

Porter Ridge Middle School



STUDENT HANDBOOK

2017 - 2018

Porter Ridge Middle School
2827 Ridge Road
Indian Trail, NC 28079

704-225-7555
704-226-9844 (fax)

This agenda belongs to:

NAME _____
ADDRESS _____
CITY/TOWN _____ ZIP CODE _____
PHONE _____
STUDENT NO. _____



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Printed on recyclable paper



	Be Respectful	Be Responsible	Be Prepared	Be Safe
Arrival / Dismissal	<ul style="list-style-type: none"> - Walk quietly. - Practice good manners. - Use appropriate volume inside and outside. 	<ul style="list-style-type: none"> - Go quickly and quietly to assigned location. - Practice responsible choices. 	<ul style="list-style-type: none"> - Have all materials ready for class. - Be in dress code - Bring materials home for homework. 	<ul style="list-style-type: none"> - Arrive and leave in an orderly fashion. - Practice self-control in all situations. - Keep your hands and feet to yourself. - Face forward when walking.
Hallway / Transitions	<ul style="list-style-type: none"> - Respond to others appropriately. - Keep your locker and the area around it clean. - During class time, keep quiet in the hallway. 	<ul style="list-style-type: none"> - Arrive to your destination on time. - If you are in the hallway during class, have a signed pass. - Walk in the correct direction. - Avoid walking in groups of three or more. - Pick up trash if you find it. 	<ul style="list-style-type: none"> - Go directly to your destination/assigned area. - Collect all needed materials for class. 	<ul style="list-style-type: none"> - Walk facing forward at all times. - Avoid loitering. - Go directly to assigned location. - Report problems. - Keep your hands and feet to yourself.
Classroom / Locker Room	<ul style="list-style-type: none"> - Respect other's personal space and property. - Respond to others appropriately. - Actively listen and participate in class instruction. - Don't interrupt classmates or teacher. 	<ul style="list-style-type: none"> - Go directly to your assigned area. - Complete all assigned tasks. - Clean up your area. - Take care of school property. 	<ul style="list-style-type: none"> - Arrive with all materials, including Chromebook, charger, and agenda. - Arrive with a positive attitude ready to learn. - Arrive to class and be seated on time. - Dress-out for PE. 	<ul style="list-style-type: none"> - Practice self-control in all situations. - Follow staff directions and requests. - Keep your hands and feet to yourself.
Restroom	<ul style="list-style-type: none"> - Flush the toilet. - Clean up after yourself. - Use the trash can. - Only one student per stall. - Respect others' privacy. 	<ul style="list-style-type: none"> - Use designated restroom only. - Use the restroom in an appropriate and timely manner. - Wash & dry hands thoroughly. - Return to class promptly. 	<ul style="list-style-type: none"> - Always have a pass when using the restroom. - Take only what you need into the facility. 	<ul style="list-style-type: none"> - Enter and exit in an orderly fashion. - Wait your turn. - Avoid loitering. - Practice self-control in all situations. - Report any incidents. - Keep your hands and feet to yourself.
Cafeteria	<ul style="list-style-type: none"> - Respect other's personal space and food. - Respond to others appropriately and respectfully, including the Cafeteria staff. - Speak clearly in the cafeteria line. 	<ul style="list-style-type: none"> - Stay at assigned table and in your seat. - Clean up your area, look for YOUR wrappers and water bottles on the floor. - Take only the items you have purchased. - Do not leave without your teacher's permission. 	<ul style="list-style-type: none"> - Go through the line once and get everything that you need. - Have your lunch money ready. - Move through the line quickly and quietly. 	<ul style="list-style-type: none"> - Enter and exit in an orderly fashion. - Keep your hands and feet to yourself.
	Be Respectful	Be Responsible	Be Prepared	Be Safe
Activity Time/Physical Education	<ul style="list-style-type: none"> - Respect other's personal space. - Respond to others appropriately. 	<ul style="list-style-type: none"> - Remain in your assigned location. - Report any incidents. - Show/Model personal responsibility in what you say and do. 	<ul style="list-style-type: none"> - Transition to and from activity time and PE with your assigned teacher. 	<ul style="list-style-type: none"> - Keep hands and feet to yourself. - Follow the rules of the game being played. - No roughhousing.

				- Practice self-control in all situations.
Bus	-Be respectful of driver and others. -Follow staff directions and requests the first time given. -Use appropriate volume.	- Keep the bus clean. - Turn in lost items to the bus driver. - Be at your stop on time/board quickly in the afternoons.	- Check for all personal belongings before boarding and departing.	- Remain in assigned seat at all times. - Keep aisles clear. - Keep hands and feet to yourself. - Practice self-control in all situations.

PORTER RIDGE MIDDLE SCHOOL GENERAL PROCEDURES

ARRIVAL/DISMISSAL

- A. **Students are admitted into the building at 8:00 am.** All students will report to the pit. *At 8:20 am, the 6th graders will remain in the Pit, 7th graders will report to the Cafeteria and 8th graders to the Gym. All students are to stay in their designated areas until the bell rings to begin school.* Students are not allowed to roam in the halls or enter classrooms without teacher permission.

Our school doors will be unlocked at 8:00 am. **Do not let your child out of your car before the doors are unlocked and we are ready to supervise them.** Students will be dismissed at 3:45 pm. **If your child is a car rider, be sure to pick him/her up promptly after school.** There will be adult supervision until 4:00 pm unless your child is in a club or other school sponsored activity.

- B. Students arriving at school after 8:45 am, are considered tardy, and must report to the main office to get a tardy pass before going to their classrooms.
- C. If a student plans to leave school before the end of the day, he/she must bring a note from home requesting early dismissal. The adult who plans to pick up the student must sign him/her out in the office by 3:15 pm and be prepared to show picture identification. **If you need someone other than a parent, guardian or emergency contact to check your student out of school, please send a note stating who will be picking up your student and include a phone number so we can contact you to verify the information. These notes should be turned in to the office no later than 9:15 am.**

If a student stays after school for a basketball game or dance, he/she must stay in his/her classroom until students are released to the gym. Students are **NOT** to leave the campus until parents arrive to pick them up.

- D. **Any adult who checks a child in or out must have a picture ID. In addition, the person must be listed on the student's information form as having the right to pick up the student.**
- E. Once anyone arrives on this campus, regardless of mode of transportation, he/she is subject to all school rules and regulations.
- F. Students are not allowed to bring visitors (i.e., any person who is not a PRMS student) to school with them. Also, visitors are not permitted to ride our buses. All visitors must be registered with the Principal or Assistant Principal. Visiting friends or high school students will not be allowed to attend classes, games, or dances with students.
- G. All afternoon car riders are expected to be off campus no later than 4:00 p.m. Also, car riders are not allowed to leave the car rider line and walk to the bus lot while waiting to be picked up. Violation of this rule may result in a school-level consequence. The school day ends at 3:45 pm. Parents should plan to pick up their children by no later 4:00 pm or arrange for the student to ride his/her assigned school bus.
- H. Students must ride their assigned bus at all times. Students requesting to ride another bus must have a note from their parent. All notes/documentation must be turned into main office 24 hours in advance.

EARLY DISMISSAL

A student checked out prior to 12:15 pm will be counted absent for the day. **Anyone checking a student out will need to present a valid I.D. to the receptionist. We have to see an I.D. before we can call a student to the office.** Students will not be called to the office until we have verified your identification. **Students cannot be checked out after 3:15 pm.**

Per UCPS Attendance Policy, three unexcused early dismissals will result in assignment to a school consequence to recoup lost instructional time. Our school will use Saturday School to ensure students recoup lost instructional time. Saturday School will be assigned by school administration and takes place between 8-10 AM.

If a student plans to leave before the school day ends, the student must bring a note from home requesting early dismissal. In order to minimize classroom disruption, parents are encouraged to check students out between instructional blocks. Please arrange to check your child out during natural breaks within the school day.

If you need to check your student out early, please plan on checking them out no later than 3:15 pm.

MORNING TARDIES

Per UCPS Attendance Policy, five unexcused tardies will result in corrective measures decided by the school, which will be Saturday School. Saturday School will be assigned by school administration and takes place between 8-10 AM.

SICK STUDENTS

A. There is no sick bed at Porter Ridge Middle School. Students who are too sick to remain in class will be encouraged to call their parents and go home. Medication for students is not provided by the nurse. ***Sick students will call home using the phone in the main office or the nurse's office.***

B. Guidelines for Administration of Medications at School

1. Obtain and return to school a **medication consent form** signed by both the health care provider and the parent/guardian for any medication to be given at school. This includes prescription as well as over-the-counter medications. The **medication consent form** should include the following information:
 - a. Student's Name
 - b. Student's Teacher and/or Grade Level
 - c. Name of Medication
 - d. Dosage of Medication to be given
 - e. Form of Medication (tablet, capsule, liquid, inhaler, injection, etc.)
 - f. Time Medication is to be administered
 - g. Purpose of Medication
 - h. Symptoms for which "as needed" medication can be given
 - i. How often "as needed" medications can be given
 - j. Possible side effects
 - k. Signature of any person authorized by State Law to prescribe medications with the date prescribed.
 - l. Contact information for the person prescribing the medication (phone and fax numbers)
 - m. Parent/Guardian Signature and date signed. Faxed signatures from the parent/guardian and health care provider are acceptable.
2. Medications should be brought to school by the parent in an original prescription bottle or for over-the-counter medications, the original bottle/box. The medication should be identified with the following information:
 - a. Student's Name
 - b. Name of Medication
 - c. Dosage information

It is recommended that the parent ask the pharmacist to provide two properly labeled containers, one for home and one for school. Loose pills or pills that are not properly identified according to the above guidelines will not be given by school personnel, including the school nurse. The parent/guardian will be contacted and informed of this guideline.
3. Medications should not be sent to school on the bus, unless they are emergency medications that are needed to be with the student at all times, such as inhalers, medications for diabetes, or epinephrine auto injectors.
4. **At the end of the school year, parents/guardians are required to pick up any unused medications within 1 week of school dismissal for the summer.** Any leftover medications will be disposed of by the school nurse. Unused medications, whether prescription or non-prescription will not be sent home with students on the bus, unless they are emergency medications, such as inhalers, insulin, or epinephrine auto injectors.
5. Any change in medication, dosage, or time of administration shall be made through submission of a new, updated medication consent form with all required signatures. School nurses and school staff that administer medications will work with parents to assure that changes are made in a timely manner.
6. Medication consent forms must be renewed by the parent/guardian with appropriate signatures from the parent/guardian and/or health care provider at the beginning of each new school year.

7. Self-administration of medications is covered in the Medication Policy found on the UCPS website.

THE SCHOOL WILL ASSUME NO RESPONSIBILITY FOR STUDENTS WHO SELF MEDICATE. ACCORDING TO UCPS POLICY, STUDENTS WHO ARE IN POSSESSION OF ANY TYPE OF UNAUTHORIZED MEDICATION WILL FACE DISCIPLINARY ACTION.

ABSENTEES

- A. A student who is absent will bring a written excuse signed by his/her parents/guardians and turn it into his/her homeroom teacher when he/she returns to school. All notes must be turned in within three (3) school days after the student returns. Students in middle school (grade 6-8) who are absent 15 days will not pass their grade and could be retained. Absences include those that are lawful, unlawful, and due to suspension. The parents/guardians will also be notified of the Compulsory Attendance Law and may be prosecuted if 10 or more unlawful absences cannot be justified under the established attendance policies of NC and the Union County Board of Education.

The only lawful absences or tardies include:

- Illness or injury
- Death in immediate family
- Medical or dental appointment
- Court or Administrative Proceedings
- Religious observance
- Educational opportunity—Preapproved by the Principal (this DOES NOT include family vacations!)
- Quarantine
- Special emergencies—approved by the Principal

Parents/guardians please understand that an excused absence will remain an absence. See Middle School Attendance Policy for further information regarding early check out and penalties involved.

- B. If a student must leave school for a part of the day, the parent must come to the office to sign the student out of school.
- C. Students who are absent are responsible for making up any missed work (**2 days allowed for each day of absence to make up work**) in order to receive credit.
- D. A student shall be marked present for any day that he/she is present at a place other than the school with the approval of the Principal for the purpose of attending a school activity which has been officially authorized under the policies of the Board of Education of the School's Administrative Unit. This may include field trips, athletic contests, music festivals, student conventions, and similar activities. Students who go on out-of-school trips **MUST** make up all missed assignments.
- E. Students who have not been temporarily excused from attendance by the Principal or Superintendent in accordance with G.S. 115C-378 of the Compulsory Attendance Law and the State Board of Education's Handbook on School Attendance (Policy Manual 10.2100) shall be considered unlawfully absent.
- F. According to Union County Public Schools policy, students in middle school who have more than 15 absences will not pass their grade and will be retained unless they successfully complete the attendance recovery program, which is offered at PRMS during the months of April and May.
- G. Students who are absent 15 days due to chronic illness, communicable disease, injury, or other medical reason (substantiated by a doctor's note) will not lose course credit. However, the student must maintain an acceptable academic average for passing.

ATTENDANCE RECOVERY PROGRAM

- A. Allows students to make up absences based upon recommendation of the principal and/or a school committee established for this purpose. Students who have a chance to pass academically, but who are in danger of failing due to absences will be the target population for attendance recovery.
- B. Schools will have the flexibility to conduct recovery opportunities as needed.
- C. In order to participate in this program, students must meet the following criteria:
1. Must have accumulated 15 absences or more
 2. Must have satisfactory academic progress on all make up work.

- D. Parameters of the program are as follows:
1. Students may make up a maximum of eight days.
 2. Every effort will be made to ensure that students are engaged in meaningful academic work that goes far beyond mere seat time.
 3. Recovered absences do not change attendance records.
 4. All recovery activities will be monitored and/or supervised by a staff member
 5. All school and school system rules and policies apply while students participate in the recovery program.
- E. Three hours of make-up time will constitute one academic day.
- F. Recovery (make-up) opportunity will be made known to all students through general announcements and messages to parents.

UCPS MIDDLE SCHOOL PROMOTION AND ACCOUNTABILITY STANDARDS

Union County Public Schools believes that required standards and accountability for student promotion are optimum in student success. In general, students in grades 6-8 must score at or above grade level (Level III) on the End of Grade Reading and Math tests in order to be promoted to the next grade level. Locally, students must pass English/Language Arts and Mathematics. In addition to passing English/Language Arts and Mathematics, the student must also pass two (2) of these three subjects: Science, Social Studies, and Health/Physical Education.

Remediation will be offered throughout the school year based upon student performance on benchmark assessments and End-of-Grade tests. *There is no summer school provided for remediation at the conclusion of the academic year.*

Union County Board of Education Policy 5-12, regarding student promotion and retention, can be reviewed in its entirety at www.ucps.k12.nc.us. If you have any questions regarding the progress of your child, you are encouraged to speak with his or her teacher(s), school counselor, or principal.

GRADING SCALE

Grades on report cards are assigned by numerical equivalents rather than letter grade (i.e., science: 88, math: 93). The following scale can be used in comparing numerical grades to letter equivalents.

Superior	90-100	A
Above Average	80-89	B
Average	70-79	C
Below Average	60-69	D
Unsatisfactory	Below 60	F

Conduct Grading Scale

- Conduct grades for all levels are:
- O – Outstanding
 - S – Satisfactory
 - N – Needs to Improve
 - U – Unsatisfactory

POLICY ON REGULAR HONOR ROLL

- A. All classes, including Related Arts and Health/PE, will count toward honor roll.
- B. To be on the “A” Honor Roll, a student must have all “A’s” in the academic subjects that are counted in relation to Honor Roll.
- C. To be on the “A/B” Honor Roll, a student must have “A’s” or “B’s” in the academic subjects that are counted in relation to Honor Roll.

REPORT CARD DATES

Report Cards will be issued on the following dates:

<i>October 18, 2017</i>	<i>December 7, 2017</i>	<i>February 8, 2018</i>
<i>March 21, 2018</i>	<i>May 9, 2018</i>	<i>June 8, 2018</i>

COMPASS LEARNING

All students are encouraged to work on **compasslearningodyssey.com** at home. This is a web-based tutorial that is available 24-7 with Internet access. Students who work regularly on Compass have shown significant academic growth throughout recent school years and on their EOGs. They can turn in completed quizzes done **“outside of school hours”** from this website for Math and Communication Skills and receive **extra credit as long as the quiz score is 80% or higher.** Usernames and passwords will be assigned.

AFTER SCHOOL TUTORING

All teachers offer tutoring sessions weekly. Tutoring times per teacher are indicated on their teacher “Canvas” Webpages or by appointment. Tutoring outside of regular school hours is to be taken seriously and is not to replace students completing class work and homework. This time is designated for instruction. Tutoring will be discontinued if a student is not abiding by school rules and regulations. Parents are expected to pick their children up at the designated time, or future tutoring sessions will not be scheduled. Additional opportunities for tutoring will be posted on the school/teacher web sites.

TELEPHONES / MESSAGES / DELIVERIES

The school telephone is for office use and emergency situations. Plans with family and friends should be made before coming to school. Parents and students should agree on transportation home before coming to school. **As a rule, students will not be called to the office to take phone calls.** If a call must be made, students should notify the teacher. **Only emergency calls will be made and students will only use the phone in the main office.** This phone is available for student use throughout the day and until 5:00 pm. Student must get permission from their teacher to go to the main office to use the phone. ***Due to afternoon dismissal, the office phone is unavailable for student use between 3:30 and 4:00 pm.***

****We do not accept deliveries of any kind (i.e., valentine’s gifts, birthday presents or balloons, etc.) for our students under any circumstances!***

DROPPING OFF ITEMS

Instructional time will not be disturbed for students to obtain forgotten items that have been brought to school. Students are notified to come to office to pick up items via the television alerts. Students will be called to pick up lunches and laptops from the main office during lunch time, pre-game, and between instructional blocks.

SCHEDULING APPOINTMENTS

Parents must make appointments for conferences with teachers, counselors, and administrators by calling the school office at (704) 225-7555. Instructional time is critical to the success of our students; therefore, we will not pull teachers out of class to meet with parents without prior notice. If an administrator is available, then he/she will meet with the parent and schedule an appointment for a later date and time.

PHONE CALLS

Parents are encouraged to make arrangements with their children for afternoon activities BEFORE COMING TO SCHOOL. This practice will help free our phone lines for regular business and emergencies. **Parents are asked to call their children at school only in cases of an emergency.**

All calls made to PRMS Staff (i.e., teachers, counselors, support staff, and administrators) will be returned within 48 hours.

SELLING/TRADING ITEMS AT SCHOOL

All sales not connected to Porter Ridge Middle School are prohibited. Items being sold without the expressed permission of the Principal will be confiscated. **In addition, students are not allowed to trade their personal belongs (e.g., tennis shoes, jewelry, clothing, etc.)**

LOCKERS AND LOCKS

6th grade students will not be assigned lockers, so they will be allowed to take backpacks, coats, and purses to their classrooms. Students will place backpacks, coats, and purses in an area designated by the classroom teacher. Students are encouraged to have backpacks which have an area for their laptop.

7th and 8th grade students will be assigned a locker, which is the property of Union County Public schools and Porter Ridge Middle School. **Students must have a lock on their hall locker at all times and are highly encouraged to use a school lock or personal lock for a gym locker.** Lockers may be searched/opened by a school official and/or associate. Students

should not presume to have any right to privacy. Locks will be sold for \$5.00 each. Students must use a **school issued lock on his/her hall locker, but may use a personal lock on their gym locker**. Any non-school lock, on a hallway locker, is subject to being cut off. Students may purchase their own lock for P.E. lockers (does not need to be a school issued lock). **The school is not responsible for the loss of items due to students failing to keep their lockers locked when not in use.**

Students may only visit lockers when approved and designated by teachers and administration. Students are not permitted to go to their locker during their grade level planning period since the hallway is not under teacher supervision at that time. Students are never to swap lockers or assume ownership of a locker that has been vacated. **Students may not share a locker without teacher approval.** Students should not bring valuable items with them to school. *The loss of items that are not required for school will not be investigated or replaced by the school.*

BOOKBAGS/PURSES/COATS

With the exception of 6th grade, bookbags, backpacks, suitcases, purses, and etc. are NOT PERMITTED in the classrooms. Students will be allowed to carry them between home and school. Bookbags and purses will be kept in the student's locker during the school day and are not permitted in the classrooms or cafeteria. Students are encouraged to leave their coats in their lockers during the school day. Ample locker time will be scheduled for the students between classes. Lockers will not accommodate some of the larger book bags and coats.

SCHOOL SAFETY

Cameras are located at various locations inside the school and outside of the school. Parents/students should be aware that these cameras may become non-functional without warning.

Students and parents should be aware that the Union County Sheriff's Department can bring the Passive Law Enforcement Drug Dog on campus, either randomly or at the request of a school administrator.

LOST AND FOUND

Students who find lost articles are asked to take them to the main office. Students can visit the Lost and Found Closet located on the 7th grade hallway between 8:30 and 10:00 am. Lost articles which are not claimed within a reasonable time will be given to charitable organizations. The school is not responsible for items or valuables lost by students.

VISITORS

PARENTS/GUARDIANS ARE ALWAYS WELCOME, BUT ARE ASKED TO MAKE AN APPOINTMENT TO SEE A TEACHER, THE PRINCIPAL, OR TO VISIT THEIR CHILD'S CLASSES. All visitors to the school are required to report to the main office, sign in and **wear a VISITOR'S PASS while they are on campus.**

FACILITY CARE/USE

- A. Take care of furniture, equipment, materials, rest rooms, and lockers. We have a beautiful school and it should be taken care of.
- B. Check your desk and locker before leaving school in the afternoon to make sure that you have your books and personal items.
- C. Keep your locker clean. It will be checked periodically. The lock must be purchased through PRMS for \$5.00 each.
- D. Students are not to use the windows as a place to enter or leave the classrooms, or as a seat or bookshelf.
- E. Students are not to put up posters or signs unless they have permission from the Principal.
- F. If a student abuses school property, the following will be done:
 1. Clean, if possible, with notification of parent/guardian.
 2. Referral to the office.
 3. Report to Sheriff's Dept.
 4. Make restitution, if applicable.

FOOD/DRINK

Students are only allowed to bring water-based drinks to school in clear/plastic bottles. Students are not allowed to have any food/drinks, including snacks, in the classroom, the halls, or on the buses. Teachers will ask students to discard food and drink or place these items in their lockers until lunch. Failure to follow a staff member's request will result in a school-level consequence deemed appropriate by administration. **Students should not have food or drinks outside of the cafeteria.**

PERSONAL VALUABLES

Do not bring large sums of money or valuable items to school. Every effort will be made to teach honesty at PRMS and protect your property, **but the school will not be responsible for any lost or stolen items. Be especially careful not to take any valuables or money into the gym locker rooms.**

MONEY

- A. Students who need to get change for money must go to the office during homeroom. Students are urged to bring correct money amounts for various needs.
- B. Checks for lunch will not be cashed in the school office.

FIELD TRIP GUIDELINES (ALL GRADE LEVELS)

- A. Student behavior can affect whether or not a student is eligible to attend fieldtrips and extracurricular events.
- B. From the time the field trip notice goes home, a student who repeated receives consequences such as Afterschool Detention, Saturday School, In-School Suspension, and/or OSS will NOT be eligible to participate in fieldtrip. The final determination regarding participation will be made at the discretion of the principal.
- C. Refunds of field trip costs cannot be made once checks have been cut for trip expenses. Final decisions will be made at the discretion of administration.
- D. All school rules apply on field trips unless special permission is given by administration.
- E. The 8th Grade Overnight Field Trip that occurs in the spring has more stringent guidelines that will be distributed at the time of the trip including academic and conduct requirements.

DANCES

Dances are scheduled from **4:00 pm - 6:00 pm** afterschool. ***Parents must arrive promptly at 6 pm to pick up their child.*** The dances are scheduled for the following dates:

September 8, 2017	November 17, 2017
February 9, 2018	April 13, 2018

May 11, 2018—8th Grade Dance- time is 6:30-9:30 pm, (subject to change)

Admission cost \$7

CAFETERIA FEES

If you have any questions related to the cafeteria, please call Kim Watts, PRMS Cafeteria Manager, at (704) 290-1506. ***Breakfast cannot be charged and lunch cannot be charged after \$12.00.**

PDA: PUBLIC DISPLAY OF AFFECTION

No Public Displays of Affection on school grounds. PDA is described as: any intimate physical contact between two or more persons. Consequence for PDA = 1 day of Saturday School.

CAMERAS / PHONES/ VIDEO CAMERAS / ELECTRONIC DEVICES

Cameras and video cameras cannot be used at school or on the school bus except when part of a class assignment. The teacher must give permission to the student before the camera is used. **The use of electronic devices during school hours or on the school bus is not permitted.** Students are encouraged “not” to bring electronic devices to school.

Students may have cell phones as long as they are turned off and put away from 8:45-3:45 pm. In addition, cell phones are not permitted on the school bus. Cell phone/electronic device will be confiscated for the following reasons:

- A. The phone is out between 8:45-3:45 pm or on the school bus.
- B. Students are using their phone or electronic device for pictures, video, and other non-essential activities during the school day. This includes, but is not limited to, dances, basketball games, field trips, bus lot, club meetings, etc.

Parents are responsible for coming to pick up all confiscated items.

The school will not be responsible for investigating or replacing the loss or theft of any electronic devices brought on campus.

AFTER-SCHOOL ACTIVITIES

Inappropriate behavior at an after-school (school dances, basketball games, etc.) event will result student receiving consequences consistent with UCPS Student Code of Conduct.

BASKETBALL AND CHEERLEADING GUIDELINES

1. The students must pass one less than the number of core classes that they are taking during the semester. Physical Education does count as a core class. A student that is not eligible at tryouts may **NOT** be added to the team at a later time, upon reaching academic eligibility. A student will be on probation if he/she does not meet the academic criteria on the second six weeks report card. They will have probation until the 3 weeks progress report is released.
2. The student must have a physical examination before practice (tryouts begin on the first day of practice) begins and the physical exam must have a one year anniversary date occurring after the end of the basketball/cheerleading season begins.
3. The student must have purchased school insurance or have a notarized waiver form on file with the school.
4. The student must have been promoted to the next grade level from the previous year.
5. The student must have been in attendance at least 85 percent of the previous semester.

REQUIREMENTS TO REMAIN ON THE BASKETBALL/CHEERLEADING SQUAD DURING THE SPORTS SEASON:

1. The student must maintain a minimum of a 70 average when all grades are averaged together after each grading period. Should the student fail to maintain this average, the student will have until the next progress report to raise the average to 70. Failure to raise the average to 70 will result in the student being removed from the team for the remainder of the season.
2. The student will maintain at least an average of satisfactory on conduct for the year.
3. The student must be counted present by the attendance accounting process on game day in order to play in the game.
4. Three office referrals for disciplinary problems, an ISS assignment, or a suspension from riding the bus during the sports season will result in a one game suspension.
5. An out-of-school suspension during the sports season will result in the student being suspended from the team/squad for a minimum of two games. A second out-of-school suspension during the sports season will result in the student being removed from the team/squad for the remainder of the season.
6. Any major infraction with a 10 day Out of School suspension will result in automatic removal from the team.
7. Any suspension **COULD** result removal from the team upon the principal's discretion

**Sports season is defined as beginning with the first day of practice (once the team/squad is selected) and lasting through the last game of the schedule.*

PORTER RIDGE MIDDLE SCHOOL DRESS CODE

Students should dress appropriately for school each day. The clothing should not be a distraction in the learning environment and should be comfortable for all school activities. The education of our students is our highest priority and students' clothing should not serve as a hindrance to that purpose. Clothing must cover all undergarments and the midriff. Logos or garments that promote alcohol, drugs, tobacco, gang affiliation, nudity, or profanity are not allowed.

NONCOMPLIANCE: Failure to comply with the administration will result in disciplinary action, which may include out of school suspension.

Appropriate dress for school will be:

- **Students are not permitted to wear pajamas or bedroom slippers.**
- **No muscle shirts, camisoles, tube tops, strapless shirts or spaghetti strap shirts without short sleeve t-shirts underneath *even when covered by another garment.***
- **Tank tops are permitted as long as the straps are at least 3 fingers or two inches wide.**
- **Shirts must cover the midriff at all times.**
- **Pants for boys and girls must fit at the waist. Undergarments must not be visible.**

- **Shorts are permitted, but must be no shorter than four inches (4") above the knee.**
- Shoes are to be worn at all times on school property. Shoes having/needing laces must be tied.
- No deep plunging or see-through shirts. All shirts should adequately cover the chest area.
- **No skirts/dresses can be shorter than two inches (2") above the knee. The slit in a skirt may not come higher than two inches (2") above the knee.** This rule still applies if leggings or stockings are worn.
- No **inappropriate** holes or frays will be permitted more than four inches (4") above the knee. (*As determined by administration*).
- Open back shirts are not permitted.
- No inappropriate graphics (i.e., words, drawings, pictures, autographs, symbols) is allowed on clothes or bodies.
- **No Leggings or Yoga Pants (unless covered by appropriate clothing down to four inches (4") above the knees).**
- No bandanas/Hats/Headscarves /"Doo Rags"/Sunglasses/Hoods up in the school building.
- No 2" or higher heel shoes.
- No chains hanging from clothing, no spiked jewelry, no weapon-like or sharp jewelry is allowed.
- Any clothing that causes a distraction in the learning environment or is deemed inappropriate is prohibited as determined by administration.

PE attire shall consist of the following:

- Shorts (To be purchased from the PE department.)
- T-shirt (Also, to be purchased from the PE department.)

Consequences for Dress Code Violation

In effort to keep students in class and minimize the loss of instructional time, the administrative staff will use the procedures listed below when dealing with dress code violation. When a staff member believes a student is in violation of the Dress Code:

1. The student will be sent to the main office to meet with an administrator about the dress code violation.
2. An administrator will determine the appropriateness of the student's outfit and provide the student with a change of clothes (i.e., t-shirt and/or sweat pants).
3. If the student does not want to wear the clothes provided, then the administrator will contact the parent.
4. The parent can bring the student a change of clothes or have the student to change into the clothes that are available (i.e., t-shirt and/or sweat pants).
5. ***The student will not be able to return to class until the violation is corrected.***

*If you have any doubts about the appropriateness of your outfit, **you should bring a change of clothes to school.** Chronic offenders will be assigned disciplinary consequences.

PORTER RIDGE MIDDLE SCHOOL STUDENT DISCIPLINE POLICY

NON-COMPLIANCE: Failure to comply with the administration will result in disciplinary action, which may include out of school suspension.

All of the adults at Porter Ridge Middle School have certain responsibilities to the school. In order to carry out these responsibilities to the school they have the authority to correct students when the need arises. If any student is corrected by any adult employee whether a teacher, staff member, custodian, cafeteria employee or substitute teacher, the student is expected to respond and abide with the request.

All students will be subject to the regulation and disciplinary procedures outlined in the Union County Public Schools Board of Education Student Discipline Policy <http://msct.ucps.k12.nc.us/php/handbooks.php>. Teachers and administrators will determine the consequences of inappropriate behavior according to the UCPS and PRMS Student Code of Conduct. The expectations for PRMS are outlined below but are not limited to the following:

In General

1. Every student is expected to conduct him/herself in accordance with decent, polite, honorable and honest standards.

2. Students are to take responsibility for their learning. They are to be in class on time and prepared with needed supplies and assignments; listen and follow directions; do their own work; and appropriately participate and cooperate in class.
3. Students are expected to comply with adult expectations and procedures.
4. Students are expected to respect their peers.
5. Running, pushing, shoving, picking, general rowdiness, horse-playing, pinching, physical contact and roughhousing is unacceptable behavior.
6. Name calling, taunting, bullying, and /or teasing will not be tolerated.
7. Harassing, intimidating, or threatening anyone on campus will not be tolerated.
8. Students are expected to take care of our school including the furniture, equipment, materials and facilities. Computers, lockers, textbooks and any other school properties are to be used with respect and care.
9. Students are expected to use their school Chromebooks for instructional purposes only. These are learning tools, not personal computers. Students are responsible for care, breakage and loss.
10. Students are not to bring anything to campus that doesn't have to do with the teaching and learning process. This includes toys, stuffed animals, skateboards, weapons, bigger than life pencils, laser pointers, hornet shooters, bullets, pills, lighters, etc. If a student comes to school with any inappropriate item, he/she is expected to turn it in to the nearest adult immediately.
11. Public displays of affection (PDAs) are prohibited. Hugging, kissing, and handholding are private matters and are not part of our teaching and learning environment.
12. Misbehavior in assemblies, dances or ballgames will not be tolerated and anyone doing this will most likely be removed from the event and not be allowed to attend similar events later.
13. Students are never to leave campus without permission.
14. Students and parents are expected to get permission from administration before putting up any type of poster or flyer.
15. Students are not allowed to buy or sell anything at school except for our school sponsored fund raisers. Porter Ridge High School is off limits. Students walking to the high school to meet a parent, teacher or sibling must have a note to do that.

In the Classroom

1. Students are expected to be in their seat, prepared and ready to go when the teacher starts class.
2. Prepared means books, paper, sharpened pencil, homework, fully charged computers, etc.
3. Students will stay in class until the teacher dismisses them.
4. All assigned work will be completed properly and on time.
5. In order to be excused from a class, you need to have prior approval from all teachers involved.
6. Horseplay, running, pushing, shoving, picking or general rowdiness is not appropriate.
7. Projectiles are dangerous. Don't throw or shoot anything at anybody.
8. Disrespectful behavior will not be tolerated.
9. Cheating and plagiarism will not be tolerated.
10. **Students are not allowed to have food or drink in class. Water bottles may be allowed. This is at the discretion of the teacher.**

In the Hallway

1. Students are expected to go directly from class to class. As needed locker breaks and appropriate bathroom breaks are scheduled and planned for by our teaching teams.
2. Most of the time, when you are changing classes, there are other students still in class. You are expected to stay quiet and orderly.
3. Our halls are small and traffic control is an important part of keeping Porter Ridge safe and orderly. Students are expected to walk on the right side of the hall.
4. Do not run, loiter, or group together in the halls. This is dangerous and keeps other students from getting to class on time.
5. **If a student is in the hall during class time, he/she must have his/her agenda book or a hall pass.**
6. Horseplay, running, pushing, shoving, picking or general rowdiness is not appropriate.
7. When you are traveling with your class, you are expected to stay with your class.
8. No disruptive behavior will be tolerated as this is dangerous and impedes traffic flow.
9. Students must stay in their respective grade level hallways unless traveling to assigned related arts and/or other classes.

In the Cafeteria

1. Students are to practice good manners in the cafeteria.
2. Running, pushing, kicking, tripping, breaking in line, throwing food, tampering with other students' food, popping milk cartons, or other disruptive behaviors will not be tolerated and can lead to suspension.

At the Dance

1. Students are expected to behave at dances according to the rules and expectations normally in place during the school day. The dress code applies. Only Porter Ridge Middle School students may attend our dances.
2. Horseplay, running, pushing, shoving, picking or general rowdiness is not appropriate.
3. Everyone is expected to stay in the building until the dance is over. Pick up will be supervised just like our regular car pool line. If you want to leave early, your parent(s) need to come inside and meet you.
4. Please remember to make your transportation arrangements before dance day.
5. Our dances end at 6:00 pm. Parents, please pick your child up on time. Anyone still waiting for a ride at 6:30 may lose the privilege to attend our after school events.
6. Our dance schedule is listed on page 8. In addition, the schedule will be posted on our school's website and we will announce it prior to the event.

At the Basketball Games

1. Again, students are expected to behave appropriately according to the rules and expectations at Porter Ridge Middle School.
2. If you are attending without your parent(s), you need to stay until the end of the game when everyone is dismissed unless your parent(s) come inside to get you. Remember to make transportation arrangements before the day of the game. ***You won't be allowed to use the phone during the school day to do that.***
3. **Most ballgames are over at 6:30 pm. Parents, please pick your child up on time. Anyone still waiting for a ride at 7:00 pm may lose the privilege to attend other afterschool events.**

Verbal Confrontation/Provocation

A student shall not approach another person in a confrontational, provocative or bullying manner. This will include attempts to intimidate or instigate another person to fight or commit other acts of physical aggression.

Aggressive Physical/Verbal Action

A student shall not exhibit any form of aggressive physical or verbal action against another student, staff member or any other adult at school. Minor incidents of hitting, biting, spitting, shoving, kicking, throwing objects, cursing, playing around, inappropriate language, slapping, punching, threatening, intimidating or any other jesters resulting in a physical or verbal reactions, may result in discipline action as determined by administration.

Consequence for Inappropriate Behavior

Students who do not meet the PRMS behavior expectations will receive consequences, which may include:

- Warning/Loss of Privileges
- Parent Contact/Notification
- Parent/Teacher Conference
- Office Referral
- Silent Lunch
- Lunch Detention
- After School Detention
- Saturday School
- In-School Suspension
- Out-of-School Suspension
- Local Law Enforcement Involvement
- Any other consequences as deemed appropriate by school administration

CLASSROOM TARDIES

4 tardies results in office referral. Tardies start over every semester.

- 1st tardy – warning by teacher
- 2nd tardy – warning and parent contact by teacher
- 3rd tardy – warning, parent contact by teacher, and lunch detention

- 4th tardy – teacher writes office referral and student will be assigned to attend Saturday School by administration.

CHEATING

Each person is responsible for his/her honesty and integrity. A person must not receive nor give help on a *quiz, test, or other assignments* nor should he/she condone others observed receiving or giving help. Cheating will result in the following consequence:

- 1st offense—Teacher assigns the student a zero (0) and parent is contacted
(For major tests and quizzes the teacher can allow the student take an alternate assessment and write a referral for the student to be assigned a consequence by the school Administration.
- 2nd offense—Same as first, plus the student will receive Saturday School detention.

COMPUTER/INTERNET USE

- A. **Minor Chromebook Violation** (Examples: Being on wrong website or a site not assigned by the teacher, downloading music or other non-approved files, being off task)

- 1st offense—Teacher warns student and contacts the parent
- 2nd offense—Teacher contacts the parent and assigns Silent Lunch
- 3rd offense— Teacher writes a disciplinary referral and contacts the parent
- Additional offenses— Office referral w/consequences such as:

- Lunch detention
- Afterschool Detention
- In-School Suspension
- Out-of-School Suspension
- Chromebook put in “lockdown” status
- Loss of privileges for semester or possibly the remainder of the year.

- B. **Major Chromebook Violations (not including theft, vandalism, or violation of the Internet Acceptable Use Guidelines)**

- 1st offense— Teacher writes disciplinary referral, contacts the parent, confiscates the computer and
turns it over the Administration, UCPS’s Student Code of Conduct will be followed, Chromebook returned in “lockdown” status
- 2nd offense— Teacher writes disciplinary referral, contacts the parent, confiscates the computer and turns it over the Administration, UCPS’s Student Code of Conduct will be followed, Chromebook returned in “lockdown” status, and loss of privileges for semester, and/or possibly the remainder of the school year

BUS TRANSPORTATION

Riding a bus is a privilege, not a right. Students who ride a bus must demonstrate proper behavior or this privilege will be taken away, and the parent(s)/guardian(s) will have to provide their own transportation to school for the student.

Students will only be allowed to ride home on another bus for emergency purposes with a note from the parent turned into the office. The note must be turned into the main office by 9:15 am. The administrator will then contact the parent to confirm. The student must be issued a boarding pass through the front office with an administrator’s approval.

New riders or students who move during the school year must fill out a new rider form (provided in the front office) and provide proper documentation for residency change. There is a 3-5 day waiting period for approval. The student will need to secure a boarding pass before he/she will be allowed to ride the bus.

Students are expected to abide by the following rules:

1. Give the bus driver full cooperation.
2. Conform to the time schedule of the bus.

3. Ride **only the bus** to which you are assigned unless you have turned in a note from your parent to main office and received a boarding pass from to ride the bus.
4. No fighting pushing, or shoving, etc.
5. Stay seated except loading/unloading.
6. No horseplay (including yelling, loud talking, singing, chanting, throwing objects, etc.)
7. Do not extend hands, arms, feet, and head out of the windows.
8. Do not litter the bus. Eating and drinking are not permitted on the bus.
9. Do not damage the bus seats, etc.
10. Do not bring water pistols, balloons, bottles (plastic or glass), etc.
11. Observe all school rules while on the bus. If you break a school regulation while on the bus, you will be punished for disregarding the school rule, and you may also be suspended from riding the bus.
12. Students must sit in their assigned seat at all times.
13. Get on the correct bus immediately after entering the bus parking lot in the afternoons.
14. Students who do not report to the buses immediately after school may temporarily lose their riding privileges. **Students are not allowed to go to the high school before boarding their bus.**
15. Cell phone usage, voice or video recorders are not permitted on the bus.
16. Students must get on and off at their assigned stop.
17. ***The school will not be responsible for investigating or replacing the loss or theft of any electronic devices brought on the bus.***

Bus Lot Behavior Guidelines

In order to maintain a safe atmosphere on our bus lot, it is important that your child adhere to the following guidelines:

1. Students will not run on the bus lot while moving to their bus to load or while waiting on their bus to arrive.
2. Students will not push, shove, fight, or attempt to cause any physical harm to another student on the bus lot.
3. Students will respect adult monitors on the bus lot.
4. Students will not throw rocks, footballs, baseballs, or other objects while waiting to board their bus.
5. Students should not consume food or drink on the bus lot.
6. Students will not re-enter the building for any reason without permission from an adult.

Adult monitors are on the bus lot to protect your child. The above guidelines must be followed to maintain an orderly and safe atmosphere on our bus lot.

Bus Rules

Parents are encouraged to accompany students to their assigned stop. **Students must wait at their stop 10 minutes prior to the scheduled bus stop time.** The bus rules and consequences adhere to the Union County Public Schools Board of Education, Policy 4-3 Code of Student Conduct for elementary, middle, and high school students. While riding or waiting on the bus, students shall observe the directions given by the driver at all times. Students shall abide by the following expectations:

1. Use or possession of inappropriate objects is not allowed on the school bus.
 - Possession or use of weapons is not allowed (Code of Conduct #5 and 6).
 - Possession of tobacco products or any illegal drugs or alcohol while on the bus or at the bus stop are not allowed (Code of Conduct #9).
 - Possession or use of nuisance items is not allowed on the bus (Code of Conduct #10).
 - Objects should not be thrown on the bus or from the bus. Students/parents may be responsible for damage to vehicles which may be damaged from objects thrown from bus.
2. Use appropriate language and keep all body parts to yourself.
 - Profanity or fighting is not permitted on the school bus (Code of Conduct 1 and #12).
 - Bullying is not permitted on the bus or other vehicle as part of any school activity or while waiting at the bus stop (Code of Conduct #13).
3. Keep the school bus free from marks and other objects.
 - Please do not vandalize the bus by marking, tearing seats, etc. (Code of Conduct # 8).
 - Respect the driver and other students while on the bus.
 - Please be at your assigned bus stop 10 minutes prior to the scheduled pick up time.
 - Remain seated at all times during the bus ride.
 - Eating or drinking on bus (except bottled water) is not permitted on the bus.

- Animals, oversized projects, plants etc. are not permitted while riding the bus.

UCPS Consequences for Misbehavior on Bus:

Riding a school bus is a privilege and not a right. UCPS Transportation Services endeavors to provide safe and on time transportation for all students. As such, students must partner with bus drivers to ensure a safe and comfortable ride while on the bus and at the bus stop. The information presented herein is consistent with the UCPS Code of Conduct {School Board Policy #4-3(b)} for **Middle and High** students.

When violations of the UCPS Code of Conduct occur while students are utilizing UCPS Transportation Services, the following disciplinary actions will be consistently applied for all middle school students attending any of the Union County Public Schools.

Level I Infraction	Disciplinary Action
1 st Referral of Level I Violation	Parent contact; Provide three strike detailed history of student
2 nd Referral of Level I Violation	Parent contact; bus privileges suspended for 1 day or equivalent (mornings/afternoons)
3 rd Referral of Level I Violation	Parent contact; bus privileges suspended for 2 days or equivalent (mornings/afternoons)
4 th Referral of Level I Violation	Parent contact; bus privileges suspended for 3-5 days or equivalent

Examples of Level I Infractions Include:

- Delaying the bus schedule
- Tampering with property
- Drinking/Eating
- Standing/moving while bus is in motion
- Horse playing/pushing students
- Failure to sit in assigned seat
- Loud talking, shouting or yelling
- Placing any body part out of the windows
- Failure to walk in front of the bus when loading or disembarking
- Nuisance items
- Electronic devices (Disruptive or Inappropriate Use)
- Abusive language, gestures or profanity
- Disruptive behavior
- Jumping or tumbling over/under seats
- Getting on or off the bus at undesignated stops
- Refusing to obey the driver’s instructions
- Throwing objects on the bus without injury

Level II Infraction	Disciplinary Action
1 st Referral of Level II Violation	Parent contact; bus privileges suspended for 0 - 5 days or equivalent (mornings/afternoons)
2 nd Referral of Level II Violation	Parent contact; bus privileges suspended for 5 - 10 days or equivalent (mornings/afternoons)
3 rd Referral of Level II Violation	Parent contact; bus privileges suspended for 10 days to remainder of year

Examples of Level II Infractions Include:

- Abusive language & gestures (toward other students)
- Threats towards students
- Illegal unauthorized substances
- Sexual Harassment
- Aggressive behavior
- Prescription Drugs
- Indecent exposure

- Possession of violent and profane materials
- Bullying
- Throwing objects resulting in injury

- Mercury and other dangerous chemicals
- Throwing objects toward staff

Level III Infraction	Disciplinary Action
1 st Referral of Level III Violation	Parent contact; bus privileges suspended for 5 - 10 days or equivalent (mornings/afternoons)
2 nd Referral of Level III Violation	Parent contact; bus privileges suspended for 10 days to remainder of year
3 rd Referral of Level III Violation	Parent contact; bus privileges suspended for remainder of school year

Examples of Level III Infractions Include:

- Abusive language and gestures toward staff
- Aggressive behavior towards staff
- Physical violence toward students
- Threats toward students, staff and adults
- Extortion and blackmail
- Arson
- Consensual Sexual Activity
- Offensive touching
- Sexual battery
- Possession, distribution or under the influence of illegal substance, illegal drugs, or another person's prescription drug
- False alarms
- Hazing
- Alcohol
- Behaviors that incite a riot
- Bomb Threat
- Terrorist threat
- Possession of weapons
- Chronic disruptive behavior
- Theft or vandalism

Level IV Infraction	Disciplinary Action
1 st Referral of Level IV Violation	Parent contact; bus privileges suspended for remainder of year

Examples of Level IV Infractions Include:

- Firearm and destructive devices
- Persistently dangerous students (14 and over)
- Physical violence towards staff
- Use of weapon

Level IV infractions will be handled as required under state law; school administrators will follow UCPS policy #4-3(b) when administering consequences and behavioral interventions. Consequences shown in this document are considered minimum disciplinary actions; administrators are NOT limited to the consequences herein and may choose additional behavioral strategies consistent with UCPS Policy #4-3.

PRMS ANTI-BULLYING PLAN

PRMS encourages you to display respect for each other as well as to take pride in our school. We strive to teach you how to handle teasing, conflicts with peers, and bullying incidents. Also, we recognize that the majority of our students are “bystanders” in situations where bullying occurs.

- Our school encourages ALL students to take an active role in reporting incidences to the teachers, counselors, and administrators as well as to show support for your classmates.
- Locked “Counselor Request Boxes” are located on the grade level hallways in front of each of the counselor’s offices. You can write a confidential note and place it in the slot at the top of the box. Please put your name.
- The counselors may refer the issue to the grade-level principal if physical contact is involved or if incidences occur more than once.
- The counselors will reinforce anti-bullying through counseling and character education classroom guidance.
- Students are encouraged to use multiple electronic sources to report bullying within the school.

- o Email via Electronic Bully Box (TBA)
- o Text via cell phone to Bullying Hotline (TBA)
- o Voicemail via cell phone or landline to Bullying Hotline (TBA)
- o Contact the school and speak to a grade level administrator

PIRATE PRIDE

As one of the facets of our school wide anti-bullying program, Porter Ridge Middle is looking for Pirates who display pride in themselves and their fellow classmates. Students from each grade level will be recognized for displaying positive character traits that are highlighted each month: friendly, diligent, responsible, respectful, etc.

Each month grade level teams will nominate students who have displayed the monthly character trait consistently.

UNAUTHORIZED PASSENGERS

We also would like to remind all parents that North Carolina General Statute states that no unauthorized passengers may board a school bus. If you have questions for the bus driver, please speak to them from outside the bus, or contact their immediate supervisor. The statute reads as follows:

§ 14-132.2. Willfully trespassing upon, damaging, or impeding the progress of a public school bus.

- (a) Any person who shall unlawfully and willfully demolish, destroy, deface, injure, burn or damage any public school bus or public school activity bus shall be guilty of a Class 1 misdemeanor.
- (b) 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.
- (c) Any occupant of a public school bus or public school activity bus who shall refuse to leave said bus upon demand of the authorized driver in charge thereof, or upon demand of the principal of the school to which said bus is assigned, shall be guilty of a Class 1 misdemeanor.
- (d) 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.

The bus rules and consequences adhere to the Union County Public Schools Board of Education, Policy 4-3 Code of Student Conduct for elementary, middle, and high school students.

PHYSICAL EDUCATION REQUIREMENTS

Dear Parents/Guardians:

We are looking forward to having your child in our Physical Education Program. We would like for you and your child to take a few minutes and go over the following expectations together.

- A. **Dressing Out:** Dressing out is a requirement for P.E. class. All students are required to dress out for Physical Education in P.E. uniforms, socks, and tennis shoes. Your child may wear sweatpants/sweatshirts during the cooler weather months. Sweatshirts must be worn over the uniform T-shirt. No muscle shirts, tank tops, or tight fitting clothing, such as biking shorts or under armor allowed in Physical Education class. **If your child is not dressed appropriately, points will be deducted from his/her Physical Education grade.** Students may carry P.E. clothes in a small separate bag, no book bags.
- B. **Participation:** Participation in P.E. is of the utmost importance for every child. Participation is a requirement, not an option. If your child has a legitimate medical problem and cannot take Physical Education, he/she will need a written note from a physician explaining the cause for nonparticipation. A lengthy medical problem lasting more than 3 days in a 6 weeks period will require a doctor's excuse. Notes on a repetitive basis may require a parent/teacher conference. Forged notes will not be tolerated.
- C. **Valuables:** We urge your child **NOT** to bring any phones, iPods, money, jewelry, or any other valuables into the locker room **unless he/she plans to lock it up during class. Locks are recommended but must be taken off at the end of their P.E. period.** We strongly urge your students to put their belongings in the lockers and not on the floor. We will not be held responsible for lost /stolen items in the locker room.
- D. **Grading:** Grades for Physical Education will be based upon your child's participation, skills and written tests, dressing out for class, and completion of their home exercise log. The Health grade will be combined with the Physical Education grade. Alternative assignments may be given to those students that are not able to participate in P.E. class. All school rules apply in P.E. and health class.
- E. **Gum is not allowed in the gym.**

PORTER RIDGE MIDDLE SCHOOL – Exercise Log

Student's Name _____ PE Teacher's Name _____

Class Period _____ Start Date: _____ Due Date: _____

****Student's must complete 120 MINUTES of physical activity/exercise each week!****

Day (Date)	Week 1 Activities	Time Spent in Minutes	Day (Date)	Week 2 Activities	Time Spent in Minutes
Monday ()			Monday ()		
Tuesday ()			Tuesday ()		
Wednesday ()			Wednesday ()		
Thursday ()			Thursday ()		
Friday ()			Friday ()		
Saturday/Sunday ()			Saturday/Sunday ()		

Total Time: _____

Total Time: _____

Week 1 Confirmation – Parent Signature _____

Week 2 Confirmation – Parent Signature _____

PORTER RIDGE MIDDLE SCHOOL – Exercise Log

Student's Name _____ PE Teacher's Name _____

Class Period _____ Start Date: _____ Due Date: _____

****Student's must complete 120 MINUTES of physical activity/exercise each week!****

Day (Date)	Week 1 Activities	Time Spent in Minutes	Day (Date)	Week 2 Activities	Time Spent in Minutes
Monday ()			Monday ()		
Tuesday ()			Tuesday ()		
Wednesday ()			Wednesday ()		
Thursday ()			Thursday ()		
Friday ()			Friday ()		
Saturday/Sunday ()			Saturday/Sunday ()		

Total Time: _____

Total Time: _____

Week 1 Confirmation – Parent Signature _____

Week 2 Confirmation – Parent Signature _____

PORTER RIDGE MIDDLE SCHOOL – Exercise Log

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Monday ()			Monday ()		
Tuesday ()			Tuesday ()		
Wednesday ()			Wednesday ()		
Thursday ()			Thursday ()		
Friday ()			Friday ()		
Saturday/Sunday ()			Saturday/Sunday ()		

Total Time: _____

Total Time: _____

Week 1 Confirmation – Parent Signature _____

Week 2 Confirmation – Parent Signature _____

INTERNET ACCEPTABLE USE GUIDELINES UNION COUNTY PUBLIC SCHOOLS

The Internet, a worldwide network of computer networks with millions of users, allows a user to access information housed in a variety of computer services located all over the world to communicate with any person on any of the Internet networks.

Each school in Union County will have access to the resources of the Internet to support instruction and the North Carolina Standard Course of Study. The goal of the school system in establishing Internet access is to provide an additional informational resource to students and teachers to support the teaching of electronic research, critical thinking and information retrieval skills; to facilitate collaborative instructional projects; and to communicate with others in support of the instructional goals of the Union County Public Schools. Possible instructional uses of the Internet include:

1. Accessing information in many libraries, companies, agencies
2. Participating in discussion groups on a variety of subjects
3. Collaborating with other educators and/or students on instructional projects
4. Sending and receiving electronic mail

Through the Internet, students and teachers have access to a worldwide electronic information superhighway. With access to computer and subscribers all over the world, students and teachers may access materials that may not be appropriate in a school setting and that do not conform to the guidelines of the Union County Instructional Materials Selection Policy. On a global computer network, as with print media, it is impossible to control all materials and the determined user may find controversial materials, racially insensitive content or information that may even be offensive to some. Although the school system will provide software that blocks access to sexually explicit materials on the Internet, new sites appear daily. Benefits to students of access to information resources, the practice of electronic research skills, and opportunities for collaboration far exceed the disadvantages of possible accessing controversial materials. Union County school personnel will monitor student use of the Internet as much as reasonably possible to ensure that the Internet connection is used to access appropriate materials that support the curriculum.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the user who must adhere to strict guidelines that mandate ethical and legal usage of the network resources as well as adherence to school and system codes of conduct. If a student violates any of these provisions, his or her privilege to use the Internet will be terminated and future access can be denied, as well as disciplinary measures being imposed.

Internet Access – Terms and Conditions

- A. **Acceptable Use** - The use of the account must be in support of education and research and consistent with the instructional objectives of the school system. Chat rooms and non-educational games are not consistent with this philosophy and will not be permitted. Use of other networks or computing resources must comply with the rules of that network. Transmission of any materials in violation of federal or state regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene materials, or material protected by trade secret. Use for commercial activities, product advertisement or political lobbying is also prohibited.
- B. **Privileges** – While the Internet can provide access to information and encourage the exchange of ideas among all students, the use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. School and district administrators will decide what inappropriate use is and their decision is final. An e-mail account may be closed and access denied to a student at any time deemed necessary for unacceptable Internet use. Additional disciplinary action may be determined at the building level if needed.
- C. **Network etiquette** – Students are expected to abide by the generally accepted rules of network etiquette, including, but not limited to, the following:
 1. Be polite. Do not become abusive in your messages to others.
 2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 3. Illegal activities are strictly forbidden. Messages relating to or in support of illegal activities may be reported to the authorities.

4. Do not reveal your school name and address, your personal address or phone number or those of others.
 5. Remember that electronic mail (e-mail) is not guaranteed to be private. System operators do not have access to all mail.
 6. Do not use the network in such a way that you would disrupt the use of the network by others. All communications and information on the internet are assumed to be private property.
- D. **Warranties** – The Union County Public School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Union County Public School System will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of the information obtained via the Internet is at the learner’s own risk. The Union County Public School System is not responsible for the accuracy or quality of information obtained through the Internet.
- E. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If a student can identify a security problem, he/she must notify a system administrator and must not demonstrate the problem to other users. A student must not use another individual’s name or account. Attempts to login to the system as any other user or as a system administrator will result in cancellation of user privileges.
- F. **Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or agency connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

ANNUAL PARENT NOTIFICATION

Parent(s)/guardian(s) play a critical role in the health and education of their children. Parent(s)/guardian(s) may withhold consent for the items listed in the notification below. A separate form will be sent for parent(s)/guardian(s) to select a sex education curriculum for their child. All of the other items listed below must be addressed in a letter to the school principal if consent is to be withheld. A letter is not necessary if the parent(s)/guardian(s) choose to not withhold consent for the items below.

As part of the annual notification process, parents are notified that consent may be withheld for the following:

- The release of student directory information about his/her child to outside organizations.
- A student's participation in curriculum related to (1) prevention of sexually transmitted diseases, including AIDS, (2) the avoidance of out-of-wedlock pregnancy, (3) abstinence until marriage, or (4) abstinence based sex education.
- A student's use of guidance programs for individual counseling, small group counseling related to addressing specific problems, or referral to community resources on issues of a private nature, as well as information on where to obtain contraceptives. Administrative guidelines prevent school board employees and school health nurses from discussing abortion with students. Neither parental notification nor parental permission is required for large group sessions, initial consultations intended to identify the student's needs or counseling where child abuse or neglect is suspected.

A parent/legal guardian wishing to withhold consent must do so in writing after receiving notice. Otherwise, consent to the programs or activities are presumed. After the initial notification, the school is not required to provide further notice to the parent as to the manner in which student directory information is used, the curriculum is provided, or the guidance programs are made available.

Written parental permission is required prior to the following activities:

- Medicines administered to students by employees of the school district.
- Any release of student records that are not considered directory information unless the release is allowed or required by law.
- Providing treatment through the school district health services.
- Field trips off campus.

Guidelines for Counseling of a Pregnant or Sexually Active Student, a Student with a Substance Abuse Problem, and/or a Student with Emotional Problems by School Board Employees and School Health Nurses

The student will be asked if he/she has talked with his/her parent(s) about their concerns. A school board employee or a school health nurse who counsels a student about pregnancy, sexual activity, substance abuse, or emotional problems will always encourage the student to confide in their parent/guardian about their concerns.

- **If the student agrees**, a meeting with the student and his/her parents may be arranged to discuss all options and referral information may be provided as requested by parents.
- **If the student does not want the parent to know**, the school employee must check the student's cumulative folder for a parent signed consent letter or form. If the parents (s) have signed a letter or form withholding consent, the student will be informed that neither a school board employee nor a school health nurse can assist them in any way without first obtaining their parents' permission. School health nurses may refer the student to a private physician or the Health Department for information, as authorized by state law.
- **If a parent has not withheld consent** the student will be informed that they can give a private physician or the Health Department effective consent for medical health services for the prevention, diagnosis and treatment of sexually transmitted diseases, pregnancy, abuse of controlled substances or alcohol and emotional disturbances.
- **If a student fails to obtain prenatal care**, the parent(s) will be informed of the student's need for the service.

Topics That May be Discussed with a Minor Whose Parents Have Not Withheld Consent

A. Sexually Transmitted Diseases, including HIV/AIDS and Hepatitis B

The student may be referred to a private health care provider or to the Union County Health Department for information on how to treat or prevent sexually transmitted diseases, pregnancy, abuse of controlled substances or alcohol and emotional disturbances.

If the student fails to obtain treatment for a STD, their parent/guardian will be informed of the student's need for treatment and the options available for treatment.

B. Pregnancy Prevention

Abstinence will always be referred to as the only 100% effective method of birth control. The student may be given information on any method of birth control that includes the following:

1. Rate of effectiveness
2. Advantages and disadvantages
3. Estimated cost

The student may be referred to a private physician or the Union County Health Department for information about birth control.

C. Pregnancy Testing

The student may be given information on pregnancy testing.

D. Pregnancy

Abortion will not be discussed with a student by school health nurses or by school board employees. Any student who is pregnant, or suspects she is pregnant, is always encouraged to tell her parents/guardian of her pregnancy and to make a decision, with their guidance, about her options concerning the pregnancy. Pregnancy options should be discussed with the student by her parents, primary care provider, obstetrician or the Health Department's medical staff who deals with maternity matters.

Important Notice To Parents and Students

The following policies can be found at the Union County Public Schools website (www.ucps.k12.nc.us). Click on *Policy Manual* to reference these policies:

- Communicable Disease Policy – 4-12

- Student Records Policy – 4-14
- Appeals Policy – 4-18

You may also secure copies of these policies by contacting the school principal.

Family Educational Rights and Privacy Act (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. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. If you would like further information about FERPA, please go to the following UCPS website:

https://boe.ucps.k12.nc.us/policy_manual/policy_show.php?policy_id=121

2017-2018 STUDENT HANDBOOK

The 2017-2018 Elementary/Middle/High School Handbook is available on the UCPS website by clicking the Parent & Community Tab and contains the following documents:

- The Code of Student Conduct (Policy 4-3a/b) and Discipline Policy (Policy 4-3)
- The following Board of Education Policies:
 - 5-8 Annual Parent Notification
 - 4-18 Appeals
 - 4-1 Attendance
 - 4-12 Communicable Diseases
 - 4-7 Discrimination/Harassment/Bullying
 - 4-7 Disability Discrimination/Harassment Complaint Procedure for Students
 - 4-7b Sexual Harassment Complaint Procedure for Students
 - 4-19 Food Allergies
 - 4-3c Gangs: Prohibition of Gangs and Gang Activities
 - 5-20 Internet Use
 - 5-21 Internet Safety
 - 4-6 Medication
 - 5-12 Promotion and Accountability
 - 4-3 Seclusion and Restraint (with NCGS 115C-391.1)
 - 4-14 Student Records
 - 3-5a Tobacco
- There is also information about the Americans with Disabilities Act, Asbestos Awareness, Personal Checks, Connect-Ed Messages, Exceptional Children’s Services, Guidelines for Extra and Co-Curricular Activities, Section 504 of the Rehabilitation Act, Housing Emergencies, “Healthy Schools and Healthy Youth”, Integrated Pest Management, No Child Left Behind and Title IX.

It is important that you review this entire handbook yourself and with your child. The Code of Student Conduct was also reviewed with your child at school on _____, 2017.

Please check one of the following and sign below:

_____ I have reviewed the Handbook myself and with my child, _____.

_____ I cannot access the Handbook and am requesting

_____ access at school; or

_____ a hard copy.

Date

Signature

Printed Name