

North Buncombe Middle School 2020-2021

“Home of the Blackhawks”

51 North Buncombe School Road
Weaverville, North Carolina 28787

Telephone Number: (828) 645-7944

Fax Number: (828) 645-2509

Bullying Hotline: (828) 775-2334

Buncombe County Schools Website: <https://buncombeschools.org>

North Buncombe Middle School website: <https://nbms.buncombeschools.org>

SCHOOL RE-ENTRY GUIDELINES/PROTOCOLS:

COVID-19 SECTION

FALL 2020

***Important disclaimer:** *This handbook includes information that pertains to a traditional school year. In order to follow the state and county's 2020-21 Covid-19 re-entry plans, specific COVID-19 directives, guidelines, protocols, and information (whether printed in this handbook, shared/referenced within, or distributed to parents by other means) should always be followed/consulted first before referencing other information in this handbook.*

School Facts:

Grade Levels: 7th and 8th Grades

School Mascot: Blackhawk

School Colors: Black, White, and Red

School Hours: 7:50 a.m. – 2:02 p.m.

Main Office Hours: 7:00 a.m. – 4:00 p.m.

Principal: Dr. Jamie Johnson

Bell Schedule

The following is the standard bell schedule for the school:

- 7:30 – Report straight to homeroom upon arrival
- 7:50 – 8:45 – Personalized learning – students must be in class
- 8:50 – Personalized learning ends/Core begins
- 2:02 – Dismissal Bell

Notification of School Opening/Closing:

In cases of bad weather, students and parents should listen to the radio or television for school opening/closing announcements. **DO NOT CALL THE SCHOOL OR ANY STAFF MEMBER.** We suggest that parents and students sign up to receive texts, listen to WLOS TV, WWNC radio, or STAR 104.3 radio for the most up-to-date, accurate information. You may also check the Buncombe County Schools website at <https://buncombeschools.org> for school opening/closing announcements as this information is posted to this web site.

Delayed School Opening:

After periods of inclement weather, school officials may decide to operate schools on a delayed schedule. If this is the case, the following options are available:

- **Two Hour School Delay** – Schools open two (2) hours later than the normal schedule. SCHOOL BUSES will run two (2) hours later than their normal schedule.
- **Three Hour School Delay** – Schools open three (3) hours later than the normal schedule. SCHOOL BUSES will run three (3) hours later than their normal schedule.
- **Buses will not run on icy roads** –SCHOOL BUSES may not travel on roads the school bus driver deems to be unsafe or hazardous to travel on regardless of what time the school bus runs.

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North Buncombe Middle School Direction Statement

The educational community of North Buncombe Middle School will challenge and support the growth of each student's best self.

North Buncombe Middle School Purpose Statement

NBMS empowers students, teachers, and families through positive relationships to maintain a culture of lifelong learning and excellence.

PRINCIPAL'S INTRODUCTION

We are eager to work with each of you during the 2020-21 school year. We encourage both students and parents to become familiar with this agenda book. It can be an important communication tool between the school and home.

At NBMS, we maintain high expectations for students, staff, and our school community. We are committed to providing a safe and orderly environment, building positive relationships with students and families, and providing high-quality instruction to all students. It is our pleasure to have you as part of our Blackhawk family this school year.

Sincerely,
Dr. Jamie Johnson

SCHOOL/COMMUNITY RELATIONSHIPS

CHARACTER EDUCATION

Being "educated" is much more than grades and test scores. At NBMS, if we celebrate what each student, parent, or staff member brings to our community, we will foster the growth of truly educated students. Practicing random acts of kindness, being helpful, focusing on academics, and modeling exceptional behavior are some examples for which students will be recognized through our PBIS program and our "AAA" reward cards.

CONFERENCES: PARENT-TEACHER-STUDENT

It is important for parents and faculty to work together to emphasize the importance of education. Communication between parents, teachers, and students is a vital component of a successful middle school experience. NBMS teachers, counselors, and administrators will contact parents to celebrate successes of our students, as well as when we need the support of parents.

Parent-teacher-student conferences are another form of open communication. Parents can arrange conferences by calling or emailing the student's team teachers or the appropriate grade level school counselor. We encourage parents to attend a scheduled conference as we value partnerships between home and school. If a parent is unable to attend a conference, he/she should call the school (828-645-7944) and reschedule.

As a general rule, parent-teacher-student conferences are conducted with the team teachers. This approach is in keeping with the team concept of our middle school philosophy and gives an overall evaluation of the student's strengths and abilities. A counselor and/or administrator may also attend. Students are requested to attend when appropriate.

In addition to conferences at school, to reach out to our school community, teachers may call to request a home visit. Home visits are casual, friendly visits intended to strengthen relationships between our teachers, students, parents, and school community.

COUNSELING PROGRAM

North Buncombe Middle School is fortunate to have a concerned, professional counseling staff. The school counselors work to promote success in school, decision-making skills, career awareness, communication, cooperation between home and school, peer relationships, and peer mediation.

Student's Name:

Grade Level:

Team:

Homeroom Teacher:

The counselors are available for individual and group counseling as well as parent/student conferences. Students may request a conference by completing a “Request for an Appointment” which can be found in boxes on each of the counselor’s office doors, or by simply writing a note to their counselor. Parents may request an appointment by calling the school.

STUDENT RELATIONSHIPS

All students have the same rights, privileges, and responsibilities, regardless of grade level, sex, race, family, color, national origin, creed, or handicap. Students can expect to be treated fairly by the teachers and administration. Students do not need to fear another student or group of students for any reason because no student has the right to threaten, harass, or intimidate others. If students encounter this, they should immediately report this to the nearest teacher or school administrator. This type of behavior will be addressed immediately. Students are reminded that they will meet few problems if they will treat other students the way they want to be treated – WITH RESPECT AND DIGNITY. **If a student feels he/she is being bullied, he/she (or a parent) is encouraged to call our school’s bullying hotline at 828-775-2334. An anonymous message can be left, and all incidents will be investigated.**

ACADEMIC/CURRICULAR INFORMATION

GRADES

The following information defines the grade scale used at North Buncombe Middle School and its reporting of those grades to parents/guardians of our students. Each teacher will give students a copy of exactly how he/she will determine grades. This will speak to the elements that teachers normally use to determine grades.

GRADING SCALE				
A	B	C	D	F
100 – 90	89 – 80	79 – 70	69 – 60	59 - 0

HOMEWORK

Students will be assigned homework at the discretion of the teacher. Our primary purpose in assigning homework is to reinforce the concepts and ideas taught in the classroom. Homework should be completed at home. NBMS encourages students to do their homework assignments. If help is needed to complete the assignment, please talk with your teacher.

HONOR ROLL

Students will have the opportunity to be recognized for academic progress and achievement by earning recognition for each of the following:

"A" Honor Roll	A/B Honor Roll
All As in all classes	All "A"s and "B"s in all classes

MID-NINE WEEKS REPORT (MIDTERMS)

Teachers will issue midterm reports to all students at the end of four (4) weeks (Buncombe County School Board Policy #625) during each grading period. The form of this report varies from teacher to teacher. The purpose of the midterm report is to show students and parents how well the student is progressing. Student progress may also be monitored through Parent Portal Access. Please contact the school for this information as it is unique to every child.

REPORT CARDS

Report cards are issued every nine weeks (Buncombe County School Board Policy #625). Report cards are sent home with students at the end of each grading period, in the months of October, January, March, and June. The dates may vary slightly due to snow days and other cancellations. Either the report card envelope or the actual report card should be signed by the parent/guardian and returned promptly.

STANDARDIZED TESTING

There are several standardized tests, which are required of all students by the Buncombe County Board of Education or the State of North Carolina. It is important that students do their best on these tests because they may determine whether students are promoted or not, which level of classes the student will be eligible to take in the future, etc.

Grade 7	Grade 8
June – End of Grade Test (Reading, Math); NC Final in Science and Social Studies Benchmarks (NC Check-Ins) - quarterly	June – End of Grade Test (Reading, Math, Science) June- NC Final in Social Studies Benchmarks (NC Check-Ins) - quarterly

CUMULATIVE RECORDS

Parents have the right to view their child's cumulative record at a mutually convenient time with the appropriate grade level school counselor. A parent simply needs to call the counseling office for an appointment

PHYSICAL EDUCATION AND ATHLETICS

PHYSICAL EDUCATION--HEALTHFUL LIVING (*Visit the NBMS website for information on customized PE uniforms.)

Changing clothes for PE is **optional** for all students at NBMS, though dressing out in clothes conducive for physical activity is suggested. Students have the option to dress out each day. Dressing out includes wearing appropriate clothing for physical activity, socks, and athletic shoes (***only athletic/ tennis shoes are allowed for PE***). The physical education instructor will explain further during the PE orientation.

Students are required to participate in the physical education classes. If there are reasons why a student cannot participate or must have limited participation, he/she must bring a doctor's note stating the reason, the length of time, and the exact limitations the student has (exactly what the student can and cannot do during the class). If there are medical problems, students are expected to participate within the limits of that problem and to contribute to class. If a student does not have a medical reason for not participating in physical education, students are expected to be a part of the PE program. Failure to participate in PE class will result in an alternate written class work assignment to be completed during that class.

PARTICIPATION IN INTERSCOLASTIC SPORTS

NBMS is a member of the French Broad Middle School Athletic Conference. This conference includes the following middle schools: Reynolds, Cane Creek, Enka, Erwin, North Buncombe, Owen, Valley Springs, and Asheville Middle. The available sports in the 2020-2021 school year include baseball, boys' and girls' basketball, cheerleading, co-ed cross country, football, co-ed golf, boys' and girls' soccer, softball, co-ed tennis, boys and girls track, volleyball and wrestling. However, these depend on availability of coaches.

The opportunity to be a member of each of these teams is open to all students in grades seven and eight. Sixth grade students who would like to be involved in NBMS athletics should speak to a coach concerning the possibility of becoming a manager of a team.

Our coaches will conduct tryouts in each sport at the beginning of each season. (Students who try out and do not make one of our teams are encouraged to participate in outside sports activities to continue to develop athletic skills.) Students need to understand that continued hard work and participation may make them even better players than some of those who do make the team. Students who make the choice to quit an athletic team, are not eligible to participate in athletics the remainder of that athletic season.

STUDENT-ATHLETE BEHAVIOR EXPECTATIONS

All student-athletes are reminded that they represent NBMS. Therefore, each student athlete's actions both in and out of school must reflect positively on our total school community or the participant will not represent our school in any of these activities. While at school, our student-athletes are expected to set positive examples for the rest of the student body. All student-athletes are expected to follow the school rules at all times. Athletes must demonstrate respect for fellow teammates, coaches, game officials, and opponents. Inappropriate behavior and language will not be tolerated. Students may be suspended from teams for unsportsmanlike or inappropriate behavior. Coaches will put forth a behavior contract for every athlete at the start of the season. Student-athletes will know what is expected of them and will be aware of consequences from inappropriate behaviors.

ELIGIBILITY

In order for a student to be a member of an athletic team, he/she must meet the following requirements:

- A student may not participate if he/she turns fifteen (15) years of age on or before August 31st of the current school year.
- A student who fails two or more classes during a semester is ineligible for the following semester. All seventh-grade students automatically meet the academic requirement for the fall semester of their seventh-grade year.
- No student may participate in any middle school sport for more than two school years.
- Athletes are required to maintain academic eligibility as defined above each semester and meet the attendance requirement as stated above each semester. All sports have the same eligibility requirements.
- Athletes with failing grades at mid-term will be placed on an academic contract. Violation will result in removal from the team; students who fail a grade but are "placed" in the next grade will start the next academic year on the academic contract.

STUDENT-ATHLETE DISCIPLINE

Appropriate behavior is key to representing NBMS athletics. Inappropriate behaviors inside or outside of school could cause an athlete to be removed from an athletic team. Students suspended out-of-school for any length of time will automatically be removed from an athletic team for the remainder of that season (the seasons being fall, winter, and spring sports). However, suspended student athletes may request an appeal to the Athletic Discipline Committee. Should they be placed back on the team, they will be on probation; if any other inappropriate occurrences take place, students are removed from the team for the remaining portion of that season. Student athletes removed from a team by the administration DO NOT have the option to appeal.

Participation in practice or games by athletes serving in-school suspension will be governed by the guidelines established by the North Carolina Department of Public Instruction and Buncombe County School Board Policy. Any student serving in-school suspension is not eligible to practice or participate in contests on the same day that he/she served in-school suspension.

The head coach of each team will still retain the authority to dismiss athletes from the team for their behavior in or out of school should they deem it appropriate given the athlete’s offense.

STUDENT ATHLETIC PACKETS

Athletics packets must be completed in their entirety before a student is allowed to participate in any sport, including the tryouts for that sport. A copy of the policy concerning alcohol and other drugs must be signed and on file before a student is allowed to participate. Athletic packets are available in the front office, or online under the athletics option on our website.

FEES

Student athletes who make the team after tryouts *must* purchase school athletic insurance for each sport they play. The approximate cost of insurance is \$5.00. In addition, there will be a one-time transportation fee of \$35 that will cover the entire school year. These fees must be paid before the first contest.

PHYSICAL EXAMINATION

The North Carolina State Board of Education requires each athlete and cheerleader to have a physical examination by a doctor before he/she will be allowed to participate in tryouts. The examination must be submitted on the NCHSAA Pre-Participation Form. Forms are available on the NBMS and BCS websites. The physical examination is valid for 365 days from the date of the physical.

ACTIVITIES – CURRICULAR & EXTRACURRICULAR

Participation in our athletics, clubs, and other school activities will add richness to the school life of students. Students will have the opportunity to interact with teachers, coaches, and fellow students in a cooperative, team effort. Students who are involved in extra-curricular activities report that they enjoy school more and tend to be more successful in their careers later in life because of the special skills they learned through teamwork and shared goals.

ACTIVITIES

Battle of the Books	Math Counts	FFA	Math Counts
Student Council	Beta Club	Project Lead the Way	NINJAS (Art Club)
FCCLA	Athletics	Yearbook Committee	

All of these activities may or may not be available and there may be some activities available that are not listed here. As we receive new teachers and sponsors, there may be other clubs/activities available to students. At the same time, athletics and activities are only available if we have sponsors for these athletics and activities.

Our teachers/staff receive little or no payment for supporting or coaching these activities. If at any time students should need to stay after school for an activity, parents **MUST** pick up the student(s) in a timely manner. **It is unfair for teachers/staff to have to wait beyond the ending time. If a student is picked up more than 30 minutes after a sporting event or other activity, he/she will not be allowed to attend the next activity of that type.**

ASSEMBLIES

During the school year, we will have assemblies of both an educational and entertaining nature to provide our students with the opportunity to develop appropriate behavior during a theater experience. Expectations for assemblies will be shared with students prior to the beginning of each program. In general, students are expected to conduct themselves in a manner that reflects the way they would like to be treated if they were on the stage.

AFTER-SCHOOL DANCES or CELEBRATIONS

Dances, or other after-school celebrations such as a Yearbook Signing Party, may be held throughout the school year. Most activities will be from 3:00 p.m. – 5:00 p.m. All school-wide activities are open to all students who attend NBMS if they were in attendance for a full day on the day of the activity, all financial obligations owed to the school are in order, AND behavioral expectations have been met. Below are the expectations, which apply to all students attending dances:

1. Dances are for NBMS students only.
2. Students are to have parents here at the appropriate time to take them home. Parents and students are reminded that teachers acting as chaperones are not paid to act as chaperones. They do this simply as a service to our students.
3. The NBMS PBIS Expectations are to be followed by all NBMS students attending a dance. This includes inappropriate displays of affection, use of illegal drugs, alcohol, vapes, and/or tobacco products. Any behavioral infractions will be dealt with accordingly. Students remaining on campus for more than 30 minutes after the activity ends will be ineligible for the next activity.

FIELD TRIPS

Each Grade Level and/or Grade Level Team has a policy for student attendance and behavior on field trips. These field trip policies will be made available to students and parents at the beginning of the school year or in advance of the field trip. Before any field trip, the school will send out

specific trip information and parental consent forms. For students to attend, the parental consent forms and any costs of the trip must be submitted by the set deadline. *Financial challenges should not prevent a student from participating in school sponsored trips, partial scholarships and fundraising opportunities may be available.* Please contact the homeroom teacher, grade-level counselor, or the school principal for more information

YEARBOOKS

Our yearbook staff works hard each year to publish our yearbook. This publication contains individual pictures of students, clubs, teams, and candid shots. Students place their orders for the yearbook by paying an advertised amount before the book is even published. This pre-sale tells the yearbook staff exactly how many copies they need to have printed. It is important that students place their orders in the fall for their individual copy of the yearbook. Yearbooks are distributed in late spring.

PBIS EXPECTATIONS

As a Blackhawk, we will:

Have Respect

Act Responsibly

Work Together

Keep on Task

The PBIS plan implemented at NBMS is a program to acknowledge and focus on consistent positive student achievement and behavior.

Expectation	Classroom	Hallway	Cafeteria	Restroom	Buses
<u>H</u>ave Respect	Be on time, listen and follow directions. Wait respectfully for your turn to speak.	Observe personal space by keeping hands, feet, and other objects to yourself. Talk quietly.	Practice good manners (voice level, hygiene, etc.).	Respect privacy of others.	Obey the driver. Be kind and considerate. Be a role model for others.
<u>A</u>ct Responsibly	Have learning materials prepared and organized before the bell rings.	Have a hall pass during class time. Walk down the right side of the hallway.	Keep your table space clean.	Use, flush, wash, leave!	Safety 1 st . Sit and remain seated. Dispose of trash in the provided trash bin on each bus.
<u>W</u>ork Together	Actively participate in learning. Collaborate respectfully with peers.	Walk quietly on the right side of the hallway. Use appropriate communication at the appropriate volume.	Enjoy positive social time. Take only what you need.	Take your turn, keep clean. Use the restroom for its intended purpose.	Help others when asked. Keep your items in your lap (NOT ON FLOOR). Face forward at all times. The center aisle should be clear. Be patient.
<u>K</u>eep On Task	Complete assignments in the time provided and actively participate.	Move promptly from place to place. Allow for continual flow of traffic.	Eat only food on your plate. Clean up after yourself.	Choose appropriate time to visit and return promptly to class.	Obey ALL school and bus rules. Build healthy relationships with others. Proper language & inside voice. Help Maintain a bully free school.

The teacher has the authority and responsibility to manage student behavior in the classroom and any time students are under his or her supervision. The most effective classroom management plans include engaging and rigorous lessons, communication of clear expectations for both learning and behavior, and timely feedback focused on directing students toward meeting expectations.

PBIS will complement other efforts to create a safe, nurturing and engaging environment. Positive behavioral interventions will be employed as appropriate to improve student behavior. Procedures and routines will be integrated into the curriculum. Students will receive explanations of appropriate behaviors and held accountable for meeting high expectations at all times. The teacher is expected to implement PBIS and create clear expectations based on the PBIS framework. Failure for students to follow expectations will result in major or minor student referrals.

Parents will be invited to conferences whenever there are repeated incidents of inappropriate behaviors. If a student accumulates five total days of In-School Suspension (ISS), regardless of reason, a face to face parent conference is required in order to discuss strategies that will lead to student success and develop a student behavior management plan. Parent conferences are also required whenever there is a serious violation that may result in removing the student from his or her regular educational environment for any extended period of time.

The North Buncombe Middle School **Positive Behavior Interventions and Supports Committee** (PBIS) will be evaluated annually based upon data of disciplinary actions taken and the impact on student academic performance. The PBIS Committee will analyze the Office Discipline Referrals (ODR) and other relevant data in order to seek positive, innovative and constructive methods of correcting and managing student behavior in an effort to avoid repeated misbehaviors and loss of instructional time.

CLASS DISCIPLINE PLAN

Our primary goal at NBMS is to provide an environment that enables learning. With this goal always in mind, we see self-discipline as an important skill for students. In the classrooms and in every other part of the NBMS campus, we will clearly post expectations of proper behavior. Staff will use many methods and techniques to insure proper behavior from students with a focus on positive recognition. These techniques are used in order to maximize time-on-task for learning.

Students not following school-wide and classroom expectations will earn consequences based on the degree of the violation. Minor infractions are initially dealt with using warnings, notes home, phone calls to parents, isolation in the classroom, silent lunches, school-wide detentions, or other similar teacher-determined consequences.

Continual minor misbehavior or infractions of a more serious nature will result in an office disciplinary major referral. In these cases, students will see an administrator and could possibly serve time in either In-School or Out-of-School suspension.

CLASSROOM BEHAVIOR

Teachers are expected to maintain a positive classroom environment conducive to learning at all times. Students are expected to cooperate and demonstrate appropriate behavior.

The following expectations are clearly defined and pertain to all North Buncombe Middle School students:

1. **Be present and on time for all classes.**
 - a. Good attendance is essential to succeed in the classroom. In order for students to learn the material presented the students need to be in school. Truancy from school may result in a zero grade for the day's truant with the exception of quarterly, semester, or grading period examinations missed during the period of truancy (North Carolina General Statute § 115C-391(b)).
 - b. A pre-excused absence or a school-related absence means the student needs to have his/her work completed upon the return to school unless the teacher has given permission to make the work up at a later date. If a test or quiz has been previously scheduled (before the absence), the student is expected to take the test or quiz upon returning to school.
 - c. If a student is legally absent for several days, he/she will be given a proper amount of time to make up missed work. The student should meet with each individual teacher to determine a date that is agreeable to both the teacher and the student. This is the responsibility of the student.
 - d. When the tardy bell rings, students are expected to be ready for instruction.
2. **Bring learning materials**
 - a. Students are expected to attend each class with pen, pencil, paper, textbook, notebook, homework, one to one device, and other learning materials as designated by each teacher.
 - b. Returning to locker is *only* allowed with permission from the teacher. A responsible and prepared student makes sure to have all materials ready when class begins.
3. **Respect other people and their property.**
 - a. Students will show courtesy and respect at all times to the teachers, fellow students, and all school employees. The words and actions of students should reflect courtesy and respect.
 - b. Students are responsible for keeping all school property in good condition. This includes books, desks, walls, lockers, tables, auditorium seats, and all other furniture and equipment in the school.
 - c. Students will exhibit proper classroom behavior at all times which includes the following:
 1. Students will abide by the school dress code at all times.
 2. Students must keep hands, feet, etc. to themselves.
 3. Students should refrain from horseplay at any time.

4. Students should **NOT** use personal cell phone or electronic device without the explicit consent of the classroom teacher.
5. Eating in class is permissible if the classroom teacher gives permission to do so.
6. Students are expected to complete assigned homework. The purpose of homework is to give the student an opportunity to practice those skills taught in class.
7. Obtain permission from the classroom teacher before leaving the classroom.
8. Signed agendas are to be used if a student is leaving the classroom for any reason.

At NBMS we believe in rewarding students for positive behavior. As part of our PBIS Program, students will have the opportunity to be rewarded daily and quarterly. Students may earn wristbands daily and will also have the opportunity to earn a “AAA” card each nine weeks. In order to receive a “AAA” Card, students must earn at least 6 points, with a minimum of one point from each category. Points will be awarded based on the following criteria:

Attendance: 0 absences = 3 points, 1 absence = 2 points, 2-3 absences = 1 point
 Attitude: 0 referrals = 3 points, 1 referral (not resulting in OSS) = 2 points
 Academics: All grade above 92 = 3 points
 Grades above 84 = 2 points
 Grades above 76 = 1 point

DISCIPLINE PLAN FROM ADMINISTRATION

After a student has exhausted his/her steps in the teacher’s PBIS Classroom Management Plan, or if the offense is a Category II infraction as listed below, he/she will be given an Office Discipline Referral. The referring teacher completes the form and the office is contacted. The administrator will determine the consequence and will also contact the parent via telephone or by sending a copy of the referral home to be signed and returned to school. A letter will also be sent home whenever an Out-of-School suspension is assigned. At any point in this process, a parent/guardian conference with the teacher(s) and/or administrator may be requested. **The Administration reserves the right to alter the plan and/or skip steps if deemed necessary.**

DISCIPLINE PLAN DEFINITIONS

In-School Suspension (ISS): ISS is assigned for the entire day. (In some cases, ISS may be assigned for a partial day). Students assigned to ISS should report to the ISS room immediately after morning announcements. Students should bring paper, pencils, calculator, books, and any other items they will need to do the work for the day.

Out-of-School Suspension (OSS): A student suspended from school for disciplinary reasons is not allowed to enter the school premises anytime during the suspension. This includes any social function or sporting event that takes place during or after school hours. The term of the suspension may be from 1 to 10 days. In some cases, the parents of the suspended student must meet with an administrator before the student can be reinstated.

Confiscation: When an item is confiscated, it is taken from the student. Items may be returned at the end of the day or may require a parent to pick up from the school.

Restitution: When a student receives restitution, he/she must do something to “make up” for the wrong that was committed. For example, a student who throws food in the cafeteria may receive restitution in the form of cleaning the cafeteria. If a student steals from another student, the student will be required to return or pay for the stolen item.

Hearing Board (Disciplinary Hearing Board): A Disciplinary Hearing board is comprised of teachers or administrators from surrounding schools. The Hearing Board can recommend long term suspension for a student who has reached that point on the discipline plan or who has been a continuous discipline problem.

DISCIPLINE - INFRACTION CATEGORIES

Level I	Level II	Level III
The individual teacher using his/her Classroom Management Plan will deal with these offenses.	Immediate Office Referral – School Administrator will determine consequences as necessary.	Require Immediate Administrative Referral/Assistance – Possible 10 days OSS and/or referral to a Disciplinary Hearing Board with a possible request for a long-term suspension. *
<ul style="list-style-type: none"> • Tardy to class • Minor disrespect • Disruptive, argumentative behavior • Fire drill misbehavior • Profanity – not directed at anyone • Minor horseplay • Cheating • Dress code violation • Failure to stay for detention • Gambling • In undesignated areas 	<ul style="list-style-type: none"> • Aggressive contact with another person • Communication of a violent threat • Defiance/willful disobedience towards a teacher or staff member • Disruption of normal school procedures • Fighting • Bullying/Hazing/Intimidation/Discrimination • Inappropriate touching and kissing • Vaping or possession/use of tobacco products • Leaving school/cutting class • Sexual harassment 	<ul style="list-style-type: none"> • Drugs/Alcohol/Tobacco • Weapons • Arson • Destruction of public property • Bomb Threat • Assault resulting in physical injury • Pulling fire alarm/calling 911 when no emergency exists • Cyberbullying • Communication of a violent threat

<ul style="list-style-type: none"> • Forgery • Running in the hall • Refusal to do work • Sleeping in class • Insubordination 	<ul style="list-style-type: none"> • Theft, possession of stolen property • Major disrespect • Vandalism • Directed vulgar or profane language 	<ul style="list-style-type: none"> • Possession of a prescription without following protocol
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Severe Clause Behaviors (Level III Infractions) listed below will be dealt with on an individual basis determined by the Administrative Staff and will carry more severe consequences. These behaviors will result in an automatic administrative referral. These behaviors pertain to school grounds, any school related function, school buses, and school bus stops. **Note: Inclement weather that causes a school cancellation will not count as an OSS day. Board of Education Policies related to Severe Clause Behaviors can be found on page 16-17. Severe Clause Behaviors include:**

- Repeated possession or use of tobacco products or paraphernalia associated with tobacco products or vapes.
- Possession of any type of weapon or use of an item as a weapon.
- Possession of any illegal drug, alcohol, or paraphernalia.
- Inappropriate use or sale of any legal over-the-counter or prescribed drug.
- Sale of any type of drug or alcohol.
- Violence of any kind either verbal or physical. This includes, but is not limited to, violent threats, intimidation, or fighting.
- Profanity directed towards any member of the faculty, staff or visitors on campus
- Theft of property (including personal items)

STUDENT DRESS CODE

North Buncombe Middle School is committed to providing a safe, caring, rigorous, and engaging learning environment that prepares all students to be Career and College Ready. Certain articles of clothing, while appropriate in casual settings, are not appropriate for the educational environment. Just as businesses and organizations have guidelines for appropriate work attire, we provide this guide to assist students and families in clothing selection for school and school sponsored events including field trips, athletic events and dances.

Our dress code promotes self-respect, helps maintain a safe and healthy learning environment, and prevents revealing clothing from distracting others. Administrators, teachers, parents, students and community members were involved in the development of this plan. We acknowledge the student's interest in expressing themselves through the freedom to choose what they wear to school each day. Our established dress code balances student expression with the understanding that appropriate dress for an educational environment may need to have moderate restrictions.

Violations of the dress code policy should be noted and corrected as soon as possible. Students who are not dressed appropriately for the educational environment should be advised privately and will be given an opportunity to make corrections. Corrections must be significant enough to last the duration of the school day. If corrections cannot be made, or the student cannot acquire appropriate clothing, parents will be notified and students will be placed in an alternative setting until appropriate clothing is available. If you are unsure if an item of clothing is appropriate; support the learning environment and find an alternate article of clothing to wear.

1. Skin from armpits to mid-thigh should not be exposed. This includes skin exposure under jeans with holes. Skirts, shorts, etc. should be longer than mid-thigh.
2. Cleavage should not be visible.
3. Shoes must be worn.
4. Visibility of undergarments is not permitted. This includes shorts worn under sagging pants.
5. Pajama-like clothing is not appropriate for an educational setting.
6. Strapless is not appropriate, and straps must be 2" or more in width.
7. Tights or leggings worn as outer garments should have private areas covered with a long shirt, skirt, or dress.
8. Headgear such as hats, caps, and hoodies are not permitted indoors.
9. Items of clothing, emblems, insignias, badges, that are suggestive of hate, violence, inappropriate language, alcohol, tobacco, drugs, or connected in any way to gang dress or affiliation, or that defames or insults any person, or groups is not acceptable. Any article of clothing that either only includes a certain group or excludes any individual(s) may be treated as gang-related.
 - Any item deemed to be "gang-related" will be subject to ban according to BCSB Policy #4328. Parental notice would be provided.

Students will be asked to modify any appearance of clothing that violates the established dress code, is substantially disruptive to others, is provocative or obscene, or that endangers the health or safety of the student or others. The principal or his/her designee will have final determination if there is a question related to the preceding statements.

BUS CONDUCT RULES (NBMS & BUNCOMBE COUNTY SCHOOL BOARD POLICY #465)

Please remember that bus service is a privilege, rather than a right. Students must follow the rules of proper conduct or they will be suspended from the bus causing parents to provide transportation. Our bus schedule is designed to have all students at school by 7:40 a.m. This

is 15 minutes prior to our first block/homeroom. This should provide time for breakfast, a quick trip to the lockers and preparations for the academic day.

1. Students should conduct themselves on the bus as they would conduct themselves in class. Students may talk quietly to their friends seated near them.
2. Students are expected to occupy the seat assigned by the driver, assistant principal, or principal and refrain at all times from moving around while the bus is in motion. Students should sit with feet flat on the floor and face the front at all times.
3. Food and drinks are excluded from the bus.
4. Be waiting at the bus stop before the bus arrives. The bus will not wait for students who are still in their homes.

The Board of Education has listed these as infractions that can result in suspension (ranging from two days to the remained of the school year) from riding the bus (Buncombe County School Board Policy #465):

- Fighting, smoking, chewing tobacco, using profanity, or refusing to obey the instructions of school authorities or the bus driver
- Being under the influence of or having in their possession alcoholic beverages or illegal drugs.
- Tampering with the bus.
- Refusing to meet the bus at designated stops.
- Unauthorized departure from the bus when en route from home or from school (A student must have a note written by a parent or guardian in order for the bus driver to allow the student to depart from the bus at a stop other than his/her assigned stop.)
- Playing, throwing trash, paper, other objects, or otherwise distracting the driver's attention in any way.
- Failure to observe established safety rules and regulations made by the State Department of Public Instruction.

BUS BOARDING RULES

Our first concern is to get students to and from school safely. Our safety record in Buncombe County is excellent, and we want to work together to keep it that way. Here are some of our expectations for getting on/traveling in/departing the bus:

1. Stay off the roadway at all times while waiting for the bus.
2. Wait for the bus to come to a complete stop before attempting to get on or off the bus. Be sure the arm signal is extended.
3. Leave the bus at the assigned bus stop and wait for driver's hand signal before crossing the road.
4. Always enter or leave the bus at the front door except in cases of emergency.
5. Keep head and hands inside the bus windows at all times.
6. Cross the roadway in front of the bus within the sight and hearing of the driver and wait for the driver's hand signal before crossing the road.

SCHOOL OPERATIONS

ARRIVAL AT SCHOOL

Students arriving to school by car WILL NOT be allowed in the school building prior to 7:30 a.m. All students who arrive on campus between 7:30 a.m. and 7:50 a.m. are to report to Homeroom (Personalized Learning) Students will have an opportunity to eat breakfast between 7:50 and 8:50 each morning. The school day officially begins at 7:50 a.m. All students are expected to be in their homeroom class by that time. Teachers will be flexible due to temperature checks/Covid checks.

ATTENDANCE POLICY GRADES 6-8 (Buncombe County School Board Policy #4400)

The Buncombe County Board of Education ("Board") believes that regular school attendance is of crucial importance for educational achievement, that learning experiences that occur in the classroom are essential components of its learning process, that time lost from class tends to be irretrievable in terms of opportunity for instructional interaction, and, therefore, that each student should attend school every day. The State of North Carolina requires that every child in the State between the ages of seven (7) (or younger if enrolled) and sixteen (16) attend school. Further, the Board affirms that the primary responsibility for regular attendance resides with the parents/guardians and the individual student.

Students are expected to arrive on time and remain in school the full day. Tardies and early dismissals cause students to miss important information and are strongly discouraged. The school attendance team will develop appropriate interventions for students who are chronically tardy or who leave early. Schools may include appropriate disciplinary procedures in the school discipline plan to address excessive tardies that may include required make-up time.

The Board shall adhere to the North Carolina General Statutes pertaining to student attendance except to the extent this policy imposes stricter regulations. Furthermore, the Board is committed to the implementation of a student attendance policy that is nondiscriminatory, discourages dropouts, and encourages regular attendance.

A. ATTENDANCE RECORDS

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce North Carolina's compulsory attendance statutes (G.S. 115C-378 through -383).

1. Middle School Grades 7-8

Middle School students in grades 6-8 may only have a maximum combined total of fourteen (14) excused and unexcused absences per school year. Any absences over fourteen (14) must be made up in accordance with the school's Attendance Make-up Program (see 4400-R). Students must be in attendance one half (1/2) of the day to be counted present for the day. For any courses resulting in high school credit, students must follow attendance rules for High School grades 9-13.

- I. Once a student has been absent for any lawful or unlawful reason 14 cumulative days in any course, the principal or another staff member shall notify the student's parents that the student is in jeopardy of activating the no-credit provisions of this policy.
- II. Notes from home are required upon the student returning to school following an absence.
- III. A student is considered present in the school when in attendance at the following places:
 - A. School sponsored field trips.
 - B. Other activities initiated by and scheduled by the school.
 - C. Special school events, which may require early dismissal from school.
 - D. Assignment to in-school suspension.
- IV. As soon as a parent anticipates a student's extended absence because of a severe, prolonged, or chronic illness under a physician's care, the parent shall notify the principal. The principal shall make arrangements for homebound/hospital-bound, or other appropriate instruction. If a student makes a good faith effort to complete the work under these conditions, days missed will not be counted against the policy. This arrangement shall be made only on the advice of the attending physician. Parents should address all questions regarding this type of instruction to the principal.
- V. The Attendance Summer School program for Middle School will operate in five-day sessions. The daily schedule will run from 8:30 a.m. – 12:00 noon and/or 12:00noon- 3:30p.m., and the cost will be \$50.00 per session. Neither transportation nor lunch will be provided. If a student attends less than 166 days, the following will apply:
 - 161-165 days in attendance = 1 five-day session
 - 156-160 days in attendance = 2 five-day sessions
 - 151-155 days in attendance = 3 five-day sessions

In the event a student is unable to afford the summer school, the student's parents may request a waiver of a portion of the fee by filing a statement of financial assets and liabilities. The statement must be filed with the Superintendent's office and a determination of whether the waiver is granted shall be made within 10 days.

- VI. Any student who attends less than 150 days in a course will not receive credit for the course; however, the student may appeal to the principal to be allowed to obtain credit for the course by attending summer school sessions. Such appeal must be supported by medical or other compelling reasons.
- VII. During the summer school sessions, absence, tardiness, or disruptive behavior will result in dismissal from the summer school program and no credit will be given.
- VIII. Attendance Saturday School will be offered in late March and early April. The cost will be \$10 per session. For each day of Saturday School a student attends, they will receive credit for one school day. Each student may attend up to five sessions.
- IX. Occasionally unique or unusual situations will arise which are not specifically addressed by this policy. The superintendent, upon written recommendation from the school principal, may authorize alternatives to the policy in order to achieve fairness to the student without weakening the effect of the policy.
- X. Pursuant to this policy, students failing to meet attendance requirements shall neither be promoted nor allowed to participate in promotion exercises.
- XI. A copy of this policy shall be distributed to all students at the beginning of the school year. Students transferring from another administrative unit will be provided a copy of this policy prior to enrollment and will be allowed to have absences prorated based on the number of school days remaining in the school year.
- XII. **Non-Promotion - Pursuant to this policy, students failing to meet attendance requirements in any required course for promotion shall neither be promoted nor allowed to participate in promotion exercises.**

B. LAWFUL (EXCUSED) ABSENCES

When a student must miss school, the parent or legal guardian must supply documentation regarding the reason for the absence to the school upon the student's return to school. Absences are listed as unexcused until documentation is received. Documentation will not be accepted after thirty (30) days without prior approval from a school administrator or the attendance team.

Absences due to extended illnesses generally require a statement from a physician if there is a history of chronic absences. As soon as a parent anticipates a student's extended absence because of a severe, prolonged, or chronic illness under a physician's care, the parent shall notify the principal. The principal shall make arrangements for homebound/hospital-bound, or other appropriate instruction following procedures outlined by Special Services homebound guidelines.

In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up any tests or other work missed. (See also policy 4351, Short-Term Suspension.) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

An absence may be excused for any of the following reasons:

1. Personal illness or injury that makes the student physically unable to attend school.
2. Isolation ordered by the local health officer or the State Board of Health.
3. Death in the immediate family.
4. Medical or dental appointment.
5. Participation under subpoena as a witness in a court proceeding.
6. At least two (2) days of excused absences must be allowed each academic year for religious observances required by the faith of a student or a student's parents.
7. Participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal
8. Pregnancy and related conditions or parenting, when medically necessary.
9. A student whose parent or legal guardian (a) is an active duty member of the uniformed services, as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted additional excused absences at the discretion of the superintendent or designee to visit with his or her parent or legal guardian.

C. UNLAWFUL (UNEXCUSED) ABSENCES

For students who are entitled to attend public school and who have enrolled in a public school, unlawful absence is defined as:

1. A student's willful absence from school with or without the knowledge of the parent;
2. A student's absence from school for any reason other than those listed in Section B under "Lawful Absences"; or
3. When students are not permitted to attend school because they lack proper immunization.

Mandatory Attendance and Truancy

Unexcused absences may include any reasons not covered above. Students are considered truant after the tenth (10th) unexcused absence. Upon the tenth (10th) unexcused absence, a conference is required to develop an attendance improvement plan. Truancy charges may be filed against the student, the parent, or both if unexcused absences continue. "After 10 accumulated unexcused absences in a school year, the principal or the principal's designee shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the student's parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal or the principal's designee determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal may notify the district attorney and the director of social services of the county where the child resides. If the principal or the principal's designee determines that the parent, guardian, or custodian has made a good faith effort to comply with the law, the principal may file a complaint with the juvenile court counselor pursuant to Chapter 7B of the General Statutes that the child is habitually absent from school without a valid excuse." (NCGS 115C-378(f)) This statute applies to students up to age 16.

ATTENDANCE - TARDIES

There may be times when students cannot be at school by 7:50 a.m. due to medical, dental, or other appointments. Students who arrive at school after 7:50 a.m. should come to the Main Office to sign in and get a pass to class. Parents/Guardians should either send a note explaining the tardy or should accompany the student to the office.

Students reporting to school and arriving to homeroom after 7:50 a.m. are tardy to school. **For tardies to be excused, the student must provide official documentation from a doctor, dentist, court, etc. Parent notes are not official documents.** An excessive amount of unexcused tardies will result in disciplinary consequences as deemed appropriate by administration. Consequences may include silent lunch, school-wide detention, ISS, or other actions as deemed necessary by administration.

CAFETERIA GUIDELINES AND PROCEDURES

The following guidelines should help to make the breakfast and lunch periods as organized as possible:

General Guidelines	Breakfast Guidelines	Lunch Guidelines
<ul style="list-style-type: none"> For sanitation purposes, all jackets, coats, and sweatshirts should be removed before entering the line. When students go through the cafeteria line, they should purchase all items at that time. 	<ul style="list-style-type: none"> Students will be released from the Auditorium to go to the cafeteria for breakfast. All students eat breakfast in the cafeteria. 	<ul style="list-style-type: none"> Students should police their own eating areas before they leave the cafeteria. Each teacher will assign one student to sweep and another student to wipe tables each day.

<ul style="list-style-type: none"> • Students should be seated in their designated team areas unless instructed by the teacher. • There should be no running, throwing of objects or food, loud talking, or noise making. • Treat the cafeteria staff with respect with polite interactions. 	<ul style="list-style-type: none"> • Students should clean their own eating areas before leaving the cafeteria. 	<ul style="list-style-type: none"> • Students are responsible for returning trays, dishes, and trash to the appropriate area. • Students should not leave the cafeteria without permission.
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CAFETERIA ACCOUNT INFORMATION

Parents can set up a “Munch Money” account for their child/children. This account is similar to an ATM account that students can use to pay for breakfast, lunch, and/or a la carte items. Parents can stipulate what the money can and cannot be used for. For example, if a parent does not want the student to be able to buy a la carte items, he/she can have that restriction put on the account.

Money deposited in a student’s cafeteria account can only be used for food in the cafeteria. Students will not be allowed to “draw money out” of that account. Charges are not allowed in the cafeteria. Students must either have money each day or have money in their cafeteria account to pay for breakfast or lunch. A negative balance will not be permitted. **Parents may also prepay online @ www.buncombe.k12.nc.us (find School Menu...LunchPrepay.com).**

MEDICINE

Buncombe County School Board Policy # 6125 guides the administration of medication to students. No medication will be administered without the proper paperwork from the parent/guardian and physician’s authorization. For detailed information regarding medicine procedures contact the main office.

If a student must take medication during the school day, the following criteria must be met:

- Parent/guardian must complete and submit a “Parental Request to Administer Medication” form accompanied by a signed order by a physician with specific directions for administration.
- Prescription medication must be in a bottle with pharmacist’s label designating patient and physician’s name, name of the medication, and instructions for administration.
- Non-prescription/over-the-counter medication must be in the original bottle with student’s first and last name marked on bottle.
- **The parent must bring in all forms and the medication to the Main Office.** Medications will not be accepted from students.
- Emergency medications (asthma inhalers, epi-pens, etc.) require a Self-Medicating Student Agreement Form signed by the physician, parent/guardian and student.

IMMUNIZATIONS

All students enrolled in the public schools of North Carolina must have proof of the following immunizations:

1. 5 DTP/DT (if 4th dose is after the 4th birthday a 5th dose is not required)
2. 2 MMR Shots (1st Shot must be on or after the 1st birthday)
3. 4 Polio/OPV Shots (if 3rd dose is after the 4th birthday, a 4th dose is not required)
4. 3 Hepatitis B Shots if the student was born on or after July 1, 1994.
5. 1 Varicella on or after 12 months of age and before age 19 months if the student was born on or after April 1, 2001.
6. All students entering 7th grade for the first time must have a booster dose of Tdap if 5 or more years have passed since the last dose of a “tetanus containing vaccine”; this must occur by the 30th calendar day of school

****Contact our School Nurse with any question(s) regarding the above requirements @ 828-545-8490.**

Any student enrolling at North Buncombe Middle School from outside Buncombe County must present an Immunization Record by the 30th calendar day after the student enrolls, or that student will be suspended until such time as record of these immunizations is presented to the principal. This pertains to children enrolling in all Buncombe County Schools. All school required vaccines/immunizations are offered free of charge at the Buncombe County Department of Health.

LOCKERS

Students are assigned a hall locker for schoolbooks, school supplies, book bags, coats, sweaters, and jackets. Students are reminded that coats and book bags need to be left in the lockers because they are not allowed in the classroom.

The lockers have built-in locks. The 7th and 8th grade homeroom teachers will issue lockers and combinations. Students are encouraged to never share lockers or combinations with other students. Sharing lockers and combinations can and will result in missing books and belongings. Lockers should be kept neat and clean. Do not leave food items overnight in the locker.

Students may be assigned a locker in the Healthful Living class for use during PE class. Students are encouraged to purchase a lock to place on this locker while storing clothing and belongings inside. **The school cannot be responsible for unsecured items.**

Students are reminded that lockers are the property of the school. Therefore, it shall be the policy of Buncombe County Schools (Buncombe County School Board Policy #463) to allow school officials to conduct reasonable searches of a student's locker at any time. Students are hereby informed that routine and general inspection by school officials of lockers in the interest of health, safety, and welfare of students will be conducted. It is the policy of Buncombe County Schools that students shall have no expectation of privacy in school lockers or storage areas such as P.E. lockers.

BUS PASSES

Students are to always ride the bus in which they have been assigned. Because our buses are at capacity, extra riders do present a problem. Therefore, NBMS students will not be given permission to ride a different bus without a written note from a parent as well as a phone call to the parent verifying the note is legitimate. Bus passes will only be given if the situation is an emergency. There will be the possibility permission will not be granted, based on bus rider numbers or bus behavior. Parents may need to make other transportation arrangements. All transportation change requests should be submitted in writing prior to 11:00am.

CAR RIDERS

Parents who choose to bring their children to school are asked to bring them to the student drop-off area located at front of the building (flagpole) after 7:30 a.m. Using the designated student drop-off area will ensure that cars will not interfere with our bus unloading and students can unload safely. Students violating the drop-off area policy should expect a consequence from our School Resource Officer. Furthermore, students are only allowed to ride home with someone other than a parent if the appropriate paperwork/form is on file, listing the names of others who may pick the student up from school.

EARLY DISMISSALS

Students will be allowed to leave school early with parental permission for such things as doctor and dental appointments as well as other excusable reasons. Students can be denied early dismissals by the principal if they have a history of poor attendance or if the reason given by the parents is not an excusable one as allowed by law. For a student to be excused early, the following procedure should be followed:

1. The parent should send the homeroom teacher a note that day telling 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 or guardian can be reached in case we need to ask a question concerning the note.
2. The parent or person picking up the student is to come to the Main Office so the school can verify the person's identity. This is for the protection of the student.
3. The adult picking up the student must complete the sign-out process on the computer and MUST have a valid license to scan in order to ensure proper identification (student safety).
4. If a student should become ill at school, he/she is to advise the teacher and secure a note to go to the Main Office to call a parent/guardian.

EARLY DISMISSAL/CLOSING OF SCHOOL

When schools are dismissed early due to inclement weather or other emergency, it is imperative students know what they are to do. Parents and students should agree ahead of time on a course of action to take. Students who are normally car riders should plan to have parents pick them up by car, especially students who attend North Buncombe Middle School on a Discretionary Transfer/Release. We do not have bus capacity for all of our students. Students who do not ride the bus are expected to have rides available promptly at the time schools are announced to close.

If weather conditions change so fast as to prevent the safe operation of school buses, bus riders will be allowed to contact parents to notify that the buses did not run. In this case, parents will be expected to pick up students from the school as quickly as possible. In case of an early dismissal, parents will be contacted by the Buncombe County School's School Messenger telephone program.

FIRE AND TORNADO DRILLS

At regular intervals fire and tornado drills are required by law and are important safety precautions. The ringing of the fire alarm will signal the fire drill. Students will be notified of the signal for a tornado drill. It is essential that everyone obey instructions promptly. During a fire drill, it is essential that students obey the teachers and clear the building by the prescribed route as quickly as possible once the fire alarm sounds. Students are to exit the building in an orderly fashion in a single line and immediately go to their designated assembly area. There is to be NO TALKING by students from the time the signal is given until they return to the room.

An "all clear" signal will be given to indicate that it is safe to return to the building. In the case of a tornado drill, the students will leave the classrooms and go to a designated place according to the directions of the teacher. Students are to sit on their knees, facing the wall to protect the face and eyes.

LOST AND FOUND

Lost and found is located near the main lobby. If students find lost articles, they are asked to give them to the teachers, so these items can be placed there. Before asking that lost items be announced, students are asked to check lost and found to see if any items they have lost have been placed there. Lost items of any description which are unclaimed after a reasonable period will be donated to a local, charitable organization.

MEDIA RELEASE INFORMATION

It is the school system's procedure not to require parent 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. Parent permission must be given, however, to photograph, videotape, and/or interview children with physical or mental disabilities if they will be identified as children with physical or mental disabilities. Parents, 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. **In addition, with regard to student photography (cell phones/cameras), NBMS students **MAY NOT** photograph or record other people at school (including teachers) unless it is teacher-supervised and only for educational purposes. This goes for all school grounds before and after school.

MESSAGES

The school is not able to deliver messages to students, except in cases of emergency. We understand that parents may feel the need to get in touch with students during the school day. However, we cannot stop instruction of students in class for any reason other than an emergency. The nature of the emergency must be specified to a school official before classroom activities are interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message until later.

SCHOOL TEXTBOOKS

Should a student lose, destroy, or damage a textbook, he/she will be required to pay a pro-rate share of the full purchase price of that textbook. A lost book will require that a student pay full price because the school will have to pay full price to replace it.

TELEPHONES/CELL PHONES/ELECTRONIC DEVICES

Students may use personal cell phones or technological devices, during instructional time only when approved by teacher. Students are welcome to utilize personal devices in a responsible manner during class change or at lunch provided they have permission from their teacher.

Cell phone or electronic use in violation of this policy will result in a staff member confiscating the device which may require a parent to physically come to school and obtain the device. If this occurs multiple times, the student may lose the right to have his/her cell phone on school grounds.

NBMS is NOT responsible for the loss or damage of personal electronic devices. Students bringing devices to school do so at his/her own risk.

VISITATION

Parents are encouraged to visit our school. The more they know about us, the more they will understand our daily routine and experiences. As a school, we value our instructional time and the safety of our students. To ensure each of these it would be helpful to call first and stop by the office so that we can make arrangements for a visit.

PARENTAL INVOLVEMENT

We strongly encourage parents to stay involved in their child's education. We have many opportunities for parents to be a part of the program and activities at North Buncombe Middle School.

★ Parent / Teacher Organization

Our North Buncombe PTO is an active and integral part of the success of our school. Our PTO works closely with our counselors and each team of teachers to assist as needs arise. More information will be made available regarding specific opportunities for parents to remain involved.

★ School Committee Membership

Parent representatives serve on the following school committees. Individuals interested in serving on any of these committees should notify the school principal. Additional opportunities are posted on the webpage throughout the year.

- **School Improvement Team/Committee** - Develops a School Improvement Plan (SIP). This plan should identify the school's efforts to improve student performance and reach the educational goals of the school board. The SIT must take into consideration the annual performance goals set by the State Board and the goals set out in the mission statement for BCS and by the State Board of Education.
- **Media Technology Advisory Committee** - The Media and Technology Advisory Committee is appointed by the principal and chaired by the media coordinator. This committee includes teachers representing all subject areas and/or grade levels, students, and parent/community representatives. Under the leadership of professional media personnel, this group sets priorities for resources to

be acquired based on school-wide objectives and on strengths and weaknesses identified in the school's collection development plan.

- **Student Health Advisory Council/Wellness Committee** - This advisory group is composed of individuals interested in the health and wellbeing of our school community. Members are appointed by the principal, and includes teachers, coaches, child nutrition manager, school nurse, parents, and students. The group acts collectively in providing advice to the school leadership on aspects of the school health program. Topics of focus include: health education, physical education, health services, nutrition services, healthy school environment, school counseling, psychological and social services, staff wellness, and family and community involvement in schools.
- **Positive Behavior Intervention and Support (PBIS) Committee** - Will facilitate the implementation of Positive Behavior Intervention and Support as an effective and proactive process for improving social competence and academic achievement for all students. The committee will meet regularly to analyze school data and develop strategies to meet goals aligned with the school mission, vision, and improvement plan.

★ School Advisory Council

The purpose of the School Advisory Council is to provide informed advice from members of the community to the school leadership. Advisory Councils might discuss and advise on such matters as human relations, school facilities, school activities, community/Board of Education relations, and/or other matters related to the individual schools. Each middle school Advisory Council is to be made up of the following:

1. The P.T.A. /P.T.O. president (if co-presidents are elected by the P.T.A. /P.T.O., both shall be members of the Advisory Council, but each will have one-half vote).
2. One teacher elected by the school's teachers.
3. Up to five lay people approved by the Board of Education from a pool of applicants based upon recommendation from the principal.
4. The school principal, as an ex-officio member, shall be the secretary and record the minutes.

Individuals interested in serving on this advisory council should complete an application available on the school or county website. Principals are to review with their district Board Member potential layperson nominations before any individuals are contacted, and prior to names being submitted to the Board for consideration. Except as specifically allowed in this policy, no individual may serve on two different Advisory Councils during the same school year. All terms are to be for one school year. Each Advisory Council should elect, at the first meeting, a chairman and a vice-chairman. Meetings should be held at times convenient to all members to the extent possible, with a minimum of four meetings per year required.

ACCIDENTS

If a student is injured during the school day, it is important that the injury is reported to a teacher or coach immediately. Every effort will be made to contact a parent or guardian. We suggest that students purchase school insurance if they are not covered by some other insurance plan. Brochures concerning student insurance will be distributed at the beginning of the school year. **It is of the utmost importance that the school has current home, work, and emergency numbers for each student.** Please keep the school informed of any change in telephone numbers, address, or emergency contact.

MEDIA CENTER POLICY

Hours

- 7:30 – 3:00 or later if prior arrangements are made
- Students need to have a pass or note from their teacher

Media Center Use

- Students can come with their class, a small group (no more than 6), 2 at a time, or individually
- Students coming on their own need to:
 1. Have a school related purpose
 2. Have an official hall pass
 3. Sign in
- Anyone not using the Media Center appropriately will be asked to leave

Book Check-Out

- No overdue fines will be assessed for late materials
- If the book has been lost, the student is responsible to pay the full replacement cost of the book
- If a student has an overdue book, they may not checkout another book until the late/lost book has been turn in or paid for.

STUDENT DEVICES

Each student at North Buncombe Middle School will be issued a laptop device. Students are responsible for their devices. It is the student's responsibility to charge the device each night at home. Parents will incur all costs for damaged devices and lost or damaged power chargers.

MEDIA/TECHNOLOGY

Our school's media center and staff are great resources for our students. Students that have issues with their one to one devices should respect the staff's time and obligation to support classroom instruction. Student's should exhaust the trouble shooting options provided with the device prior to seeking help from the media specialist and should not interrupt them when otherwise engaged. There will be times designated for student tech support.

BOARD of EDUCATION POLICIES

Buncombe County School Board Policy #4021 **STUDENT BULLYING, HAZING, AND DISCRIMINATION**

If a student believes that he or she has been subjected to forms of bullying, hazing, or discrimination whether verbal, written, visual, or physical, the student should immediately report the situation to the school principal at the school he attends. If for any reason, the student is not comfortable reporting to the principal, then the complaint should be reported to the Associate Superintendent for the Buncombe County School System. This individual may be contacted by calling Buncombe County Schools Administrative Offices at 255-5879.

A. PROHIBITED BEHAVIORS AND CONSEQUENCES

1. Discrimination, Harassment and Bullying

Students, school system employees, volunteers and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination, harassment bullying, and hazing.

Students are expected to comply with the behavior standards established by board policy and the Code of Student Conduct. Employees are expected to comply with board policy and school system regulations. Volunteers and visitors on school property also are expected to comply with board policy and established school rules and procedures.

Any violation of this policy is serious and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school's student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

2. Retaliation

The board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy.

After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state or local laws, policies and regulations, the superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

B. APPLICATION OF POLICY

This policy prohibits unlawful discrimination, harassment and bullying by students, employees, volunteers and visitors. "Visitors" includes persons, agencies, vendors, contractors and organizations doing business with or performing services for the school system.

This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. at any bus stop;

4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the authority of school personnel;
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools; and while using school or personal electronic communications.

C. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Hazing

GS 14-35. It is unlawful for any student in attendance at any university, college or school in the State to engage in hazing, or to aid and abet any other student in the commission of this offense. For the purpose of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership into any organized school group, including any society, athletic team, fraternity or sorority, or another similar group."

2. Electronic Communications

Electronic communications apply to employee and student emails, text messaging, instant messaging, chat rooms, blogging, websites and social networking websites (i.e. MySpace or Facebook).

D. REPORTING AND INVESTIGATING COMPLAINTS OF DISCRIMINATION, HARASSMENT OR BULLYING

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying. All reports should be made in accordance with policy 1720/4015/7225, Discrimination, Harassment and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

Buncombe County School Board Policy # 4320 **ALCOHOL, TOBACCO, NARCOTICS AND OTHER ILLEGAL DRUGS**

It is illegal for any student, teacher, or other person to possess, use, transport or be under the influence of any drug, alcoholic beverage, or intoxicant of any kind at/on the school campus, school bus, activity bus, school bus stop, or any school-sponsored event on or off campus. The use or possession of controlled substances as defined by North Carolina Law, including alcohol, is prohibited on school property at all times, which includes school sponsored activities or events. Disciplinary action will be taken in instances of violation of this policy (Buncombe County School Board Policy # 4325). The school will also take disciplinary action in addition to legal action. The school will take whatever steps are necessary to have a drug-free school.

North Buncombe Middle School is a tobacco-free campus. The use or possession of tobacco products is not permitted on school property by students or adults (Buncombe County School Board Policy #455 and #531). At NBMS Middle School, if a student has in their possession tobacco products, he/she will be judged as intending to use the product. No one is allowed to use tobacco products at any school-sponsored event.

Buncombe County School Board Policy #4320 **Smoking and Tobacco Products**

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 positive role models in school and 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 has 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*,

The use of tobacco products on or in any school property, or at any school sponsored activity or event (regardless of the location) is prohibited.

The policy will be enforced as follows:

Enforcement for Students	Consequences for students engaging in the prohibited behavior will be provided in accordance with the school's student behavior management plan. Students who violate the school district's tobacco use policy may also be referred to the guidance counselor, a school nurse, or other health or counseling services for all offenses for health information, counseling and referral.
Enforcement for Employees	Consequences for employees who violate the tobacco use policy will in accordance with administrative regulations to be developed by the Superintendent
Enforcement for Visitors	Visitors using tobacco will be asked to refrain while on school property or leave the premises. If they refuse, law enforcement officers will be contacted to escort the person off the premises or cite the person for trespassing in case the person refuses to leave the school property.

BEHAVIORS ASSOCIATED WITH GANGS/GANG RELATED ACTIVITY BCS Policy #4328

North Buncombe Middle School and Buncombe County Schools define a “gang” as any ongoing alliance or association of three or more individuals, formal or informal, having as one of its primary activities the commission of criminal acts or purposeful violation of school policy. Inherent to the gang’s structure is the common set of identifying traits including names, signs, colors and symbols.

The following conduct or activity is prohibited and subject to consequences ranging from an initial warning accompanied by parent contact to assigned periods of short-terms suspensions to administrative recommendation for long-term suspension:

- Displaying, possessing or distributing and clothing, jewelry, emblem, visible body marking, or literature that communicates or symbolizes affiliation with a gang.
- Communicating gang affiliation through either verbal or non-verbal methods including (but not limited to) hand gestures, drawings and/or electronic testing.
- Tagging school or personal property with gang related symbols.
- Harassment, intimidation or solicitation directed toward a student or staff member relative to gang activity.