



Enka Middle School

2021-2022

Student Handbook
Home of the "Jets"

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EMS Website: <https://ems.buncombeschools.org>

Enka Middle School
390 Asbury Road
Enka, NC 28715
Phone #- 828-670-5010 Fax#- 828-670-5015

Enka Middle School Facts:

- Address: 390 Asbury Rd. Candler, NC 28715; Phone: 828-670-5010/5011; Fax: (828) 670-5015 Mascot : Jet Colors: Navy and White; Enrollment: Approximately 600; Grade levels: Grades 7 & 8; Building Opens @ 7:20 am; Breakfast begins @ 7:30 am; Report to homeroom @ 8:05 am; Tardy Bell @ 8:15 am; Classes begin @ 8:15 am; Dismissal Bell @ 3:15 pm; Front office hours observed from 7:00 am to 4:00 pm; School Website: <https://ems.buncombeschools.org>

PURPOSE – DIRECTION – BELIEF

OUR PURPOSE:

- The Enka Middle School Community will educate students from all backgrounds in an engaging, respectful, and positive environment to foster global life-long learners.

OUR DIRECTION:

- Enka Middle School students will learn to be productive, respectful, and responsible citizens of a global society.

OUR BELIEF/CORE VALUES:

- All students have the right to a safe, positive, and respectful learning environment.
- Students must be prepared for life-long learning in a diverse global society.
- Students must be able to adapt to and utilize rapidly changing global technology.
- Each student possesses unique talents, skills, strengths, and needs.
- The EMS faculty and staff are dedicated to high quality instruction through collaboration and professional growth.
- The EMS families and the school community at large are essential partners in the development of lifelong learners.

NON-DISCRIMINATION

- It is the school district's policy not to discriminate on the basis of race, color, national origin, sex, disability, religion, age, genetic information or veteran's status in its educational programs, activities or employment policies.
- For inquiries, complaints or to request a copy of the School District's grievance procedures, please contact: David Thompson/Kimberly Fisher Title IX & 504/ADA Coordinators... Buncombe County Schools... 175 Bingham Road Asheville, NC 28806 (828) 255-5921.
- Buncombe County Schools does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972 and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX Coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education. The Title IX Coordinator's contact information is: Shanon Martin shanon.martin@bcsemail.org; 828-255-5918; 175 Bingham Road, Asheville, NC 28806.

Entry/ Withdrawal Procedures

According to NC General Statute 115C-366 and Buncombe County Schools policy #410, students must have the following to enroll in any Buncombe County School:

Entry:

- Proof of residency in the school district (rental or closing statement, power bill, landline phone bill, insurance documentation, etc...)
- Contact info. from previous school
- Signed discipline status affidavit (Buncombe County Schools Affidavit A)

Within 30 days of enrollment:

- Certified birth certificate
- Academic and attendance records from previous schools
- Any pertinent custodial or legal documents
- Proof of the following immunizations:
 - 5 DTP vaccines, one within the last 5 years
 - No less than 4 oral polio vaccines
 - 2 MMR vaccines, one on or after the child's first birthday
 - 3 doses of Hepatitis B, if born on or after July 1, 1994

Withdrawal:

When a student is moving out of the school district or changing schools, they are asked to formally withdraw from school. Withdrawal forms will ensure that textbooks are collected, lockers are cleaned out, cafeteria accounts are closed, and media center books and devices are returned. Students will also receive current grades and testing information that will be necessary to properly register at their new school.

Arrival/Departure Guidelines

TEMPORARY EDIT DURING COVID19 PLANS: Enka Middle School doors will open at 7:15 am as this starts the time for staff supervision. There will be only ONE drop off location (i.e., car rider line...NOT the front of the school). All car riders will be re-routed to this location since we have to take each student's temperature before they are allowed to leave their vehicle. If a student has a fever higher than 100.4, we will respectfully request that the driver take the child back home and wait for the school to contact them. Once the students enter the building with a mask (required), they will either stop by the breakfast table outside the cafeteria to get breakfast or report IMMEDIATELY to his/her homeroom. Should they choose to eat breakfast they will do so in their homeroom class. ***Staff members will be wearing a mask at the car rider line.

Arrival Guidelines

Car Riders should be dropped off in the designated area each morning and picked up in the same location each afternoon. For student safety, car riders are not allowed to be dropped off in any location other than the designated car rider location. **IMPORTANT- For supervision purposes, car riders are not allowed to be dropped off until 7:20 am each morning (this is the time that our buses begin to arrive and staff morning duty begins). The doors are locked until 7:20 each morning.** Students remain in the common area until 7:30.

Beginning at 7:30 am, students are to report to the gym/multipurpose room (if they opt not to eat breakfast) OR the cafeteria (if they are eating breakfast... **NOTE- Electronics are NOT allowed during breakfast...they are allowed once students leave the cafeteria and report to the gym/multipurpose room**). Once in the gym/multipurpose room, students MUST remain there for Walk 'n Talk until dismissed (they are permitted to attend before school tutoring with a valid teacher pass (date/time) to a specific teacher's classroom). At 8:05 am students will be released to homeroom. The academic school day begins at 8:15 am.

Departure Guidelines:

TEMPORARY EDIT DURING COVID19 PLANS- Dismissal time is at 3:00 pm. Again, as usual, no student will be allowed to be picked up at any location on school campus except at the car rider line. While they wait, they will be expected to socially distance as much as possible; at this time, masks are optional.

All car riders are to be picked up no later than 3:30 each afternoon in the baseball field parking lot. No moving cars are permitted in the front parking lot between 3:00 and 3:30. **Once the car**

rider line area is free of vehicles, on duty staff will walk remaining car riders to the front of the school building (i.e., covered area right outside the front doors) to wait for their ride home. As middle school students, they are expected to stay in this designated area and maintain appropriate behaviors. NOTE: At the middle school level, it is also expected that students be responsible and leave as a car rider only with persons approved by their parents/guardians.

IMPORTANT: *The aforementioned policies are essential for safety reasons; supervision is not provided for students who arrive earlier and/or stay later than the designated times provided.*

Morning Drop Off for Car Riders

TEMPORARY EDIT DURING COVID19 PLANS- See above notes in blue under Arrival/Departure Guidelines.

- We have two student drop-off areas; the large lot with the awning and the front of the building. If you use the front lot, you should exit through the front gate and not through the bus parking lot. Please pull as far forward as possible to facilitate student drop-off. When exiting through the front gate, you must turn right due to incoming traffic.

Afternoon Pick-Up for Car Riders

TEMPORARY EDIT DURING COVID19 PLANS- See above notes in blue under Arrival/Departure Guidelines.

- All car rider students should be picked up in the side lot designated as student drop-off/pick-up. This is the lot near the baseball field. Students should be picked up by 3:30 pm as that is the time that supervision ends.

Delayed School Openings/School Closings

The Buncombe County Board of Education has approved both a two and three-hour delay school schedule as an alternative to closing on bad weather days. The building will be open for students at 9:20 a.m. (two-hour delay) or 10:20 a.m. (three-hour delay). Information will usually be provided on the radio, television and Buncombe County Schools' website by 6:00 a.m. ***In the event school will be closed, communication will be provided in the same manner as stated above.

Tardy Policy

There are two types of tardies: **First- tardy to school; Second- tardy to class.** Students that arrive late are very disruptive when entering a class that is already in progress. Enka Middle School emphasizes "bell to bell" instruction and the start of each class is important. In addition to preserving instructional time, being on time for school is a practice that develops good habits for the future. Students/guardians should become familiar with this policy and the consequences for being tardy. Homeroom and classroom teachers will thoroughly cover this policy with students. Students who report to school after 8:15 must be accompanied by a legal guardian to sign in at the front desk. Students will then be given a pass to class. **Late students "to school" not accompanied by a parent or guardian to sign in will be assigned an after-school detention.**

- **Tardies to school** will be cumulative for each semester and the office will maintain records. For

tardy number 5 (excused or unexcused) the student will be required to attend 60 minutes of academic recovery time after school; this will occur for every 5 tardies. On the 10th tardy, a student may lose all privileges such as field trips, including any after school activities such as club participation, dances, etc. for the semester. The parent and student are required to have an attendance conference with the school social worker if they have accrued 11 or more tardies for the semester. ****See the discipline matrix at the end of this handbook for details. Failure to attend the after school detention due to 5 tardies to school will result in a week of ISS Lunch Detention.**

- ***Tardies to class***- Teachers/teams will have consequences for being tardy to class (separate from the consequences for tardies to school). Teams will communicate these expectations/consequences with their students/parents/guardians. ****See the discipline matrix at the end of this handbook for details.**
- The process for both types of tardies starts over for Semester 2

Attendance Policy

Regular attendance is essential to academic success, as students with good attendance generally achieve higher levels of learning than those with poor attendance. Buncombe County Board Policy allows middle school students 14 absences per school year (excused or unexcused). On the day of return, the student should bring a written note from the parent/guardian or documentation from the doctor's office. This should be given to the homeroom teacher. Absences are unexcused until documentation is received. Documentation will not be accepted after thirty days without prior approval from a school administrator or the attendance team. For extended excused absences, assignments may be requested through the school office (24-hour notice) and picked up by a parent/guardian. Family vacations are not excused absences. Excessive absences, whether excused or unexcused, are detrimental and should be avoided. Also, excessive absences, whether excused or unexcused, are a violation of the NC Compulsory Attendance Law and can result in truancy charges for the parent and/or student. Students missing more than 14 days from school (excused and unexcused) will be required to attend make-up sessions after school and/or during attendance summer school. Students will not be promoted or placed into the next grade until attendance requirements are met.

Early Dismissal Policies (to avoid habitual early check-outs)

Guardians are expected to carefully monitor the number of early dismissals for students so that they do not miss classroom instruction. **Also, students are not allowed to be picked up early to avoid the car rider line.** In the event excessive early dismissals occur for a student (per semester), updated policies will be enforced. Students will be allowed four early dismissal freebies. On the 5th early dismissal (excused or unexcused), students will be held accountable for time lost in class via after school detention. ****See the discipline matrix at the end of this handbook for details (this section was updated July 2019).** We simply want to protect each child's education to the greatest extent. Students will only be allowed to leave school early with parental permission. If guardians request that someone else retrieves their student, the person doing so **MUST** be listed as a contact in our system and also must show ID for verification. Guardians must also send a note ahead of time stating the time and reason for the dismissal, the name of the person who will be picking up the student, and a telephone number where a parent can be

reached in case there is a question. The guardian, or the person picking up the student, must come to the front desk and sign-out on the computer (a valid license is always required). **We will MONITOR the number of early dismissals that occur for each student as this data will be connected with the PBIS reward system and/or field trip requirements.**

Incidents and/or Accidents

In the event a student is injured during the school day, it is important that he/she reports the injury to a Enka Middle Staff member immediately. If a student is injured or there is some type of emergency during the school day, every effort will be made to contact a guardian. **It is crucial that the school has current home, work, cell/mobile, and emergency numbers for each student (as well as updated email addresses).** Please keep the school informed of any change in telephone numbers or emergency contact(s) (including email addresses). We suggest that students purchase school insurance if they are not covered by some other insurance plan. Information concerning student health insurance and NC Health Choice is available in the front office.

School Nurse

Enka Middle School has a half-time school nurse on campus. Our nurse is here to assist with medical issues and to help ensure that all students are healthy and ready for learning. The nurse's schedule will be made available and guardians are welcome to contact her regarding health and medical issues.

Medication (Home/Over-the-Counter/Prescriptive)

Sometimes it is necessary for students to take prescription and/or non-prescription medicine during the school day. Please remember:

- Students are not allowed to be in possession of any medication at any time, prescription or non-prescription.
- **Non-prescription/over-the-counter** medications must be turned in to the front office by the guardian (not a student) with a "Parental Request to Administer Medication" form which must also be signed by a doctor.
- **Prescription** medications must be turned in to the front office by the guardian (not a student) with a "Parental Request to Administer Medication" form which must also be signed by a doctor.
- We do not have medication in the office other than that which is brought from home along with the proper paperwork.
- Medication must be in the original packaging or prescription container (BOTH prescriptive/non-prescriptive), along with the appropriate paperwork.
- We cannot accept medication in baggies or without the original label/bottle, etc. and appropriate paperwork.
- Students may not receive medication that belongs to other students.
- EMS will not administer random medicine via a guardian phone call/email.
- **See NEW/UPDATED documentation regarding CBD Oil.**

Academics & Curriculum

Each student will be instructed in content aligned with the N.C. Standard Course of Study, Common Core standards for Math and Language Arts, and the N.C. Essential Standards for all Science and Social Studies.

Textbooks

Should a student lose, destroy, or damage a textbook, he/she will be required to pay the full purchase price of the textbook. It is the student's responsibility to keep his/her locker locked and secured while storing textbooks. Students are not to give out their locker combination to other students and should always keep their locker secure. Students who owe money for textbooks will be issued a STOP card.

Physical Education

Students are not required to dress out for Physical Education classes except for changing into appropriate shoes. Students are required to participate in a Physical Education class for at least one semester. If there are medical issues, students are expected to participate within the limits of the restrictions and contribute to the class. A doctor's note should be provided for any medical reasons for nonparticipation. The doctor's note should explain the limitations for participating in class.

Elective Class Opportunities

Art	Family/Consumer Science
Careers	Project Lead the Way (PLTW)
Chorus	Business Entrepreneurship
Band	Healthful Living/P.E.
Strings Orchestra	Medical Detectives
Agriculture	
Spanish	

STUDENT DISCIPLINE (see new discipline matrix @ the end of this handbook)

Teachers are asked to document when students fail to meet our clearly identified expectations. When a student chooses to behave contrary to the expectations, teachers will write a **minor referral**. These are not the same magnitude of an Office/Major Referral. A minor referral is a way to document that a student chose to act outside Enka Middle's student expectations. Teachers can assign a minor consequence, **guardians are informed of the problem**, some form of intervention takes place, and the incident is recorded in our database. **Administrators may modify or accelerate discipline strategies to accommodate specific or unique circumstances.** If a student continues to choose behaviors contrary to our expectations, those minor referrals can build up to a major office referral. Major referrals have more severe consequences and are handled by administrators. If a student chooses an extreme behavior out of the limits of Enka Middle's student expectations, a major referral is automatically completed and an appropriate consequence will be assigned. **Administration does have the right to change and/or alter any consequences for actions. Behavior expectations that lead to success include:**

- Academics should be the MAIN focus while at school.
- Mutual respect between students and staff.
- Regard for the dignity of each person in the school.
- Established standards and expectations to guide student conduct in classrooms and other areas of the school.
- Parental participation with the school and its staff in preparing children for a productive, successful future.

“Minor Offense Examples” - Handled by teachers/team (depending on the severity/issue):

- Minor classroom disruptions (i.e., excessive tardies, not being prepared, not following directions, disruptive behavior, etc.)
- Use of vulgar or profane language (not directed at a teacher or student)
- Excessive classroom tardies
- Minor student disagreements
- Dress code violation
- Horseplay
- Teacher/Team rules, consequences, and rewards will be discussed at the beginning of school. The teacher will handle the above offenses unless it becomes chronic or severe, at which time the situation will be handled by the administration and or school counselors.
- ***NOTE (per the EMS PBIS Team):*** Per semester... 5 minor referrals will automatically generate a major referral to be addressed by an administrator; this process starts over for the 2nd semester, but major referrals/consequences received for the 1st semester remain in the system and count towards field trips, etc. (contact your child’s homeroom teacher with questions).
- **Examples of Consequences-** Guardian phone call, conference or email, student conference, lunch detention, after school detention, before school detention, cross-team placement, student behavior contract, ISS detention, referral to admin

“Major Offense Examples” - Administration handles (depending on the severity/situation):

- Any school safety concerns
- Any gang-affiliated behaviors
- Arguments with others that causes a disturbance within the educational environment
- Skipping class and/or school
- Blatant defiance/disrespect to teacher
- Fights/physical aggression
- Inappropriate use of school technology and/or misuse of electronics (i.e., computers, cell phones, etc.)
- Disruption of class and/or school
- Consistent failure to follow school policy/classroom rules
- Forgery
- Gambling
- Being in an undesignated area

- Theft
- Leaving school without permission
- Possession/use of tobacco products/illegal substances/weapons
- Threats
- Social media behaviors deemed inappropriate
- Harassment/discriminatory slurs
- Any other MAJOR behavior issues not listed above
- **Examples of Consequences-** Guardian phone call, conference or email, student conference, lunch detention, after school detention, before school detention, cross-team placement, student behavior contract, In-School Suspension, Out of School Suspension, referral to SRO/law enforcement (school disruption charges), etc.

PBIS Reward System

Buncombe County Schools has adopted a nationally-known behavior management plan called Positive Behavior Interventions and Support (PBIS). In order to put our students in a position where they can be successful, we have clearly defined our behavioral expectations for all the main areas or activities within our school. Those expectations are displayed throughout the school building and are based on our three guiding principles: ***Ready, Respect and Responsibility***.

To support and encourage students who choose to meet these expectations, we have put into place two reward systems.

Tickets (Team System) - Given out daily by individual teachers

- Each team defines the plan for ticket distribution and students are rewarded based on the team's plan (again, clearly defined by individual teams).

PBIS Wristband (School-Wide System) – Given out weekly/monthly by individual teachers

1. Teachers can use PBIS Wristbands when they witness a student choosing to make positive decisions where in the past that student has struggled.
2. Teachers can give PBIS Wristbands to students who go above and beyond what is expected and do something remarkable.
3. Teachers can use PBIS Wristbands to reward students who consistently make positive decisions and set examples for others.
4. Students that are given PBIS Wristbands are entitled to free seating at lunch, and can enter a monthly drawing for larger rewards.
5. Teachers, individually, may also choose to allow students to utilize cell phones/other devices as a small reward within the classroom when appropriate.

Positive Referrals (School-Wide System) - Given out weekly/monthly by teams

- Positive Referrals are given to students who **consistently** demonstrate the 3 R's. Teams determine the accompanying rewards.

AAA Cards – Given out quarterly by PBIS committee

- Awarded based on excellence in **A**cademics, **A**ttitude, and **A**ttendance at the end of each 9 weeks grading period. AAA Cards are earned based on the following chart:

Academics	All A's and B's
Attitude	No ISS, OSS, or Bus Suspension
Attendance	3 or fewer absences 5 or fewer tardies

AAA Card holders are entitled to several privileges as well as school-wide AAA Celebrations.

These reward systems are designed to “*Support and Encourage Positive Behavior*”. However, not all students are going to make positive decisions all the time. Therefore, when students fail to meet our expectations, we have a system to “*Intervene*” in an effort to hopefully correct any existing problem behavior(s). **IMPORTANT**- In essence, the goal is to reward positive behaviors while providing consequences for inappropriate behaviors.

Enka Middle Promotion Standards

To be promoted to the next grade level, students must meet Enka Middle School's local promotion standards by attending and passing their academic classes. Students must be present for more than 171 days and not receive a failing grade in more than 2 academic classes for the year. **Note: After School Attendance Make-Up or Attendance Summer School may be required before promotion occurs.** In essence, ***Principal Karen Barnhill*** makes the final decision regarding promotion based on the above criteria.

Students' cumulative academic records are kept on file and can be reviewed by parents/legal guardians in the presence of school personnel by making an appointment with a teacher, administrator, or counselor.

Stop Cards

A student may be assigned a stop card if he/she owes fines, lunch money, fundraiser monies, picture money, technology fines or any other fees that need to be paid to the school. The student will not be able to participate in field trips, dances, pep rallies, or any other school related activities until the stop card is cleared. STOP cards may carry over to the following year.

Student Services

The Enka Middle School Student Services team is made up of two school counselors and a school social worker. This team works with students, parents, school staff, support agencies and community members to eliminate barriers to student learning and to help students realize their full potential.

Counseling Services are as follows:

- Occurs in classrooms, based on needs assessments.
- Occurs in small groups with students for specific concerns.
- Occur in brief individual counseling meetings on a limited basis. If students need counseling for issues beyond the scope of the school, school counselors and social

workers can make referrals to outside agencies.

School Social Workers are the link between the home, school and community. School Social Workers help with the following:

- Helps students develop strategies to increase academic success.
- Helps families access school and community resources.
- Helps schools to identify students' needs and work effectively with parents

The Student Services Department provides a safe and confidential environment for all students and abide by professional ethical standards. Information shared by students will not be disclosed to others unless there is a clear and imminent danger to self or others, or unless the student gives permission to share the information.

If there are concerns about a student, please contact either the appropriate grade level school counselor or the school social worker at 670-5010/5011.

Enka Middle Media Center

The Enka Media Center offers access to numerous resources such as: books, online databases, video production, etc. It also operates on a flexible schedule and is available for student and staff use before, during and after school. Students will use their library card and a scanner for self-checkout. Also, when EMS students visit the Media Center without a teacher they will be required to present a pass to ensure school safety.

Circulation

3 books for up to 3 weeks	Renewals allowed unless book is on hold
Overdue notices will go out weekly	

Student Email Account - Google

- Google Apps accounts are created for school related assignments only.
- Student email accounts are monitored.
- Student log-in information will be distributed by teachers and/or media center.
- Students are not to share their password with any other student.

Enka Middle Student Devices

1:1 Student Devices- Student Responsibilities:

- [BCS Student Device User Guide](https://bit.ly/2IM8Qws) (link to user guide - <https://bit.ly/2IM8Qws> Case sensitive)
- Charge device for school daily
- Keep the device with you and/or in a secure location at all times
- Do not apply stickers to, alter the appearance of, or otherwise modify the device (considered school equipment vandalism)
- Only clean the screen with a soft anti-static cloth
- Adhere to BCS policies: Technology Use - 3225/4312/7320 and Internet Safety - 3226/4205 at all times
- Transport the device inside a protective sleeve

- Students will be invoiced for a lost charger and/or laptop, and any intentional damage

Student Likeness – Photographed / Videotaped / Interviewed

Buncombe County Schools does not require parental permission for students to be photographed, videotaped, and/or interviewed by system employees or media on routine school topics, activities for public information, awards and honors, instructional and promotional purposes. Parental permission must be given, however, to photograph, videotape, or interview students with physical or mental disabilities if they will be identified as such. **Guardians or eligible students may request not to be photographed, videotaped, and/or interviewed by notifying the school in writing within ten (10) days of publication of this policy in the Student Code of Conduct (or by the 10th day of the start of school each year). If parents submit such a request, the school encourages parents to follow-up with administration to ensure that the request was indeed received.**

Videos and/or Movies (any video resource)

In the event any video (i.e., DVD, youtube, etc.) is utilized during school hours, the expectation is that its use is associated with academics as a supplemental resource or the school-wide reward system, PBIS. Movies from the school media center may be utilized at any time, and if any outside PG-13 movie is requested (for educational purposes only) the movie must be approved by the school's MTAC committee, and a guardian signature for the specific movie must be on file prior to its viewing.

Parent-Student-Teacher Communication

We believe that communication between guardians, teachers, and students is a vital component of success. We provide several forms of communication:

- Face-to-Face Guardian-Teacher Conferences (with or without students); conferences can be set up by emailing the teacher(s)
- Electronic – Email and Teacher Websites...each faculty member has an email account and a website linked through the CCMS website
- ALL guardians have access to PowerSchool so that student grades, etc. can be monitored; guardians simply need to show their driver's license to the school receptionist and confidential access information will be provided.

Athletics

TEMPORARY EDIT DURING COVID19 PLANS- We will update any changes to athletics as we learn about them.

Enka Middle School is a member of the French Broad Middle School Athletic Conference. The following sports are offered once students reach the 7th grade:

Baseball- Spring	Football- Fall	Tennis- Fall
Basketball- Winter	Golf- Spring	Track- Spring
Cheerleading- Fall-Winter	Soccer- Fall & Spring	Volleyball- Fall
Cross Country- Fall	Softball- Spring	Wrestling- Winter

Athletic Eligibility

Any 7th or 8th grade student is eligible to tryout for an athletic team if he or she:

- Has at least an 85% attendance rate
- Is not failing more than one class
- Has an athletic packet on file including: Updated copy of a physical exam by a doctor - valid for one calendar year from the date signed by the doctor
- One time insurance and transportation fee due before athlete can participate in games/events

All athletes are required to have a physical examination to participate in sports, including tryouts. A complete Buncombe County Schools Sports Participation Packet must be filed with the coach prior to the sport's season. The sports participation packet for physicals, insurance information, etc. may be obtained from the coaching staff or main office. Athletic physicals are valid for one calendar year.

All participants of any sport will be required to pay a \$40.00 athletic fee, which will cover the cost of catastrophic insurance and transportation. This is an annual fee whether a student participates in one or more sports throughout the year.

Athletes who must take medication prescribed by a physician at any time during the year MUST bring a copy of a signed note of explanation regarding the medicine from the physician. One copy will be given to the coach and another copy will be filed in the office.

The Buncombe County Schools policy does not allow 6th graders to compete or participate on athletic teams, but they can participate in the athletic program through team management (no physical participation in practices/games allowed).

Athletes are expected to maintain a positive standing regarding behavior, grades AND attendance. Students assigned to In-School Suspension (ISS) or Out of School Suspension (OSS) will not be allowed to attend or participate in any athletic practices or competitions UNTIL the entire consequence has been served. Each coach for each team will also develop his/her own expectations/guidelines regarding these three areas (grades, attendance, behavior). All athletes and guardians for that specific sport will be expected to sign the contract before participation can occur.

Guardians are also expected to pick up their student athlete at the end of practice as well as after a game by the designated time set forth by the coach. During away games, the coach MUST have written permission that a student is not riding the bus back to EMS with the team. If there is no signed note, the athlete is expected to ride the bus back with his/her team to EMS. Failure to do so could lead to missing a sporting event or even dismissal from the team (based on the coach's expectations). NOTE: If a student is absent, he/she is not allowed to participate in practice OR any athletic event that day.

Bus Transportation Procedures/Regulations

TEMPORARY EDIT DURING COVID19 PLANS- All regulations below are still in place, of course. All students, as well as the driver and any assistant, will be required to wear a mask at all times. In addition, whether it be a yellow bus or an activity bus for sports, students will have an assigned seat for safety purposes. All students are expected to adhere to his/her assigned seat. Failure to adhere to all guidelines by any student could jeopardize his/her eligibility to ride the bus.

Our primary concern is to transport students to and from school safely. Bus safety and emergency evacuation drills will be conducted on a regular basis to ensure students understand emergency procedures. School bus service is a privilege, not a right. Students must follow the rules of proper conduct or bus suspension may result and parents will have to provide transportation to and from school. Depending on the severity of the incident, students may also be subject to school disciplinary consequences. Please understand that bus stops and school buses are considered an extension of the school campus and all Buncombe County School Board and Enka Middle School rules, policies, and procedures apply.

The following bus safety rules MUST be followed at all times:

- Students must stay off the roadway at all times while waiting for the bus
- Students should wait for the bus to come to a complete stop before getting on or off the bus
- Students must cross in front of the bus, in sight and making eye contact with the driver, after the stop arm has extended and the red lights are flashing
- Students must enter and leave the bus at the front door, except in cases of emergencies
- Students must keep their entire body inside the bus window(s) at all times
- Students are expected to obey the driver or TSA promptly and respectfully
- Students may talk quietly to their friends seated near them
- Students must remain seated, facing forward, while the bus is in motion
- Students are not allowed to block the bus aisle with any part of their body and/or personal belongings
- Students that choose to defame or destroy bus property (i.e., any part of the bus) will be responsible for replacing or fixing the damaged area(s)
- Students may not fight, play, throw objects, talk loudly, shout, or otherwise distract the driver's attention
- Pens, pencils, and other sharp objects must be stored in book bags or pockets
- Food and drinks are not permitted on the bus
- Students may not delay the bus schedule
- Students may not tamper with the bus or any bus equipment
- **Students are not allowed to ride a bus other than their assigned bus or exit their assigned bus at any stop other than their own unless the student has an Orange Signed Note provided to them by school personnel (students must give this note to the bus driver). To receive such a note requires students submitting a signed note regarding the bus change by a guardian to their homeroom teacher that morning; the note must be approved by school officials. If a bus is already at maximum ridership, these requests may be denied. Any alternate arrangements must be approved before 2:00 p.m. NOTE: If a guardian calls the school and requests that their child ride the bus home with another student after 2:00 p.m., the request will be denied. A signed parent/guardian note, fax, or email must be provided to the office. Email: rebecca.hinson@bcsemail.org. The school office will verify all transportation notes with the parents/guardians.**

- **Note:** Unauthorized persons will not be permitted to enter a school bus. If a guardian has a concern about discipline or other bus problems, they are not to approach the bus driver. They are to contact a school administrator. NC Statute 14-132.2 states that: “Any person who shall enter a public school bus or public school activity bus after being forbidden to do so by the authorized school bus driver in charge thereof, or the school principal to whom the public school bus or public school activity bus is assigned, shall be guilty of a Class 1 misdemeanor.” Furthermore, “Any person who shall unlawfully and willfully stop, impede, delay, or detain any public-school bus or public school activity bus being operated for public school purposes shall be guilty of a Class 1 misdemeanor.” In regards to students, failure to follow these guidelines may result in a warning, short-term suspension from riding the bus, or permanent removal from the bus.

The following behaviors can result in a bus suspension:

- Delaying the bus schedule
- Fighting, possession/use of tobacco products, using profanity, or refusing to obey the instructions of school authorities including the bus driver
- Tampering with the bus (defaming and/or destruction of any bus property)
- Refusing to meet the bus at designated stops
- Unauthorized departure from the bus when in route from home or school.
- Playing, throwing objects, or otherwise distracting the driver’s attention.
- Failure to observe established safety rules and regulations made by the State Department of Public Instruction.

Bus Discipline (also indicated on discipline matrix at the bottom of this handbook):

- **Offense #1-** Conference with student, guardian contact (warning), and other consequences deemed appropriate to avoid or eliminate the problem (i.e., school-based community service, mediation with other student(s), assigned seating on the bus, etc.).
- **Offense #2** - 1 day Bus Suspension (admin’s discretion) and Guardian Contact
- **Offense#3** - 3 days - Bus Suspension (admin’s discretion) and Guardian Contact
- **Offense #4** - 5 days - Bus Suspension (admin’s discretion) and Guardian Contact
- **Offense #5** - 10 days - Bus Suspension (admin’s discretion) and Guardian Contact
- **Offense #6** - Removal from the bus for the duration of the academic year
- Any of the above can be altered at the discretion of administration.

Bus Rider Safety Rules for Parents/Guardians/Students to Discuss:

BOARDING PROCEDURES

1. STAY on your side of the road, 12 feet away from traffic.
2. WAIT for the bus to stop and the stop arm to extend. The Driver will be holding his left palm up for you to wait for traffic to stop.
3. STOP and look for traffic both ways, then check again. When it is OK the driver will give you a “thumbs up” and then point in the direction you will walk to cross the road.
4. LOOK for moving traffic both ways as you walk directly across the road.
5. CROSS feet in front of the bus in full view of your driver. Be careful and board the bus without delay.

EXITING PROCEDURES

1. LOOK for traffic in all directions, especially to your right, before you step off the bus. Cars sometimes pass on the right side. When OK...
2. WALK away from the right front of the bus in full view of your driver, going past the extended bus crossing arm. Then stop and...
3. WAIT Your Bus Driver will be holding his right palm up for you to wait until all traffic is stopped.
4. STOP When it is OK to cross, the Driver will give you a "thumbs up" and then point in the direction you will walk to cross the street.
5. LOOK for moving traffic as you promptly cross and move 12 feet off the road.

Cafeteria Guidelines

TEMPORARY EDIT DURING COVID19 PLANS- Breakfast, for the time being, will be a grab and go right outside the cafeteria and straight to homeroom. During lunch, students may of course eat without a mask but will still be socially distanced at least 6 feet apart. While en-route to lunch, all students and staff will be required to wear his/her mask and be socially distanced for the duration of this process. Students are required to sit in an assigned seat each day in the cafe or MPR for safety purposes...no exceptions.

The Enka Middle School Cafeteria serves breakfast and lunch under the guidance of the Buncombe County Schools Child Nutrition Office. **Charging in the cafeteria should not occur; an alternate lunch will be provided in the event excessive issues arise with cafeteria fines.** Applications are available for Free or Reduced Lunch, based on need. Menus are available online, and the cafeteria prices are as follows:

- **Universal Free Breakfast**
- **Regular Lunch - \$2.75**
- **Reduced Lunch - \$0.40**
- **Student Extreme Meal - \$3.20**

Students may bring money daily, or deposit funds (cash or check) into their account in order to pay for their meals. Payments may also be made through: www.lunchprepay.com

*****NOTE- Students are NOT ALLOWED to do the following:**

- Charge any items in the cafeteria
- Purchase a la carte items if they owe cafeteria fees

OUTSTANDING CAFETERIA BALANCES:

If students have an excessive cafeteria fine, the school nutrition office, along with the parents/guardians/students, will need to communicate and work together collaboratively to address the situation so that students are free to participate in all additional school activities. The EMS School Nutrition Office is more than willing to help families based on their guidelines/procedures. The intent is NEVER to embarrass/shame/humiliate any student or family; communication from the EMS cafeteria is expected to be confidential and respectful. Parents/Guardians are respectfully asked to contact **Principal Karen Barnhill** should they have concerns and/or complaints so that she can efficiently and quickly address the needs for all stakeholders. However, for obvious reasons, the expectation is that school lunch accounts are appropriately addressed by both the school cafeteria and each family. Thank you.

Expected Cafeteria Behaviors

Lunch is an important part of the day at Enka Middle School. This is not only time to eat and have a break, but it is also a time that students may socialize with friends. The following guidelines will ensure that everyone enjoys time spent in the cafeteria (i.e., students & staff).

- Students should always observe and implement good table manners.
- Each student is responsible for leaving his/her cafeteria area clean and neat for the next class.
- Students should pick up any dropped food, napkins, utensils, etc.
- Students should return dishes, trash, and recyclable cans to their appropriate place.
- Students must be seated in their designated areas unless otherwise instructed by the teacher/administrator.
- Students should remain in their designated area and refrain from roaming around or leaving the cafeteria. Students are only allowed at the food bar one time. Once seated, students are not allowed to return to the food bar.
- There should be no running, throwing of food or objects, loud talking, or noise making (i.e., popping bags or cartons, etc.)
- If a student chooses to misbehave in the cafeteria, he/she will be subject to the discipline from his/her teacher or administrator.

After School Events (i.e., Dances, Athletics, Clubs, etc.)

Several after school events will be held throughout the school year. All school rules will be in effect. Students will not be allowed to attend certain events if they were assigned ISS or OSS (including bus suspensions).

Dance Requirements (i.e., formal and/or informal)

- In order for students to be able to attend dances, they must meet the requirements from the opening of school until the first dance, and from then on until the next dance. Any student that would require excessive supervision or removal from a dance will not be allowed to attend future dances. Only current Enka Middle students may attend. All students are expected to be picked up at the designated time (5:00 pm). **An extreme delay in picking up a student WILL RESULT in the loss of attending the next dance (i.e., if a student has not been picked up by 5:25). If we notice the same student(s) being picked up close to the cut off time or have extreme delays at each dance, this will also lead to not attending the next dance as we have to be respectful of the school personnel/chaperone's time.** Beginning and ending times will be announced on the permission form and parents acknowledge responsibility for picking up their child on time when the dance permission form is signed.

Athletic Events (all sports seasons)

- All sporting events after school begin at 4:30. Students are not allowed to stay after school and wait for an athletic event as there is no supervision. Students must go home at 3:15 pm and are welcome to come back. Students must have a ride home **BY THE END** of the sporting event for

safety reasons. **An extreme delay in picking up a student WILL RESULT in the loss of attending future athletic events. All student spectators must be picked up within 15 minutes of the ending of any athletic event. If we notice the same student(s) being picked up late, this will also lead to not attending future events as we have to be respectful of the school personnel/chaperone's time.**

Clubs (after school)

- The same rules apply for extra-curricular clubs. Pick up times, etc. will be communicated to all parents/guardians. We want students to participate in these wonderful opportunities but guidelines must be followed as these opportunities are based on teacher/staff volunteers.

Cell Phones/Smart Watches/Other Electronic Devices/Electronic Gadgets Policy

TEMPORARY EDIT DURING COVID19 PLANS- For now, there will be no locker use for students (safety purposes). Students will be allowed and expected to take his/her personal bookbag to each class. All cell phones and other electronic devices are expected to be placed **INSIDE** each student's book bag **UNLESS** the teacher gives permission otherwise. All bookbags will be stored under each student's desk. ****Note- All rules listed below will still be enforced regarding any electronic(s).**

Please note that bringing any of these items on campus is a decision that Enka Middle students choose to make with guardian permission and students are responsible for all forms of electronic devices while at school. **As of July 2019, the following updates/guidelines have been implemented:** Students may utilize their cell phones/smart watches, etc. from 7:20 until the start of school (8:15) in the gym or MPR only (the cafeteria is off limits). Students will be required to place cell phones/smartwatches, etc. in a hanging pocket located in each classroom before each class begins; they will be allowed to collect them at the end of each class so that they may take this item/these items to the next class, etc. ***NOTE:* Any student caught with a device during academic class time OR during hallway transition time will receive an automatic major referral as these expectations will be communicated clearly. Enka Middle School Staff will not be responsible for lost or stolen cell phones or other personal electronic devices. EMS staff, in direct supervision of students, may issue prior permission for students to use cell phones or other electronic devices in the following situations:**

1. There is an unexpected change in the school's operational schedule.
2. There is an unexpected change in a school activity (i.e., student activity is delayed or cancelled). **This does not include students asking parental permission to go home a different way or with another student.**
3. Students will be using the device for an educational purpose only when designated by the teacher.
4. Any other time the teacher/staff member deems appropriate (i.e., academic purpose OR related to a PBIS reward...refer to former communication under PBIS if needed).

Discipline Rubric for Misuse of Cell Phones/Smart Watches/other Electronic Gadgets

*****rubric also indicated on the new discipline matrix at the bottom of this handbook**

1. **First Offense-**The cell phone or device is confiscated and will remain in the office and only be returned to a legal guardian.

2. **Second Offense**-The cell phone or device is confiscated and kept in the office for 10 school days, and a legal guardian pickup is required after 10 days.
3. **Third Offense**-The cell phone or device is confiscated and kept in the office for 15 school days, and a legal guardian pickup is required after 15 days.
4. **Fourth and Subsequent Offenses** - In School Suspension Sequence begins; the cell phone is confiscated and returned the “last day of school” (JUNE) to a legal guardian.
5. **A student’s refusal to hand over his/her device to staff in the event a disruption occurs will result in a major referral and possible OSS.**

Enka Middle Telephones/Student Messages

The office telephone is a business telephone that is reserved for incoming calls. Each room is equipped with a telephone that a student may use with teacher permission. Students will not be called from a class to receive a phone call in the main office unless it is deemed a true emergency. Messages will be delivered at the end of the day in the majority of situations.

Enka Middle Field Trips

A permission form including parent contact information and insurance information is required for each trip. Students may also be offered the chance to go on some overnight trips. Specific eligibility requirements and detailed information will be made available regarding each trip. The following situations may affect the eligibility for a student to participate: Students assigned to multiple days of In-School Suspension (ISS), any Out of School Suspension (OSS), a student with severe attendance concerns (not related to medical issues), a student that has continuously refused to complete academic work even after teachers have reached out to legal guardians regarding grades, or a student that has excessive outstanding fines (after numerous attempts have been made by the school to work with the family). Students must understand that on any school-sponsored trip, the same policies and procedures are in place and they will be held to the same high expectations as they are while on our campus. **Specific information regarding refunds (partial and full) will be provided to parents/guardians within the initial field trip communication. This policy will be adhered to in an effort to be equitable to all students.**

Dress Code

The Buncombe County School Board and Enka Middle School believe that: “the dress and personal appearance of students greatly affects their academic performance and their interaction with other students.” BCS Board Policy 4316 bans clothing that is substantially disruptive, provocative or obscene, or endangers the health or safety of the student or others. In addition, Enka Middle expects students to adhere to this dress code:

- Wear appropriate clothing for the educational environment. This includes clothing that fits the student’s body and covers a student’s undergarments, midriff, back, cleavage, and thighs. No skin should be visible from the fingertip line with arms by student’s side to the armpit area (no sheer or see-through fabric).
- Students will not be allowed to wear any headgear anywhere in the school building (including sweatshirt hoods, hats, bandanas, etc.). Headgear must remain in student lockers during the

school day. **Headgear that is prescribed by a doctor is of course acceptable. **Note- Hat day may be allowed at times per the PBIS team (school-wide event).

- Sunglasses should not be worn inside the building at any time unless the student has documented health or physical needs.
- Students are not allowed to wear chains (on the wallet, waist, etc.) as well as jewelry or body bands with spikes or other dangerous objects.
- Students are not allowed to wear muscle shirts (a garment with arm openings that do not cover the underarm and side of chest areas; this includes shirts with cut off or ripped sleeves).
- Although skirts, dresses, and shorts are allowed, students must ensure that they are an appropriate length..
- Leggings/form fitting pants should be worn with tops/dresses over them so that while standing up straight with hands straight down by their sides, the top garment completely covers the derriere area.
- Students should not wear any garment or accessory displaying inappropriate language or images (profanity, weapons, sexual suggestions, insinuations, alcohol, tobacco, drugs, ethnic slurs, slogans, symbols, etc.) that may lead to disorder and disrespect.
- Appropriate shoes worn at **all** times; bedroom slippers are not considered shoes. Steel toed boots are prohibited.
- Students should dress in a manner suitable to participate in physical education class.
- Any dress code or student appearance issue not specifically covered in this policy will be individually addressed by the school administration regarding its appropriateness for school and whether or not it interrupts or distracts from the learning process. Clothes fit students differently. What may be appropriate for one student to wear to school may not be appropriate for another student due to different body shapes and development.
- Students are not allowed to wear any garment or accessory displaying inappropriate language or images (profanity, weapons, sexual suggestions, insinuations, alcohol, tobacco, drugs, ethnic slurs, slogans, symbols) that may lead to disorder and disrespect.
- Sagging or low-rise pants that reveal undergarments or skin underneath the pants will not be permitted.
- **Any clothing not specifically covered in this policy will be individually addressed by the teachers/admin to determine its appropriateness for school and whether or not it interrupts/ distracts from the learning process.**

IMPORTANT- Any clothing article deemed inappropriate based on the aforementioned guidelines will be handled as follows: The student will have a chance to change into something different at school; if they have no additional clothing on campus, they will have the option to select an item from the clothing closet, or their guardian will be contacted to bring them appropriate clothing; if the guardian cannot bring appropriate clothing, the student could receive detention before/after school or during lunch. **Note: The inappropriate clothing item is not allowed back on campus.**

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. If you would like more information concerning privacy laws please visit: <http://www.buncombe.k12.nc.us/Page/2206>

Illness or Injury

If a student gets sick at school, he/she should notify their teacher. Depending upon the nature of the illness, a parent may need to be called for pick-up. All injuries occurring at school should be reported to a teacher immediately.

Safe Schools

Enka Middle School strives to foster a climate of respect and personal responsibility among students and does not tolerate bullying in any form, including cyber bullying. Anyone with knowledge of a situation involving bullying can report the incident to school officials or, if preferred, may report the situation anonymously by either going to the school's homepage to complete an online form. See the county website for more specifics regarding “reporting”.

Threats...Session Law 2018-72/House Bill 670—Protect Educational Property

- “An Act to Make the Threat of Mass Violence on Educational Property or at an Extracurricular Activity a Felony.”
- Makes it a Class H felony for any person to, by any means, threaten “that an act of mass violence is going to occur on educational property or at a curricular or extracurricular activity sponsored by a school.”
- “Mass violence” means “physical injury that a reasonable person would conclude could lead to permanent injury (including mental or emotional injury) or death to two or more people.”
- Educational property means “any school building or bus, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by any board of education or school board of trustees, or directors for the administration of any school.”

Emergency / Crisis Plan

Enka Middle School has developed a Safety/Crisis Plan. Safety drills are required at regular intervals by law and are important in maintaining a safe school environment. Throughout the school year, we will conduct:

Fire/Evacuation drills	Lock-down drills	Tornado drills	Other safety drills	Possible K-9 school search
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The classroom teacher will give instructions during drills according to our established safety protocols.

Gangs/Gang-Related Activities

No student shall commit any act that furthers gangs or gang-related activities. A gang is any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts or the purposeful violation of any BCS policy and having a common name or common identifying sign, colors or symbols.

A. Prohibited Activities

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation
2. Communicating, either verbally or non-verbally, gestures, handshakes, slogans, drawings, etc. to convey membership affiliation in any gang or that promotes gang affiliation.
3. Tagging or otherwise defacing school or personal property with gang or gang related symbols or slogans.
4. Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person related to gang activity.
5. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.
6. Soliciting others for gang membership.
7. Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

B. Consequences

- Engaging in any prohibited activity outlined in Section A subjects the student to disciplinary consequences in accordance with his or her school's discipline policy. These consequences may range from an initial warning accompanied by parent contact to assigned periods of short-term suspension and/or administrative recommendation for long-term suspension. (Board Policy #4328).

Tobacco / Alcohol / Illegal Drugs

The Buncombe County Board of Education recognizes that the use of tobacco products is a health, safety and environmental hazard for students, employees and visitors. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors. The Board acknowledges that adult employees and visitors serve as role models for students. The Board recognizes that it has an obligation to promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus. Finally, the Board recognizes that it had a legal authority and obligation pursuant to G.S. 115C-47 (#18) *Policy Prohibiting Tobacco Use in School Buildings* as well as the federal *Pro-Children's Act*. *Title X of Public Law 103-227* and the *No Child Left Behind Act*. This policy covers any of the following places:

- On the school campus, before, during or after school hours
- Away from school premises at any school sponsored event
- At any school bus stop or on any school bus

Students and/or adults involved in the use of or possession of tobacco, alcohol, narcotics, illegal drugs, or paraphernalia will be prosecuted to the fullest extent of the law.

Weapons

It is illegal to possess or carry (openly or concealed) weapons of any kind on school property or to a school-sponsored event or activity. A weapon is defined as any device deemed by the administration to be used to subject a person to physical harm.

NOTE: Discipline is at the discretion of administration (up to 10 days Out of School Suspension with a maximum of 365 days suspension from the date of the incident, potential criminal charges, etc.).

Theft / Vandalism / Forgery

NOTE: Discipline for theft, vandalism, or forgery is at the discretion of administration. Depending on the incident as well as whether or not the offender is a repeat offender, examples of “not limited to” consequences are as follows: ISS assignment, up to 10 days of OSS with a maximum of 365 days suspension from the date of the incident, filing of criminal charges, etc.).

Search and Seizure

Buncombe County School Board Policy #463 states that students are subject to reasonable searches of a student’s person, locker, cell phones and other personal belongings within the school premises. When it is determined by a school administrator that a search should be conducted on a student, a reasonable effort shall be made to contact a parent or guardian.

Lockers

TEMPORARY EDIT DURING COVID19 PLANS- For the time being, lockers will not be utilized by students in an effort to avoid extra movement and mingling amongst students/staff. Instead, for the time being only, students will be allowed and expected to take his/her personal bookbag to individual classes and store his/her book bag under his/her desk per class period.

Lockers will be provided to all Enka Middle School students. Even while issued to students, lockers remain the property of Buncombe County Schools. We respect the privacy of the student, but to maintain a safe school environment, lockers will be searched if there is a reasonable suspicion that the student has an item, which is illegal, dangerous or inappropriate. The school is not responsible for any item stolen from a locker. No student is to give out his/her combination to another student. It is the expectation that students will keep their locker neat with the door closed and locked. *Teachers/Admin can also suspend lockers due to inappropriate behavior.*

Lost & Found Items

Items found on the bus or at school should be taken to the lost and found cart near the Multi-Purpose Room. Expensive items such as cell phones or other electronics should be taken to the office. Students should check the lost and found cart for lost items or check in the office for expensive items. After a reasonable period, unclaimed items will be donated to a charitable organization. *Enka Middle School is not responsible for the replacement of stolen or lost items.*

Payments

When you need to pay for any item purchased from or through Enka Middle School in the form of a personal check, please make the check payable to **Enka Middle School**. If your check is dishonored or returned for any reason, the First Citizens Bank will charge Enka Middle School a \$10.00 fee per returned check. The parent/guardian will be contacted by the school bookkeeper for repayment. The re-payment must be made to the school **in cash** for the total amount of the returned check **PLUS** the \$10.00 fee the school was charged by the bank for the returned check.

Selling / Trading / Gambling

Students are not to sell or trade unapproved items such as candy, cards, etc... during school hours. There is also no gambling or betting of any kind allowed on the school property. Students participating in this activity are subject to disciplinary action.

Visitors

TEMPORARY EDIT DURING COVID19 PLANS- While we want our visitors to feel welcome at our school, all visitors must wear a mask while in the building as well as take his/her temp.

All visitors must sign in at the front office and wear a visitor's badge while on school campus. Students are not allowed to have visitors other than their parents or guardians for any reason. Families should continue to check the website or call the school for schedules. Visitors **MUST** have a driver's license before being allowed to visit with or check out a student.

Volunteering / PTA / Parental Involvement

TEMPORARY EDIT DURING COVID19 PLANS- We of course love and need this critical support. If you are interested in helping, simply contact Principal Barnhill so that any involvement is done so in a manner that meets the guidelines put into place during this unusual time. We certainly hope that folks will volunteer and be a part of the PTA.

We strongly encourage guardians to stay involved in their child's education. We have many opportunities for guardians to be a part of the program and activities at Enka Middle School. Our Volunteer Program is a vital part in the success of our students. Each year our volunteers provide several hours of time to our students. Our Enka Middle PTA is also an active and integral part of the success of our school and works closely with our counselors and each team of teachers to assist as needs arise. More information will be made available on our website regarding specific opportunities for parents to remain involved.

Weapons

It is illegal to possess or carry (openly or concealed) weapons of any kind on school property or to a school-sponsored event or activity. A weapon is defined as any device deemed by the administration to be used to subject a person to physical harm.

NOTE: Discipline is at the discretion of administration (up to 10 days Out of School Suspension with a maximum of 365 days suspension from the date of the incident, potential criminal charges, etc.).

Theft / Vandalism / Forgery

NOTE: Discipline for theft, vandalism, or forgery is at the discretion of administration. Depending on the incident as well as whether or not the offender is a repeat offender, examples of “not limited to” consequences are as follows: ISS assignment, up to 10 days of OSS with a maximum of 365 days suspension from the date of the incident, filing of criminal charges, etc.

Search and Seizure

Buncombe County School Board Policy #463 states that students are subject to reasonable searches of a student’s person, locker, cell phones and other personal belongings within the school premises. When it is determined by a school administrator that a search should be conducted on a student, a reasonable effort shall be made to contact a parent or guardian.

***As of July 2019

Enka Middle School - Student Discipline Matrix for “Major Referrals”

Infraction	1st Offense	2nd Offense	3rd Offense
Due to COVID- Failure to adhere to wearing a mask when required	Verbal Warning w/parent phone call	Minimum of 1-2 days of ISS	Minimum of 2-3 days of ISS
Due to COVID- Failure to adhere to social distancing	Verbal Warning w/parent phone call	Minimum of 1-2 days of ISS	Minimum of 2-3 days of ISS
Due to COVID- Failure to behave appropriately during virtual learning while using the 1-1 device provided by BCS (i.e., ZOOM class meetings or anything else when utilizing the device)	Verbal Warning w/parent phone call	Parent Contact & ZOOM settings to restrict student use (student can still actively listen to ZOOM class meetings); teacher reserves the right to remove student from the ZOOM class and will contact the parent if this occurs	Student must turn in device to the school and utilize paper packets to complete work; student will work on the exact same skills as other students utilizing a device for a period of time; once this time period is over, the student may receive the device back in an effort to try again
5 Minor Referrals = A Major Referral (w/@ least 3 guardian contacts documented)...To support students, this process starts over 2nd semester	Conference w/student, guardian phone call, possible before/after school/lunch detention, or partial ISS assignment	Minimum of 1 day of ISS	Minimum of 2 days of ISS

Blatant Verbal Disrespect/Aggression Towards Others	Minimum 1 day of ISS or OSS assignment	Minimum 2 days of ISS or OSS assignment	Minimum 3 days of ISS or OSS assignment
Cutting / Skipping Class (unauthorized areas will be considered cutting/skipping)	Minimum of a full week of ISS lunch detention (or regular ISS)	Two full weeks of ISS lunch detention (or regular ISS)	1 Day ISS (OSS if applicable)
Cheating/Plagiarism	Zero on assignment; guardian notified by teacher; grade noted in PowerSchool	Zero on assignment; guardian notified; grade noted in PowerSchool	Zero on assignment; guardian notified; grade noted in PowerSchool
Dress Code Violation (see EMS Student Handbook for specifics)	Utilize clothing closet, guardian can bring new item(s), or serve before/after school detention - inappropriate clothing not allowed back at school	Utilize clothing closet, guardian can bring new item(s), or serve before/after school detention - inappropriate clothing not allowed back at school	Utilize clothing closet, guardian can bring new item(s), or serve before/after school detention - inappropriate clothing not allowed back at school
Electronic Devices (i.e., cell phones, smart watches, other electronics/gadgets...see updated policy in EMS Handbook)	Device confiscated and remains locked in the office that day until a guardian retrieves it	Device confiscated and locked up @ school for 10 days...only guardian may then retrieve	Device confiscated and locked up @ school for 15 days...only guardian may then retrieve ***Further Issues- device is banned from campus for the duration of the year
Excessive Tardies To School- (After 8:15 bell...Per 5th Occurrence) - To support students, this process starts over 2nd Semester	60 Minutes of academic recovery time after school for each additional tardy	60 Minutes of academic recovery time after school for each additional tardy	60 Minutes of academic recovery time after school for each additional tardy
Excessive Tardies to Individual Classes...Per 5th Occurrence) - To support students, this process starts over 2nd Semester	Hour of detention after school (for every 5 tardies)	Hour of detention after school (for every 5 tardies)	Hour of detention after school (for every 5 tardies)
Habitual Early Dismissals (leaving after 11:30- 4 freebies...per 5th occurrence) - To support students, this process starts over 2nd Semester	5th Early Check Out- Hour of academic recovery time after school	6th Early Check Out- Hour of academic recovery time after school	7th Early Check Out- Hour of academic recovery time after school 8th...and so on...
Failure to Serve Before/After School Detention (for tardies, behaviors, etc.)	1 Full Week of ISS Lunch Detention for each missed ASD	1 Full Week of ISS Lunch Detention for each missed ASD	1 Full Week of ISS Lunch Detention for each missed ASD

Fighting	2-3 Days OSS; potential legal action	2-3 Days OSS; potential legal action	5 Days OSS; potential legal action/ alternate schedule/placement for student/HB request
Bus Discipline	<p>Riding the school bus is a privilege, not a right. Students that receive a bus referral will be assigned the following consequences:</p> <ul style="list-style-type: none"> • 1st Offense: Warning, parent contact, potential assigned seat, school-based community service • 2nd Offense : 1 Day Bus Suspension • 3rd Offense: 3 Day Bus Suspension • 4th Offense: 5 Day Bus Suspension • 5th Offense: 10 Bus Suspension • 6th Offense- Removal from bus for the duration of the academic year • Students MUST still come to school while serving a bus suspension. However, the bus will not transport the student. 		
Tobacco Products or Even Paraphernalia (Juuls, E. Cigs, possession of, use of, or selling of, etc.)	1-2 Days OSS; complete online course	3 Days OSS; complete online course	5 or more Days of OSS; complete an online course
Any Form of Bullying (i.e., verbal, physical electronic, cyber, etc.)	Minimum of 1 Day ISS or OSS; referral to counselors; potential threat assessment/safety plan/legal action	2 Days ISS or OSS; referral to counselors; required threat assessment/safety plan; probable legal action	3 Days ISS or OSS; update safety plan; legal action/alternate schedule/placement for student/ potential HB request
Communicating Threats to Other Students and/or Staff (i.e., electronically, verbally, etc.)	1-3 Days of ISS or OSS; potential threat/safety assessment/legal action/ safety plan	1-3 Days of OSS, a required threat assessment/legal action/safety plan;	5-10 Days OSS; updated safety plan; legal action; alternate schedule change/placement for student; potential HB request
Illegal/Legal Drugs or Alcohol - (i.e., Under the influence, using on campus, selling/distributing on campus, or simple possession)	3-5 Days OSS; legal action	3-5 Days OSS; legal action;	5-10 Days OSS; legal action; alternate schedule/placement for student/potential HB request
Theft or Vandalism	Minimum 1-2 Days of ISS OR 1-2 Days of OSS (depends on situation)	Minimum 1-2 Days of ISS OR 1-2 Days of OSS (depends on situation); potential safety plan; required guardian/admin conference	1-2 Days of ISS OR 1-2 Days of OSS; legal action; alternate schedule/placement for student/potential HB request

In possession of any form of a weapon on campus	3-5 Days of OSS; potential threat assessment/safety plan/legal action	3-5 Days of OSS; a required threat assessment/safety plan; legal action; potential alternate schedule/placement for student	10 Days of OSS, updated threat assessment/safety plan, legal action; alternate schedule/placement for student; potential HB request
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Important Notes:

- **ISS** = In School Suspension; **OSS** = Out of School Suspension; **Alternate Schedule/Placement Change for Student** = Means the student's time at school may be altered; **HB Request (Hearing Board)** = When the school requests permission to OSS the student from EMS the remainder of the year
- **NOTE**- Each consequence assigned to students based on the above infractions (but not limited to the above infractions) depends on the specific situation/circumstance/severity in which the infraction occurs.
- ***The Administration Team reserves the right to alter ANY of the aforementioned consequences.***
- ***Any examples of discipline not listed above will be addressed as well with similar consequences.***
- When the Administration team addresses even the FIRST major referral that requires discipline, guardians will always be contacted via phone or email; guardians will be contacted on each offense and an admin conference will be required for repetitive behaviors.
- Students who are absent on a day they are assigned ISS will make up their ISS upon returning to school. Students sent home from ISS due to misbehavior will make up their ISS upon returning to school.
- The Administrative Team will not discuss/divulge discipline information with/to guardians regarding any students other than their individual child/children.
- ***Restorative Practices will also be an option during the 2021-2022 academic year.***
- **IMPORTANT**- The Student Handbook located online (& above) should be read in its ENTIRETY by students and guardians as it includes specifics regarding all areas; teachers thoroughly address the handbook at the beginning of each year.