
## Mission Statement

**The Mission of Ayden Middle School is to provide a collaborative learning environment which works to ensure individual success with the challenges of education and life.**

**Ayden Middle School**

**Home of the Knights**

**2011-12**

School Colors: Navy Blue and Gold

**192 Third St.**

**Ayden, NC 28513**

Ph: 252-746-3672

Fax: 252-746-9923

Principal

Jeff Theus

Assistant Principal

Catina Mckesson

Secretary

Penny Strickland

Dear Parents and Students:

Welcome!

First, we thank you for taking the time to review this handbook with your student(s). Working together to ensure student success is our mission and this handbook is an important piece in developing prepared, safe, responsible and respectful Knights. Each day our focus is on preparing students to deal with the challenges of education and life.

Secondly, as you read this handbook please be sure to make note of any questions or suggestions you may have. One purpose of this handbook is to “pick-up” where the Pitt County Schools Code of Conduct leaves off. The AMS Student Handbook describes the things students need to know and do in order to meet the high expectations of AMS.

Finally, the focus for each Knight is on learning. Middle school is learning about the world, yourself and others. The middle school years pass quickly so please be aware there is no time to waste! Students must give their best efforts each day in order to make the most of this time. We want every Knight to have the ability to make good decisions with positive outcomes for our community. Parents and community are vital parts of our success and we thank you for all you do!

Sincerely,

Jeff Theus

Principal

 **Ayden Middle School**

 **Bell Schedule 2011-2012**

7:00 – 7:35 Students report to Cafeteria

7:35 – 7:45 Students report to Homeroom

7:45 Homeroom/1st Period Starts

8:40 End 1st Period

8:43 2nd Period Starts

9:28 2nd Period Ends

9: 31 3rd Period Starts; 7th Grade Tardy for Exploratory

10:16 3rd Period Ends; 7th Grade Exchange Exploratory

10:19 4th Period Starts; 7th Grade Tardy for 2nd Exploratory

11:04 4th Period Ends: 7th Grade leaves Exploratory;

 8th grade Exploratory

11:07-11:35 6th Grade Lunch

11:07 8th grade Tardy for Exploratory

11:35 5th Period starts for 6th Grade Only

11:55-12:22 7th Grade Lunch

11:52 5th Period Ends for 7th and 8th Grades Only;

 8th grade exchange Exploratory

11:55 8th grade Tardy for 2nd Exploratory

12:20 5th Period Ends for 6th Grade Only

12:23 6th Period Starts for 6th Grade Only

12:25 6th Period Starts for 7th Grade Only

12:40-1:11 8th Grade Lunch

1:08 End of 6th period for 6th and 7th Grades

1:11 7th period starts; 6th Grade Tardy for Exploratory

1:56 End of 7th period; 6th Grade Exchanges Exploratory

1:59 8th period starts; 6th grade Tardy for 2nd Exploratory

2:44 Dismissal

# AYDEN MIDDLE SCHOOL POLICIES

## ARRIVAL/DISMISSAL

 Ayden Middle School opens at 7:35 a.m. Dismissal for all students is 2:44 p.m. If students arrive on campus between 7:00-7:35, they must report to the cafeteria. Please help us to keep all of our Knights safe by following this rule. **Students left unattended at school prior to 7:00 a.m will lose the privilege of early drop-off**.

## CAR RIDERS

 Car riders are dropped off and picked up in the load/unload lane. All drivers must pull-up as far as possible in the drop-off line. Please do not have your child(ren) cross the lane into the parking area or drop-off students in the parking area. Do not leave your car unattended in the load/unload lane. Please use the visitor parking if you plan to walk your child(ren) into the building. Be patient and wait your turn rather than passing and possibly causing an accident.

When arriving in the morning, students should enter the school through the cafeteria.

 **Students are not to be dropped off at the gym/cafeteria parking area due to arriving buses in the morning**. **No Ayden Middle student having a valid North Carolina Drivers License will be permitted to park on the Ayden Middle School Campus.**

## BIKE RIDERS

 Because we have bike riders, we need to have certain rules for safety. Bikes should be parked in the rack and locked in order to deter theft and cases of mistaken identity. Please label your bike and helmet with identifying markings. If your bike is missing, write a detailed description and bring it to the office. We will announce it on our morning newscast. Please follow all **bike and helmet safety laws**.

## EARLY PICK-UPS

 Just as tardies disrupt the morning instructional day, early dismissals interrupt the afternoon instructional day. Early departures may be necessary on occasion but must be avoided. However, picking students up to get haircuts, shoes, or just because the parent is home for the day disrupts STUDENT LEARNING. Please do not do this. Your child misses assignments and important information. Pitt County Schools does have a policy regarding tardiness or early dismissal. Excessive absences in the afternoon instructional day could result in disciplinary action and failure of that class. Please review the tardiness/early dismissal policy in this handbook!

## SIGN IN/OUT PROCEDURES

 **If you need to pick up your child during school hours, you must check in at the school office and the office staff will locate your child.** Students are expected to stay in school a full day every day. **Students leaving school prior to 11:00 am will be counted absent for the entire day. All students should sign out in the office.** Car riding students will meet parents outside at dismissal time, so there is no need to sign them out.

**Students are tardy after 7:45 a.m. Please make sure you escort your child to sign in at the office with the SIMS operator. Students will receive an unexcused tardy and are subject to disciplinary action. Please refer to the revised PCS Tardy/Early dismissal policy in this handbook.** Students must present a “tardy slip” to get into class. Students with unexcused tardies in the morning will get an “unexcused tardy slip” and will receive their consequence at a later time. Students who are repeatedly signed out early will be subject to the PCS attendance policy.

***K-8 Unexcused Tardy/Early Dismissal Procedures***

***Attendance in school for the full time allotted for classes is essential for student success. Unexcused Tardies/Early Dismissals cost your child valuable educational instruction. They also interrupt the learning process for other students. Additionally, punctuality is an important trait to reinforce at school. Students are expected to arrive at school and class on time and stay for the entire day of instruction.***

***Repeated tardiness to and early dismissals from school or class is a Category I Offense according to PCS Code of Conduct. The following actions will be initiated on the days indicated.***

|  |  |
| --- | --- |
| ***Days******Tardy/Early Dismissal*** | ***Consequences*** |
| ***3 to 6*** | ***Contact from Administration******(may be AlertNow, Letter, Phone Call)***  |
| ***8 to 10*** | ***Category I Consequence*** ***(may be assigned an additional consequence for each subsequent tardy/early dismissal)*** |
| ***15*** | ***School based meeting with parents, or Social Worker visit*** |
| ***25*** | ***Repeat Category I Consequence***  |
| ***30*** | ***Category II Consequence*** ***(may be assigned an additional consequence for each subsequent tardy/early dismissal)*** |

Teaching the habit of being on time is a part of school. Please help your child make the most of the instructional time provided.

**Excused Tardies:** Please escort your child to sign them in for excused tardies.

**1. Death in the Immediate Family 4. Medical/Dental Appointment**

**2. Court/Administrative Proceedings 5. Religious Observance**

**3. Quarantine**

**Consequences for Unexcused Tardies/Early Dismissal:**

**7th – 10th Tardy/Early Dismissal** – ASD & Required Parent Conference

**10th – 15th Tardy/Early Dismissal** – In-School Suspension & Required Parent

 Conference

**15th – 29th Tardy/Early Dismissal** – Required Parent Conference with Category I

 Conference

**30th Tardy** **and Beyond** – Category 2 consequence: 3-7 days Out of school suspension

## Tardies by class period – Students not in their assigned class when the BELL STARTS TO RING are tardy. In an effort to maximize instructional time, the student will be told they are tardy and they will stay in class. The teacher will email or give the list of tardy students to the Assistant Principal during their next planning period or by the end of the day. The students will receive the consequence listed above at a later day.

**1-2 Tardies: Lunch detention and parent contact**

**3-6 Tardies: ASD**

**6-10 Tardies: Category I offense**

**11 or more: Category 2 offense**

## After School Detention (ASD) will be held from 2:45-3:30. Student will be expected to arrive on time and be picked up on time. They will not be allowed to get food or drinks and should go to the bathroom before reporting to ISS. Failure to report to ASD will result in other consequences.

## ATTENDANCE

Regular and consistent attendance for all students in grades 6-8 is essential for

receiving the maximum benefits of the instructional school day. Regular attendance is compulsory. **Students who do not attend at least one-half (1/2) of the school day will not be allowed to attend any school function or athletic events.** Students must be in attendance at least by ll:00 am to be counted for a full day. Orthodontist and doctor’s appointments must be verified by a written doctor’s note.

Excused Absences 6-8

a) Illness or injury of the student substantiated by a physician at such time the principal feels the need; b) Quarantine; c) Death in the immediate family; d) Medical or dental appointments; e) Court or administrative proceedings; f)Religious observances; g) Educational opportunity

Unexcused Absences 6-8 (All absences not on the excused absence list)

\* A written statement from the parents or guardians stating the reason for absence must be provided to the office either before the absence, on the day of the absence, or when the student returns to school.

\*Students missing classes for school functions approved by the principal will be counted present.

## VISITORS

 Visitors are asked to report to the main office. Assistance will be given when checking in**/**out a child. **Parents and legal guardians are the only persons permitted to observe classrooms and must complete the School Observation form at the front desk.**

## SCHOOL CONFERENCES

Each classroom teacher will make contact with parents during the first weeks of school. Parents are encouraged to consult with their child’s teacher in order to sustain the positive relationship between home and school. Please notify the teacher in advance if you are unable to keep the appointment. **Teachers may not leave their class unattended to answer the telephone; therefore, we ask that you correspond by letter or email through your child**. If an emergency situation prevents this, please call the school, 746-3672, and leave a message on the teacher’s voicemail.

Conferences should be scheduled during the teacher’s planning period and before or after school. If you contact the teacher, he/she will be glad to schedule a time that he/she can meet with you as a team. You must sign in and obtain a visitor’s pass at the main office before proceeding to your child’s classroom. **Parents should not arrive at their child’s classroom unannounced for a conference.**

**Administrative conferences should be scheduled between 8:15-9:15 AM** on the appointed day. Students should accompany parents to the conference. Teachers will be present if possible.

## SCHOOL PICTURES/YEARBOOKS

 Individual school pictures will be taken fall and spring this school year and are pre-pay for those desiring them. These pictures are avaliable from the student’s homeroom teacher. Yearbook orders are taken in September until all books are sold. Yearbooks are a memory resource and something you and your child will cherish for a longtime. They will be distributed in May.

## HALLWAY PROCEDURES

All students are to walk on the right side of the hallway at all times coming and going. This will help with congestion in the hallway during the change of classes. NO STUDENT IS TO STAND AT ANY HALLWAY INTERSECTION. Students are expected to be in class ready to learn BEFORE the bell starts to ring.

## LUNCH PROGRAM / CAFETERIA

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##### The cafeteria will open on the first day of school. A cashier in the cafeteria will collect the money for meals. A child is assigned an account and payment is recorded on his/her account. If a student forgets lunch money, he/she may charge and this is indicated on his/her account. Checks may be made out to **AMS Cafeteria.**

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Breakfast: Paid $1.00 Lunch : Paid 2.00

 Reduced .30 Reduced .40

 Adult 1.00 Adult A la carte

 **Parents are welcome to come have lunch with their children. Please do not bring lunch to drop off (Ex. McDonald’s, Bojangles, etc).**

 Students are expected to stay at their assigned areas in the cafeteria with their class during lunch. Boisterousness is not permitted in the lunch line or in the cafeteria. Students must return all trays and dishes to the soiled dish counter after eating. Each class is responsible for making sure their area is cleaner than they found it before they leave. Students are not permitted to break lines. **Misbehavior in the cafeteria, line breaking, failure to return soiled dishes, or the taking of plates, trays, or food outside the cafeteria will result in students being assigned to cafeteria duty, lunch detention during their lunch period or other disciplinary action.** Students are permitted to eat only during their assigned lunch period.

## PARENT NEWSLETTER

You will receive a newsletter with dates and reminders every nine weeks in the student’s report card. Each grade level will submit an informative/instructional article for the newsletter to help keep you informed.

## PERSONAL DATA

Please keep the school office informed of your current address, phone number, place of employment, etc., and where you can be contacted in case of an emergency. Social Security numbers are requested for identification purposes only.

## SCHOOL FEES

### K-8

###### Supplemental Supplies and Materials $ l.50

Media .75

Physical Education .50

Music .50

Art .50

Workbooks 3.25

Increased Fees 3.00

**TOTAL $10.00**

## Damage Book Fees Based on Formula

## Returned Check Fees $25.00

## Locks 6.00

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## LOST AND FOUND

 The Lost/Found is located in the hallway behind the Media Center for students and parents to check. Items not claimed or left in student lockers by the last week of school will be **donated to the Salvation Army.**

## BUBBLE/CHEWING GUM/FOOD/DRINKS

 Ayden Middle School is a gum free school. Gum is not to be chewed by students or staff. Food and drinks are not to be taken into the classrooms. All food and drinks purchased in the cafeteria must be consumed in the cafeteria.

## HOMEWORK

 Parents are encouraged to make sure their child has his/her homework. Homework will be assigned according to the Homework Policy adopted by the Pitt County Board of Education. Parents can check student’s homework assignments by using the Homework Hotline or School Notes. The Ayden Middle School Homework Hotline number is **746-3672 extension 3645**. School Notes can be accessed by each grade from the AMS webpage. Parents can register to have an email sent out each day the homework is updated. The AMS webpage is <http://www.pittschools.org/ams/>

## CHEATING

 Cheating is not tolerated in any environment and will result in major consequences at a job, in high school, or in college. This includes Accelerated Reader. Accelerated Reader is password protected and students are reminded that passwords are confidential. **Please do not give anyone your password** **under any circumstances**. **Violation of this policy will result in disciplinary action.** The following steps will be taken if a student cheats or plagiarizes.

Anyone found cheating on a quiz, test, or paper will receive a zero on it and:

**1st time** - The teacher will contact the student’s parents to explain the issue. Students will be assigned to redo the assignment in Lunch Detention until the assignment is completed.

**2nd time** – A grade of a zero will be given and no make up work will be allowed. Students will be assigned ISS for one day.

**3rd time** - A grade of a zero will be given and no make up work will be allowed. Students will be suspended for one day.

**ACADEMIC RECOGNITIONS**

 Each grading period, we recognize students having outstanding academic performance. To qualify for the Honor Roll, a student must have “A’s” in all subjects including Extended Core. To qualify for The Principal’s List, a student must not have any grades less than a “B”.

## TESTING PROGRAM

 An adequate program of testing achievement is administered by the school. The end-of-grade tests (EOG) for grades six through eight will be administered near the end of the school year. A writing assessment will be given to seventh graders.

## STUDENT DRESS CODE

 The student dress code has been revised and is now a county-wide uniform policy. Please refer to pages B-39 - B-42 in the Pitt County section of our handbook. The AMS colors for shirts are White, Black, Navy Blue, Royal Blue and Gold.

## MEDICINES

It is the policy of Pitt County Schools that medication should not be administered to a student during school. If a student is required to take medication during the school hours and the parent cannot be at school to administer the medication, school personnel may administer the medication with proper documentation from the physician and parent.

If your child is required to take any form of medication (prescription or nonprescription) during the school day, it is necessary for you to pick up the Authorization for Medication Form that is available in the school office. This form must be signed by both the physician and the parent and must be kept in the office. **NO MEDICATION WILL BE DISTRIBUTED WITHOUT THE SIGNED FORM.** The school is only allowed to give medications as noted on medical authorization form. If the form does not indicate taking medicine in the morning if forgotten at home, the school will not be allowed to dispense the directed dose indicated by the physician on the medical authorization form. A student is not allowed to bring medicine to school without this signed form. If your child is allergic to anything, this should be noted on his or her health card.

## ATTENTION PE STUDENTS

**All 6th, 7th, and 8th grade students will be required to dress out for PE. Students must dress in a separate set of clothes that is appropriate for PE.** Students that do not dress out for PE will lose points for the 9 weeks and be subject to disciplinary action.

## LIBRARY BOOKS

 Library books are available for check-out in the media center. Students who have delinquent library accounts will have their check out privilege limited. Please remind your child(ren) to take responsibility for book care. Books are very expensive and we want to add to our collection rather than replacing them. A charge will be assessed for books damaged or lost.

## PARENT VOLUNTEERS

 Parent volunteers are needed! Areas for volunteers include tutoring, reading aloud, school functions, fund raising, and assisting in the media center, in the classrooms, and with sports. If you would like to donate some time, please fill in the Volunteer Form or contact us at 746-3672.

**FLOWERS/BALLOONS**

 No flowers or balloons will be accepted at school for students. The buses are crowded enough without the flowers and balloons obstructing the bus drivers’ view.

## TELEPHONES

 The telephones in all of the offices are for school business only. The office administrative staff will monitor calls to ensure the emergency or necessary status of the call**. Students will be allowed to use phones in the classrooms at an appropriate time determined by the teacher in cases of emergency only**. Parents/Guardians refrain from calling the front desk if you receive an unidentified call from school. In the event of an emergency staff will make the appropriate contacts.

## LOCKERS

 Lockers are school property that students may use. Students will be issued corridor lockers. **Lockers will not be issued until all school fees are paid and if no library books are overdue.** A school lock must be used. **All other locks will be removed**. Students will be held responsible for the care and cleanliness of the locker and keeping up with their locks. Periodic locker inspections will be conducted throughout the year. Students need to remember to turn the lock repeatedly when finished with the lock. This will ensure that the combination will be erased. The school is not responsible for lost or stolen locks. Under no circumstances should students leave valuables in the locker. **Students are not allowed to share lockers with other students. Do not stick or glue pictures, posters, or other items inside or outside of the locker. The cost of a lock is $6.00.**

**DANCE POLICY**

In order to attend a dance at Ayden Middle School, students must meet the following requirements:

* Be in good standing the day of the dance and not have any Category I, II, III, or IV suspensions during the school year
* Not be assigned to Full-day ISS or a Category I OSS, 2 or more times since the beginning of school for the first dance or since the most recent dance for remaining dances
* **Pay all student and book fees for the current and past years in middle school**
* Meet the General Dance Dress Code listed below, unless otherwise stated:
	+ Collared shirts of any color are allowed
	+ Dresses and skirts that meet the uniform code for length and coverage are allowed (Any question or concerns regarding an item that you are wanting to purchase should be presented to administration for approval before purchase)
	+ Pants worn at the proper waist height and size are allowed
	+ Shoes will follow the uniform code (no bedroom shoes)
	+ No headwear or clothing that is vulgar or could be gang related

**STUDENT SERVICES**

Pitt County Schools strives to provide optimum teaching and learning conditions for all students through a comprehensive education program. It is recognized that in addition to academic challenges, students are at times faced with a variety of social, developmental, emotional, and behavioral issues that may interfere with their educational success. Student services utilize a team approach to partner with other educators, parents, and the community to support students throughout the educational process. The Student Services Team includes School Counselor, School Social Workers, School Psychologists, School Health Specialists and additional specialized staff.

**School Counselors** are assigned at each school to provide on-site services and essential student services coordination. Counselors provide developmental, preventive, and responsive direct services to students through individual and group counseling, group guidance, academic and career planning, student assessment, consultation, referral, and follow-up. Indirect services include the coordination of support services within the system and from outside agencies, assisting teachers in integrating guidance goals into classroom instruction, and consultation and collaboration within schools, with parents, and the community to address student needs.

**School Social Workers** have multiple school assignments and work in K-12 schools on a weekly and as needed basis. Social workers serve as a liaison between home, school, and community with a primary focus on encouraging parental input and involvement. Assistance is provided in identifying and addressing concerns through assessment of the influences in a student’s total environment that may impact the educational setting. Direct services are provided to students and families in the school and home that include individual, group, and family counseling, community resource information and referral, and advocacy. Consultation with staff, parents, and community is provided to address students’ needs, school board policy and procedures, and family and child welfare laws.

**School Psychologists** also serve the K-12 schools through weekly and as needed contact at their multiple school assignments. Psychologists provide evaluations and analyze test results to identify students’ cognitive strengths and weaknesses and learning, emotional, and behavioral problems. They are extensively involved in all aspects of the Exceptional Children’s Program including consultations with staff and parents, behavioral intervention plans, serving as members of School-Based and Administrative Placements Committees, program planning and staff development, and all compliance issues. Additional services include community resource information and referral and coordinating contractual services for assessments.

**School Health Specialists** are being provided by Pitt County Memorial Hospital to serve the K-8 schools on a weekly basis. These professionals are Registered Nurses and have multiple school assignments. Coordination of health care services is provided to promote healthy lifestyles and behaviors, disease and injury prevention education, evaluation of specific medical concerns affecting student achievement, linking students to health care providers, medication management, and assisting with coordinating care of children with exceptional needs.

**To contact a member of Ayden Middle School Student Services Team, please call**

**Karolyn Leavelle, Counselor 746-3672 ext 3608**

**Susan Gibson, Nurse 916-6617**

**Sandy Anderson, Social Worker 917-1021**

## SCHOOL INSURANCE

School Insurance forms are available online at www.pitt.k12.nc.us. Look under the title Parent/Student Information and scroll down for School Insurance. Parents/Guardians should send payment for school insurance directly to the insurance carrier. The returned check is used as proof of coverage.

**STUDENT INSURANCE FOOTBALL/FIELD TRIPS**

 For the academic year 2011-2012 **Sentry Life Insurance** will provide our school time coverage or 24 hour insurance coverage.

Student Insurance:



Insurance coverage is provided **Monumental** for the following:

1. Middle School/High School Athletes, Basic Plan (excess)—covers all sports.
2. Day and Overnight Field Trips, Basic Plans (excess)—covers all students.
3. Band, Basic Plan (excess)
4. JROTC, Basic Plan (excess)

**ADMISSION TO ATHLETIC EVENTS**

* **K-8 students admission is $2.00**
* **High School students/adults admission is $3.00**

**PROMOTION STANDARDS**

* K-8 students must be in attendance at least 160 school days
* Demonstrate Grade level proficiency in Reading and Mathematics by scoring Level III on the End-of-Grade test.
* Pass the following with a grade of at least 70:
	+ English/Language Arts (including Reading and Writing)
	+ Mathematics
	+ Science
	+ Social Studies

## DISCIPLINE

**RULE VIOLATIONS AND CONSEQUENCES**

**The Administration reserves the right to implement the Pitt County School Behavior Code whenever it applies to infractions of the Behavior Code. Read Carefully. Your Handbook of Policies and Regulations serves as a warning to you should violations occur.**

Please consult the Pitt County Schools Code of Conduct (separate handbook) for additional details on student behavior.

**AYDEN MIDDLE SCHOOL DISCIPLINE POLICY**

**I. Teacher-Controlled Situations**

Teacher controlled situations are basically "class conduct" situations. Examples of inappropriate classroom conduct are as follows:

1. Excessive talking & laughing

2. Boisterous behavior in the hall

3. Disruptiveness

4. Unacceptable classroom behavior

5. Horse playing

6. Not following instructions

7. Not being prepared for class

8. Card playing

9. Eating and drinking in class

**Steps to be Followed**

Each teacher will send home the AMS School Wide expectations and consequences for teacher controlled situations. Teachers will make every effort to follow the school’s consequences when possible; however, individual students may require individual consequences. For teacher controlled situations, the school consequences may include a warning, moving seats, silent lunch, teacher time-out, teacher after school detention, parent call home, and other appropriate consequences. Notice of the specific school wide expectations and consequences will be sent home the first three days of school.

The teacher deals with inappropriate behavior on a one-on-one basis. The student should make every effort to correct his/her behavior since our primary purpose at Ayden Middle School is to obtain an education.

All students are to follow rules/regulations of the classroom instructor. In order to protect instructional time, teachers may need to send students to In School Suspension (ISS) for the period. Teachers are asked to make contact with a parent before sending a student to ISS. **However**, **if the need arises to send a student to ISS, the teacher should contact the parent(s) as soon as possible. A referral should accompany each student to ISS.** Teachers are asked to send work to ISS.

**II. ADMINISTRATIVE -CONTROLLED SITUATIONS**

1. Skipping; Leaving class without permission or not following sign in/out procedures; Loitering in bathroom; or Not immediately reporting to the office when sent.

2. Failure to follow the instructions of a staff member.

3. Misbehaving in Teacher Timeout

4. Forging notes or signatures.

5. Profanity/vulgarity

6. Verbal or physical confrontation with another student

7. Cell Phone/Electronics violations

8. Dress Code Violations

9. Disrespect to a staff member

10. Failure to give correct name to a school

 employee

1. Excessive tardies
2. Any Category II, III, or IV offenses according to PCS Code of Conduct.

##### ADMINISTRATIVE STEPS TO BE FOLLOWED

1. First Offense – ISS Lunch Detention

2. Second Offense – ISS Lunch Detention & Administrative Parent Contact

3. Third Offense – ISS Lunch Detention & Required Parent Conference

4. Fourth Offense – 1 Day ISS

5. Fifth Offense – 2 Days ISS

6. Sixth Offense - 3 Days ISS and Required Parent Conference

6. Left to the discretion of the administration

\* Lunch detention may be assigned for

 Category 1 offenses at the discretion of

the administration.

**III**. **AUTOMATIC SUSPENSION**

 \*1. Fighting/Simple Affray

 a. First Offense - Five (3) days

 b. Second Offense - Seven (5) days OSS

 c. Third Offence – Ten (10) days OSS

 and possible recommendation of

 long term suspension.

 d. Any other offense will be handled

 at the discretion of administration

*Bystanders at a fight may be punished equally with the fighters if it is determined that they could have left the scene or did not leave when asked.*

2. Argumentative/Confrontational\*

 a. First Offense - Two (2) days OSS

 b. Second Offense – Three (3) days OSS

 c. Third Offense - Five (5) days OSS

\**Students involved may be criminally*

*charged with:*

* *Disorderly Conduct*
* *Simple Assault*
* *Assault inflicting serious injury*

3. Profanity directed toward staff/personnel

 a. First Offense - Three (3) days OSS

 b. Second Offense - Five (5) days OSS

 - Any other offense will be handled at the

 discretion of administration.

 4. Communication Devices, Televisions,

 Radios, and Laser Pointers ***Refer to PCS***

  ***Code of Conduct: Page 3, Rule 8***

 a. First Offense - confiscate item/parent may pick up

 b. Second Offense – Confiscate item for the school year

**\***All of the above items mentioned will be confiscated by the faculty/ administration and released only at discretion of administration.

5.Violations of Dress Code

 a. First Offense: Students shall be informed that they have violated the policy and given the opportunity to change into acceptable clothing. If unable to meet the dress code, the students may be placed in in-school suspension or isolation for the remainder of the day.

b. Other Offenses: See Section B of the Student Handbook for the PCS Dress Code.

**The principal and assistant principal may elect to use other disciplinary measures as deemed appropriate for behavioral offenses also supported by the Pitt County Schools Code of Student Conduct.**

**Tardy Guidelines**

Being tardy to class and in today's work force is an unacceptable practice; therefore, getting to class on time will help ensure that you have a successful school year.

1. Any student not seated in the classroom when the tardy bell **BEGINS TO RING** is considered tardy.

2. The following are the only exceptions for students entering class after the period has started and not be classified as tardy.

a. Late bus

1. Doctor’s visit - same day with verification from the doctor/dentist.

c. Court appointment - present subpoena as verification.

d. Administrative Pass for students called to the office.

3. When a student is tardy, he/she will be informed of the tardy and stay in class. The teacher will email or give a list of tardy students to the Assistant Principal by the end of each school day. The student will earn the following consequences for each tardy.

**In-School Suspension (ISS)**

In-School Suspension (ISS) was established to reduce class interruptions. Teachers have the option to forward students test, quizzes, and daily assignments to ISS. Additional ISS information is located in the discipline section.

**ISS Expectations and Procedures**

Full Day ISS is designed to be a supervised, isolated place for students to complete work and be counted present for school and supervised even though their behavior was a major disruption to the learning environment. This is the final consequence a student will be given before being suspended. Therefore the rules of ISS shall be followed unconditionally**. The only option the administration has if a student can not behave is to suspend the student and either have a parent pick him/her up or bring the student to the parent, either at work or at home.** Please make sure all students understand the importance of ISS.

**ISS Guidelines and Procedures**

1. Students will be assigned full day ISS the day prior to serving. Teachers will be informed the afternoon before and provide meaningful work for the student to complete.
2. Students will be isolated and quiet for the entire day. They will not be allowed to sleep and must work the entire day.
3. Bathroom breaks will be scheduled and students will NOT be allowed out of the room for any reason.
4. Lunch will be eaten in the room and students will be responsible for cleaning up after themselves.

**STUDENT CONDUCT**

Members of the Ayden Middle student body are expected to adhere to the rules and regulations set forth by the Pitt County Schools Code of Student Conduct, published under a separate cover. Many of the common infractions are listed in this section. **Rules are in force anytime a student is on campus, in the building, or on school sponsored activities.**

 **Student Conduct Policies**

**ENTERING THE BUILDING**

1. Students are to enter the building quietly beginning at 7:35 each morning. Students who arrive between 7:00 and 7:35 are expected to immediately enter the cafeteria. Students will NOT be allowed to loiter outside the school unsupervised in the morning. PLEASE ALLOW YOUR CHILD TO RIDE THE BUS OR BRING THEM TO SCHOOL BETWEEN 7:35-7:45.

2. **LEAVING THE BUILDING**

As soon as students have completed their work for the day, they are expected to leave the building promptly and quietly. Loitering in the building after school hours will not be permitted.

Students will not be allowed on campus after the dismissal unless under the direct supervision of a staff member.

The building will be secured at **3:00** **p.m.** and students will not be allowed to re-enter the building unless under the direct supervision of a staff member.

3. **TEACHERS' WORKROOM/BATHROOMS**

Students are not permitted in the teachers' workroom. Teachers will not direct students to the workroom for any reason.

4. **GAMBLING**

Card playing or gambling in any form will not be tolerated on school grounds or in any school building. Violators will be punished as an office referral.

5. **RADIOS, TAPE RECORDERS, BEEPERS, CELLULAR PHONES, LASER POINTERS, ETC. *Refer to PCS Code of Conduct: Page 3, Rule 8***

6. **DUPLICATING MACHINES AND COPIERS**

Students are not to use school duplicating machines or copiers.

7. **CHANGING CLASSES**

Students are expected to change classes promptly and quietly. KEEP MOVING on the RIGHT. Running in the halls or classrooms will not be tolerated. ***No loitering at the intersections or entrances to the bathrooms.***

8. **SCHOOL GROUNDS BEHAVIOR** While on the school grounds, students are expected to refrain from boisterous and unbecoming conduct.

9. **FUND-RAISING / SELLING ACTIVITIES**

All school fund-raising items must be approved prior to the sale by the school administration. No food items can be sold until the end of lunch. THE SALE OF FOOD OR ARTICLES FROM OUTSIDE AGENCIES IS PROHIBITED. The sale of food or any articles without permission from the administration is forbidden on the school grounds and in the building, and the food or articles will be confiscated and returned only after a parental conference at the school.

11. **STUDENT PASSES TO LEAVE CLASS**

A student pass is needed to go to the library, to guidance, to the office, to any point in the building or on the school grounds except during class changes. The students will be given a student handbook with all hall passes attached inside. The student pass must be properly signed in ink by the teacher issuing the pass and the one receiving it. Teachers should not write unnecessary passes.

12. **HANDS-OFF POLICY**

Play consisting of tagging, touching, pushing, or pinching others is not allowed. Birthday "spanking" will not be tolerated. Keep hands off of others. Students are not permitted to hold hands/kiss or maintain any physical contact in the school building or on the school campus.

13. **STUDENT ASSEMBLY CONDUCT** - There are certain standards of assembly conduct which are applicable in every audience situation (whether in an assembly in the cafeteria, gym, or the auditorium). **Misconduct Will Not Be Permitted.**

14. **PROTECTING PERSONAL PROPERTY -** Never bring large sums of money or jewelry or other valuables to school. Be vigilant and careful in leaving assigned textbooks and/or library books in unprotected place