginning of each school year.

INTERNET ACCESS

Elkin City Schools has Internet and email access at all schools. This access will enable students and staff to explore thousands of libraries, databases, and bulletin boards and exchange messages with other Internet users throughout the world. Our goals are:

To support the local curriculum, the North Carolina Standard Course of Study, and the Workplace Development Program of Study;

To enhance learning opportunities by focusing on information retrieval, searching strategies, research skills, and critical thinking;

To promote life long learning through use of current technology.

Reaching our goals is dependent on the responsible behavior of our students. Students must behave considerately and maturely on school computer networks just as they do in a classroom or school hallway. **Access to network services is a privilege for those students who agree to abide by certain rules and regulations.** Also, students using the Internet must have parental permission. The information on the Internet comes from numerous sources. While Elkin City Schools

cannot control the content of the information available on the Internet, our intent is to use this tool to further educational goals and objectives. We take all reasonable precautions to limit access to objectionable materials by using software programs that block such materials, providing adult supervision and training all students in responsible use. We believe that the benefits to students in the form of information resources and opportunities for collaboration exceed the disadvantages. Both parent and student must sign an *Acceptable Use Agreement* before Internet access can be granted.

LOCKERS

Lockers are provided as a convenience. Students are responsible for keeping their lockers clean and orderly. No decorations are allowed on the outside of the locker. Students are advised not to share their locker combinations with others. **Locks must remain on lockers at all times.**

Lockers and locks are property of Elkin City Schools and are subject to inspection at any time by school officials. Cost for a lock replacement is \$5.00.

MEDIA CENTER

The Media Center exists to help students and faculty conduct research, and to encourage interest in reading. The Media Center provides students and faculty with access to the Internet; electronic on-line databases; academic references in video, CD-ROM format, and in print; assorted periodicals; and a print collection of well over 7,000 titles. Appropriate conduct is expected in all areas of the school campus. Books are checked out for a two-week period.

Students will be charged for lost or damaged books. All library materials must be returned at the end of each school year.

MEDICATION POLICY

We will cooperate fully with parents and the medical provider to assure that students receive required medications during the school day.

However, **prescribed medications OR over-the-counter medications** will not be given unless a medication administration form is completed and signed by the parent as well as the medical provider. The medication must have the proper label. Medication prescribed three times a day should be given before school, after school and before bedtime unless otherwise ordered by the medical provider. Students can carry their own medication, if approved by the medical provider, parents and the School Nurse. There is a Self Medication Form that must be signed and on file if a student will be carrying and self-administering any medication.

PARENTAL RIGHTS

Opportunities to Withhold Consent

As part of the annual notification of information, parents are informed of their right to withhold consent for the following:

Student's participation in curriculum related to (1) abstinence until marriage, (2) comprehensive sex education, (3) prevention of sexually transmitted diseases, including Acquired Immune Deficiency Syndrome (AIDS), and (4) the avoidance of out-of-wedlock pregnancy. A copy of the materials that will be used in these curricula will be

available in each school during the school year. To meet any review periods required by law, materials may be made available for review in the Elkin City Schools Administrative Center.

A student's use of guidance programs for individual counseling, small group counseling related to addressing specific problems, or referral to community resources on issues of a private nature, including information about where to obtain contraceptives or abortion referral services. Neither parental notification nor permission is required for large group sessions, initial consultations intended to identify the student's needs, or counseling where child abuse or neglect is suspected. Any parent or legal guardian wishing to withhold consent must do so in writing after receiving notice. Otherwise, consent to the programs or activities is presumed. After the annual notification, the school is not required to provide further notice to the parent as to the manner in which student directory information is used, the curriculum is provided, or the guidance programs are made available.

Release of Student Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Elkin City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Elkin City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised

the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Elkin City Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Elkin City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. A form will be provided for this purpose. Elkin City Schools has designated the following information as directory information:

- Student's name
- Address

- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Footnotes:

1. These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended and 10 U.S.C. § 503 (c), as amended.

PROHIBITED USE OF LEGAL AND ILLEGAL SUBSTANCES

No student shall, either individually or in conspiracy with another, sell, transport, deliver, distribute, furnish, purchase, consume, use, possess, or be under the influence of any “illegal substance” upon any property owned or leased by the Elkin City Schools Board of Education or property upon which any school-related activity is taking place. “Illegal substances” shall include alcoholic beverage (as specified in the North Carolina ABC Law) and controlled substances.

Efforts will be made to insure that the campus is free from illegal drugs. The Surry County Sheriff’s Department Canine Unit will conduct periodic searches of the entire campus, including lockers and student book bags. When a search is conducted, students will be asked to evacuate the building leaving book bags and personal belongings in the school rooms where they are having class. Dogs will inspect the building after evacuation has occurred.

No student shall, while upon school property or upon any other property upon which any school activity is taking place, either individually or in conspiracy with any other, sell, transport, deliver, distribute, furnish, purchase, consume, use, possess, or be under the influence of any substance, otherwise “legal”, for the purpose, intent, and/or result of inducing intoxication and/or mood change, thereby constituting an inappropriate use of a legal substance.

The Elkin City Schools Board of Education endorses a comprehensive program in the area of alcohol and drug abuse. Students in grades K-12 shall be involved in an educational program, which focuses on the consequences of alcohol and drug abuse and teaches the skills for rejecting alcohol and drug use as part of their lives. A program of assistance for students with alcohol and drug abuse problems shall be provided through guidance referral services. A well defined disciplinary procedure shall be implemented to deal with students who possess, use, are under the influence of, or distribute illegal substances at school or school-related activities. The Elkin City Schools Board of Education strongly supports efforts to maintain drug-free schools through

immediate intervention to deal with substance abusers, planned restoration of the abuser through mandatory referral for treatment and/or legal actions, and abuse prevention through Drug Awareness Education for all students in grades K-12. The first violation of this policy by a student will result in a ten-day suspension or the implementation of an alternative plan as indicated. The following steps will take place upon the first offense:

The parent(s) of the student will be notified and asked to come to the school or to the site of the school activity to take the student home for a ten day suspension. The appropriate legal authority may be notified at the discretion of the principal and/or superintendent. An effort will be made to utilize the School Resource Officer in the meeting with the student and his/her parent(s).

The ten-day suspension after the first offense **MAY** be modified if the student and parent(s) agree to the following: a) student will receive a substance abuse assessment through the local mental health agency. The cost of any assessment is the responsibility of the student and parent(s). b) The student after obtaining verification that the assessment has been completed, may be allowed to return to school. c) The information from the assessment will be released to the school. The parent must sign a consent form for release of information in order for the information from the assessment to be released to the school. d) The student must comply with the recommendations of the assessment. The student and the parent(s) must sign an agreement that states that the student will successfully complete the program as prescribed

by the agency.

e) The student must successfully complete the treatment program and must submit to the school verification of this successful completion from the agency. f) Failure of the student or parent/guardian to comply with the referral to either the assessment or treatment recommendations will lead to suspension of the student for ten days. This failure may lead to suspension for the remainder of the school year. At that time a referral will be made to the appropriate legal authority.

A second violation of this policy will result in suspension from school for the remainder of the school year. The superintendent is authorized to waive the punishments in the policy in situations where circumstances merit special consideration.

HARRASSMENT POLICY

Students are prohibited from engaging in or encouraging any form of harassment against students, employees or any other individuals on school grounds or at school-related functions. As used in this Article, "bullying or harassing behavior" is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property, at any school-sponsored function, or on a school bus. Harassment is unwanted, unwelcome and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. The hostile environment can be created through pervasive or persistent misbehavior or a single incident if sufficiently severe.

Harassment is further defined in policy 1735, Harassment Defined. Sexual harassment is further defined in policy 1736, Sexual Harassment Defined.

In accordance with State and Federal statutes and the Elkin City Schools Board of Education Policy, Elkin Middle School will provide to all employees and students a working and learning atmosphere free from sexual harassment and will not tolerate such conduct on part of any employee or student. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature. A comprehensive summary of the policy is available upon request.

STUDENT ACTIVITIES

Students have the opportunity to be involved in many activities at Elkin Middle School. The following is a list of school-related activities:

ACE Club, Athletics, band, marching band, chorus, Battle of the Books; Student Council; Yearbook, Clubs, etc.

STUDENT RECORDS

Parents have the right to see, challenge, and/or receive a copy of their child's educational records. They should contact the principal to exercise their rights. Guidelines for inspecting student records are:

- A) The school will allow parents to see their child's records within 45 days of the request.
- B) Parents may have copies of the records for the cost of copying.
- C) Parents may request an explanation of the

records by school officials.

D) Parents may challenge any records they think are inaccurate.

E) Parents may request a hearing if the school does not agree that a record should be changed.

F) Parents must give their permission for others to have access to their child's records. The following people do not need permission to examine a student's records: school staff, students themselves after they have reached the age of 18; officials of a school to which a student has transferred or is going to transfer, and certain state and federal officials.

TUTORING AND REMEDIATION

Students who fail a core class for a nine weeks should attend tutoring/remediation sessions for that class during the following nine weeks.

Remediation can occur during the school day, before or after school, and/or during the summer.

Teachers will document remedial

opportunities and attendance at sessions.

Sessions will be offered after school one day per week per subject, from 3:00pm until 3:45pm.

Students are required to have a bus slip from tutoring if they ride the bus home.

Middle School Remediation Schedule

3:00-3:45PM- Transportation will be provided Tuesday, Wednesday, and Thursday of each week.