

## H. M. ARNDT MIDDLE SCHOOL STUDENT GUIDELINES 2015 – 2016

### I. ATTENDANCE REVIEW

At the end of the year, a school-based attendance review committee will advise the administration whether circumstances warrant waiver of the non-promotion policy for attendance. Criteria for review will consist of the following information:

1. Comprehensive review of impact of attendance on student's grades
2. Medical documentation
3. Work missed submitted in timely manner
4. Attendance history
5. Achievement level
6. Teacher input
7. Prior grades promotion record

### II. ACADEMIC INTEGRITY/HONOR CODE

Each student is bound by a code of honor to insure that all academic work reflects honesty and integrity. Any student who submits work that is not the result of his/her own personal creation has violated this code. Acts of cheating, plagiarism or other dishonest practices shall result in disciplinary action deemed appropriate by the teacher and principal in accordance the Catawba County Schools Code of Student Conduct

### III. HONOR ROLL

The Honor Roll will be based on all subjects.

1. Students who have no grade lower than an A will be on the "A" Honor Roll.
2. Students who have no grade lower than a B will be on the "A/B" Honor Roll.

### IV. DRESS CODE

Students' dress will be the responsibility of the individual and his/her parents within the following guidelines:

1. Dress will not be such as to disrupt the teaching/learning process.
2. Shirts advertising alcoholic beverages and those having profane or suggestive language or slogans are not allowed.
3. Tank tops, spaghetti straps, bare midriiffs, spandex pants, yoga pants, leggings without cover-up, pants worn below the waist, pajamas, writing on back of pants and any other distracting apparel are NOT permitted at H. M. Arndt Middle School. Spandex pants, yoga pants and leggings are not allowed unless the outer garment is mid-thigh or longer.
4. Shorts and skirts should be mid-thigh, anything shorter is not allowed.
5. Holes in pants are allowed only if the holes are below mid-thigh.
6. Shoes or tennis-shoes must be worn at all times during the school day (bedroom slippers are not allowed).
7. Sunglasses, headgear, bandanas and hats are not to be worn inside the building.

### V. FIRE & TORNADO DRILLS

Fire and tornado drills are held at regular intervals throughout the school year. Remember these basic rules:

1. Students shall follow all directions quickly and quietly.
2. Check the posted instructions in each classroom indicating how to exit the building in case of fire.
3. Move quickly and quietly to the designated area.
4. Tampering with the fire alarm system is against the law.

### VI. SCHOOL NURSE/MEDICATION

Catawba County Schools in partnership with Catawba County Health Department has assigned a School Nurse (RN) to each school to maintain the overall health of students and staff. If it becomes necessary for a student to take any form of medication at school; a note from a doctor must be presented to the office. All medications will be kept in and dispensed through the main office. **Warning:** students are not allowed to have or to distribute any type of medication (including over the counter medications). Please see Section B Class II Violations of the Catawba County Schools Student Code of Conduct: Offenses Reportable to Law Enforcement.

## **VII. ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school.

In the event of an accident, the school will try to locate the parents or guardians using the contact information on file at the school. It is the parents/guardians responsibility to keep valid working numbers where they can be reached. Depending on the severity of the incident, Emergency Services (911) will be called immediately while the school is simultaneously trying to reach the parents.

## **VIII. ATTENDANCE AND ACADEMIC REQUIREMENTS FOR ATHLETICS/CHEERLEADING**

In order to try out or participate in any sports, all student athletes must not fail two or more subjects during a 9-week grading period. Provided that the student was not retained the previous year, all students may tryout for fall sports. After fall tryouts, a student failing two or more subjects during any grading period is automatically ineligible for participation in their current sport. Similarly, the student is ineligible for tryouts for any upcoming sport. Students interested in spring sports must pay particular attention to their 9-week grades prior to spring tryouts. Academics come first before athletics at Arndt Middle School. For that reason, a student may be placed on academic probation and/or temporary suspension from participating in sports until progress is made in his/her academics.

Any student athlete who exceeds 18 days absent shall immediately be deemed ineligible for further competition in that sport or any other sport for the remainder of the school year.

Any athlete involved in incidents resulting in ISS (In-school suspension) or OSS (Out-of-school suspension) will be evaluated by the principal and the head coach to determine discipline from the head coach and may result in suspension or dismissal from the team.

Any student (including athletes) who is assigned OSS (Out-of-school suspension) is not eligible to attend any extracurricular activities for that day. Situations involving student athletes will be evaluated following the guidelines for participation in sports listed above.

ALL students must be covered by valid and sufficient insurance with a family accident policy (school accident policy), prior to the first day of practice and for the length of the season.

A current physical examination and concussion forms are required prior to tryouts.

Students must be present for entire school day in order to participate and/or attend a sporting event for the given day.

Parents assume all financial obligations and liabilities incurred when a student is dismissed from an athletic team up to the day of dismissal from the team. This includes, but it is not limited to, prepaid clothing, equipment, and fees (both necessary to participate in such sport or generated due to damage to property public or private).

## **IX. ATTENDANCE POLICY**

(Refer to Board Policy 4.2000)

## **X. TARDY POLICY**

Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of AMS's standard of excellence, which prepares students for success.

In our school, instructional time is viewed as a precious resource. Consequently, we view chronic tardiness as a serious problem; if the problem continues additional consequences will be imposed.

Thank you for your support in ensuring students make maximum use of class time and learn to be punctual. School begins at **8:00** AM.; beginning the day promptly is important and demonstrates commitment to success.

Students should be in homeroom by 8:00 AM. If students come after 8:00 AM., they need to use the front entrance and get a tardy slip from the front office. Tardiness to school will be unexcused even though the parent brings the student to school. Oversleeping, car/traffic problems, etc. are all unexcused tardies. Tardies are excusable by a school official under the following circumstances:

1. Student Illness
2. Student doctor/dentist appointment
3. Student Court appointment

A note or phone call from a parent or a professional note from a doctor/dentist will be required to verify the above.

The consequences for repeated tardiness to school, within a semester, are as follows:

- 3rd tardy - A letter sent to parent. After School Detention.
- 6<sup>th</sup> tardy - A letter sent to parent. After School Detention.
- 9th tardy - A letter sent to parent. 1 day of In School Suspension.
- Every 3<sup>rd</sup> tardy after 9 is a day of In School Suspension

\*If a student does not stay for afterschool detention they will serve time in ISS the next day.

#### **XI. ABSENCE - MAKE-UP WORK**

When you are absent from school you should use the following steps:

1. A written excuse must follow all absences whether the school has been called or not. The written excuse should include the student's name, date of absences, and the reason for the absence.
2. Present the excuse to your homeroom teacher.
  - a. It is the student's responsibility to make immediate plans to do all make-up work due to an absence. Your grades will reflect your absences if you do not get the work made up.
3. Educational trips taken by a family will be considered if permission is granted by the office **five** days prior to the trip.
4. Family vacations are considered unexcused absences.

Prior approval forms can be requested from the office at any time. All work is to be obtained from the teachers prior to the trip, and the work should be turned in to the teachers upon returning from the trip.

#### **XII. WITHDRAWAL FROM SCHOOL**

Students withdrawing from school should notify the office as soon as possible. It is the student's responsibility to return all books and equipment belonging to the school and pay all outstanding fees (lunch, uniforms, books, library, etc.).

#### **XIII. HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have their student agenda with them and signed by a teacher.

#### **XIV. USE OF TECHNOLOGY**

H. M. Arndt offers a variety of technology for student use. Acceptable Use Policies are required for all students. Violation of the policies will result in disciplinary action as defined by Board Policy.

#### **XV. ID BADGES**

Students should wear ID badges around their neck with a lanyard at all times. Students will be given the first ID badge free and if student loses badge they will need to pay \$3.00 for a new badge and \$5.00 for subsequent badges.

#### **XV. TELEPHONES**

The office telephone is for school business, and it may be used by students only in cases of emergency with the permission of the secretary or principal. A written note or pass must accompany the student to use the phone. Students must use the school's land line to communicate with a parent during school hours and vice versa. Parents should not try to call or text their student's cell phone during normal school hours.

## **XVI. CELL PHONES, CAMERAS, PAGERS, AND OTHER ELECTRONIC DEVICES**

ALL students with a cell phone, pager, or any other electronic device are required to:

1. Turn the device OFF while on school property and leave it off at all times.
2. Cell phones must be kept in the student's locker during the school day.
3. Attention Parents: The school is not responsible for damaged, lost or stolen items including cell phones, I-Pods, cameras, and any other electronic device.

Failure to follow the above guidelines will result in the phone (or electronic device) being confiscated by any staff member. The device will be turned in at the front office where only a parent/guardian may pick up the device during school hours. Discipline consequences will be reflected on the student's discipline. All further incidents are considered instances of insubordination and procedures and consequence will be assigned as prescribed by the Catawba County Schools student code of conduct for insubordination.

As a GENERAL RULE, cell phones or electronic devices are not allowed during after school concerts, meetings, games or events where the student is an active participant and a representative of H. M. Arndt Middle School. Only a teacher or coach in charge of any of the above activities may allow a student to have/use the student's cell phone during such activity.

Taking, sending, or receiving pictures of any person, particularly of other minors, using a cell phone or digital camera is not allowed at H. M. Arndt Middle School. The Catawba County Schools Code of Student Conduct and Law Enforcement guidelines will be followed for instances of non-compliance with this rule.

Only students using school equipment and working directly under the supervision of the yearbook coordinator, teacher in charge of a sport or event, or administrators, may be allowed to document in pictures the events, sports, or activities that celebrate student life and accomplishments of students and persons associated with H. M. Arndt Middle School. Students are not allowed to photograph and/or pose displaying gang signs, sexual behavior, acts of violence, or exposing any part of their body that would otherwise be covered during the normal course of a school day/event. No student or person is allowed to take any type of pictures of other students or persons while in the locker rooms. The Catawba County Schools Code of Student Conduct and Law Enforcement guidelines will be followed.

Afternoon car riders will be notified by the teacher in charge when it is permissible to use their phones due to late pick up or to make other arrangements. Students affected by a late bus or late pick up must first notify the teacher in charge before reaching for their phone.

## **XVII. SOLICITATION**

Students are not to sell any products or collect money for any purpose without the consent of the school board and/or the principal.

## **XVIII. LOST AND FOUND**

Articles found in and around the school should be turned in to the main office where the owners may claim their property by identifying it.

## **XIV. ARRIVAL AND DEPARTURES**

School office hours are from 7:15 a.m. until 4:00 p.m. each day. Students should NOT arrive earlier than 7:25 a.m. or remain on campus later than 3:30 p.m. unless they are participating in a supervised school activity. **SCHOOL DOORS WILL NOT OPEN UNTIL 7:25 A.M. EACH SCHOOL DAY.**

*Students must sign in before 11:30 a.m. or stay until 11:30 a.m. to be counted present for the day.*

## **XX. GUIDANCE**

The purpose of the guidance program is to help each individual be successful academically and socially. We try to do this in several ways:

1. Helping the new student feel at home in our school with new teachers and friends in a different setting.
2. Individual conferences whenever a student, a teacher, or the counselor deems it necessary.
3. Provide classroom guidance in a collaborative effort with teachers.

**XXI. DISCIPLINARY ACTION**

On a day-to-day basis in classrooms, teachers will follow an orderly process when they experience minimal problems with students. The first step will be for the teacher to discipline the student. If there is further need to discipline the student; the teacher will contact the parent. The third step, when there appears to be a need for yet more discipline, the teacher will refer the problem to the office. More severe disciplinary action may be taken following the CCS Code of Student Conduct.

Certain infractions of school rules can result in more severe punishment. Disciplinary actions may include:

1. In-School-Suspension where the student will be pulled from his/her regular classes to sit in the office silently and complete assigned work from teachers.
2. In-School-Suspension such as cleaning the cafeteria or bathrooms, or picking up trash (with parental permission and when possible as an alternative to OSS)
3. Out-of-School Suspension (A definite period of time is specified that the student is to be out of school). Student participation in any extracurricular activities (including athletic activities) is not allowed during the time of suspension. All work is to be made up during the suspension. Athletes should also be aware of the discipline guidelines affecting participation in sports.
4. Expulsion.

**XXII. PROMOTION/RETENTION**

In order to be promoted to the next grade, a student must pass Language Arts, Math, Science, Social Studies and a rotation class and comply with any other guidelines set by the state.

**XXIII. GRADING**

Each teacher will use a grading system based on test scores, class attendance, class participation, daily work, class assignments, and other student performance. Good class attendance is necessary for satisfactory grades. Report cards will be sent home every 9 weeks and progress reports will be sent home every 4 ½ weeks. Students will receive numerical grades. A grade below 70 is unsatisfactory. In some cases, a student may not receive a grade in a course for various reasons (illness, absence, exam not taken, etc.). These situations must be cleared up with the individual teacher within the time the teacher specifies or the student automatically receives a failing grade.

**Grading Scale**

A = 90-100	C = 70-79
B = 80-89	D = 60-69
F = below 60	

**XXIV. TEACHER AUTHORITY**

IT SHOULD BE RE-EMPHASIZED THAT ALL H.M. ARNDT SCHOOL STUDENTS ARE UNDER THE AUTHORITY OF THE FACULTY WHETHER ON CAMPUS OR REPRESENTING THE SCHOOL ELSEWHERE. A STUDENT WHO REFUSES TO FOLLOW A TEACHER'S INSTRUCTIONS WILL BE SUBJECT TO DISCIPLINARY ACTION.

**Catawba County Schools does not discriminate against race, color, religion, sex, pregnancy (or students with children and/or who are married), or handicapped conditions.**

**NOTICE:**

**It is required by the Rehabilitation Act of 1973 (SS504) that each local education agency has a policy and procedure that enables a student and/or parent to file a grievance in the event they feel that they have been discriminated against. In the Catawba County School System this has been addressed by Policy 10.350 STUDENT GRIEVANCE PROCEDURE.**

**The school counselor is the designated school grievance officer. A copy of the policy and relevant forms may be obtained from the school counselor.**

**Notification of parents' rights according to the Family Educational Rights and Privacy Act (FERPA) of 1974 is provided as part of this handbook. Additional information or questions should be addressed to your school counselor.**

**XXV. LUNCH PRICES**

Lunch    \$Pending                  Milk        \$.Pending

- Offer vs. Served will be in effect for grades K-12
- **No school lunch charges allowed**
- Supplemental sales will be offered to all students. Any items on the menu may be purchased individually.

*(Free/reduced lunch application will be sent home to all parents during the first week of school. Applications **must** be filled out each year in order to qualify. Applications must be turned in directly to the cafeteria manager)*

#### **XXVI. OUTSIDE FOOD SOURCES FOR BIRTHDAYS AND OTHER CELEBRATIONS**

H. M. Arndt Middle School welcomes and values parents who spend time with their children and we understand that job schedules and demands may prevent some parents from seeing their children in the afternoons or evenings. We welcome you! If you are interested in joining your child for lunch one day, the following guidelines apply:

- \* Parents may bring a store bought (i.e. fast food) lunch. However, out of respect for all other students, parents wishing to bring lunch from the outside will eat with their child in an area other than the cafeteria.
- \* Parents who wish to bring cupcakes or cake may do so with prior approval of the principal and teacher and with enough to share with everyone in the child's homeroom (30). Must be store bought.
- \* Parents may wish to purchase a school lunch and may join their child in the cafeteria at tables located closest to the gym. **ALL VISITORS MUST FIRST REPORT TO THE OFFICE.**

#### **XXVII General School Policies**

1. It is imperative that the school office be notified **immediately** of a change of address, home or office telephone number, or emergency information during the academic school year.
2. Any student who owes money to the school may be prohibited from representing the school in any way or participating in extra-curricular activities.
3. **The school discourages all students from carrying excess cash beyond the amount needed for lunch or fees owed. The school is not responsible for lost or stolen money.**

#### **LOCKER POLICY**

School lockers are a privilege and not a right. Homeroom Lockers and Athletic Lockers are made available for individual student use in storing school supplies and personal items necessary for use at school.

All students who use a locker should understand that it is the property of the school district and presume to have no expectations of privacy in that locker or the locker's content. The school retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials.

#### **Rules for Homeroom and Athletic Lockers (Hallway Lockers & PE Lockers)**

In order to implement the school policy concerning student homeroom lockers, the school has the following rules and regulations:

1. The use of a locker is a privilege and not a right at Arndt Middle School.
  - **For "team" lockers:** Students are required to use combination lock issued by Arndt Middle School at a yearly rental cost of \$3.00 per lock (non refundable). Any student who loses a school issued lock must pay \$3.00 (or the current cost of a new school lock) for loss of property. Students may not use their own locks for homeroom lockers to

prevent access to lockers by school officials. Unauthorized locks will be removed without notice with bolt cutters at the expense of the student/family.

- **For “PE lockers”:** Students may use their own lock. Students will be expected to secure their belongings during PE class using only their assigned PE locker. All rules and expectations described in this section also apply to PE lockers (e.g., contraband, dangerous items, no sharing, inspections, care, etc.).
- 2. Homeroom teachers (Teams) will designate the appropriate times for students to use their locker (hallway lockers).
- 3. Posters, stickers, markings, etc are not allowed on lockers (inside or outside)
- 4. Students are not allowed to share lockers.
- 5. All students’ personal effects must fit in the assigned locker space.
- 6. For school safety reasons the school will retain access to student lockers by keeping a master key and/or retaining a master list of combinations
- 7. Locker doors must remain secured at all times.
- 8. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.
- 9. All book bags must fit inside the locker. Book bags are not allowed beyond homeroom (except PE bags according to the student’s class schedule).
- 10. The school retains the right to inspect lockers at any time and for any reason to insure they are being used in accordance with all district and school guidelines.

**DISPOSAL OF CONFISCATED CONTRABAND.** All contraband confiscated from lockers may be disposed of by the principal or his/her designee as he or she deems appropriate, including but not limited to:

- Return to the proper owner or place, unless it poses a threat to health or safety
- Use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for disciplinary action (e.g., suspension or expulsion)
- Delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or
- Destruction.

**INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS.**

The principal, superintendent or assistant superintendent, may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents at any time and for any reason. Examples of these situations include but are not limited to:

- Identification of substances which may be found in the lockers
- Ensure the health and safety of persons or property
- Safely dispose of any contraband or illegal items found in lockers
- The principal receives information supplied by law enforcement officials resulting in reasonable suspicion that a locker or lockers contain contraband.