

FLAT ROCK MIDDLE SCHOOL 2018-2019

Student - Parent Handbook

Flat Rock Middle School

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ADMINISTRATION

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Assistant Principal: *Kelly Pratt*
Assistant Principal: *Bruce Gilliam*

School Counselors: *Kim Metcalf & Courtney Buchanan*
School Resource Officer (SRO): *M. Metcalf*

Contents

FLAT ROCK MIDDLE SCHOOL 2018-2019.....	1
Student - Parent Handbook.....	1
Mission, Vision, Values, and Goals 2018-2019	4
Mission Statement.....	4
Vision Statement.....	4
Values	4
School-Wide Goals for 2018-19	5
School-wide Goals for 2021	5
EAGLE PRIDE.....	6
ASSURANCES.....	7
CORE VALUES of HENDERSON COUNTY PUBLIC SCHOOLS	7
ACCESS TO STUDENT RECORDS	7
ACCOUNTABILITY	7
GRADING	7
PROMOTION and RETENTION (HCPS Policy 606).....	7
EXPECTATIONS.....	8
HOMEWORK AND CLASS PARTICIPATION	8
PARENT-TEACHER COMMUNICATION	8
PARENT PORTAL	8
SCHOOL MESSENGER.....	8
ARRIVAL AND DISMISSAL.....	9
ATTENDANCE.....	9
SCHOOL CLOSURE and EARLY DISMISSAL	9
TARDY TO SCHOOL	9
TARDY TO CLASS	9
BELL SCHEDULE.....	10
CHECK-OUT PROCEDURES	10
BUS CONDUCT	10
PERSONAL DEVICE POLICY.....	10
CODE OF CONDUCT	11
REFOCUS.....	11
IN-SCHOOL SUSPENSION (ISS)	11
OUT of SCHOOL SUSPENSION (OSS).....	11
ALTERNATIVE SCHOOL SETTING	11

DRESS CODE	11
DISCIPLINARY GUIDELINES	12
Level 1 Offenses	12
Level 1 Discipline Rubric:	12
Level II Offenses.....	12
Level II Discipline Rubric:	13
Level III Offenses	13
Level III Discipline Rubric:	14
Level IV Offenses	15
Level IV Discipline Rubric:	15
EXTRA-CURRICULAR ACTIVITIES	15
ATHLETICS.....	16
ATHLETIC EVENT START TIMES	16
ATHLETE OF THE WEEK	16
FIELD TRIPS	16
FOOD SERVICE	16
2018-2019 Meal Prices:	17
INSURANCE.....	17
LOCKERS	17
MEDIA CENTER SERVICES	17
TECHNOLOGY	17
MEDICATION	17
PHONE & STUDENT MESSAGES	18
PHYSICAL EDUCATION (PE)	18
PROGRESS REPORTS AND REPORT CARDS	18
SCHOOL SUPPLIES.....	18
TEXTBOOKS.....	18
VISITORS.....	18
WITHDRAWALS	19
ORGANIZATIONS AND ACTIVITIES	19
INTRAMURALS.....	19
COUNSELING PROGRAM	19
COUNSELING GROUPS	19
GUIDANCE TOPICS	20
ACCELERATED READER.....	20

Mission, Vision, Values, and Goals 2018-2019

Mission Statement

Flat Rock Middle School values everyone and pursues the highest success for all. We are here to help each person learn and grow through their failures and successes.

Vision Statement

We value everyone.

As a result of this commitment...

- We build positive relationships with students, parents, our community and each other.
- We provide a safe environment that is conducive to student learning.
- We are proactive and persistent in addressing the learning needs of all students.
- We work collaboratively in order to ensure the success of all students.

Values

Our Staff Collective Commitments: In order to fulfill our fundamental purpose and become the school described in our vision statement, each member of the staff commits to the following:

Building Positive Relationships:

- I will establish a classroom and school environment that is respectful of a diverse population of students.
- I will conference with my students in order to provide feedback to support their personal growth in all areas (academic, social and emotional.)
- I will encourage all students to participate in a school-sponsored extracurricular activity and support them in their endeavors.
- I will keep parents informed of the progress of their children and provide opportunities for involvement.

Providing a Safe Environment:

- I will diligently supervise my students and will be proactive in addressing any issues that may arise.
- I will be diligent in modeling and enforcing the school rules and the school behavior plan in order to provide a safe environment for all students
- I will report any physical, social, or mental health concerns to counselors, school nurse, and administrators in order to ensure that all students receive the support they need.

Proactively and Persistently Addressing the Learning Needs of All Students:

- I will use evidence of student learning to inform and improve my practice and to better meet the needs of individual students.
- I will provide interventions for students who have not mastered essential content/skills.
- I will provide opportunities for enrichment or extension for students who have mastered content/skills.

Working Collaboratively to Ensure the Success of All:

- I will be an active, contributing member of my community, team, and PLC.
- I will work with my community, instructional team, and department to proactively address individual student learning needs and to seek opportunities for cross-curricular integration and vertical alignment.
- I will work with my PLC to determine the essential learnings and pacing of each course, develop common formative assessments and use evidence of student learning in order to better meet the needs of individual students and to improve my own instructional practice.

- I will seek opportunities to work with parents and community members to support student learning.

School-Wide Goals for 2018-19

- Increase the EOG growth index from a negative to a positive.
- Increase our overall EOG proficiency to 70%
- Meet all AYP goals
- Increase to a B Grade
- Decrease the number of students with chronic attendance issues to less than six and reduce the percentage of days missed by all students to less than 5%
- Increase PTO membership to one staff member per community and at least 15 parents
- Reduce the number of behavior referrals each quarter

School-wide Goals for 2021

- Increase the EOG growth index to Exceeding Growth
- Increase EOG proficiency to 80%
- Meet all AYP goals
- Maintain a B Grade or better
- Reduce achievement gap of gender, race, socioeconomic and students with disabilities by 20%
- Decrease the number of students with chronic attendance issues to three or fewer students and reduce the percentage of days missed by all students to less than 2% of the entire school year
- Increase and sustain PTO membership to 15-20 members
- Increase the number of students involved in extracurricular activities to 75% of the total population
- Decrease the number of students involved in incidents that result in ISS and OSS to 10% or less of the total school population

EAGLE PRIDE

Location	Focused	Respectful	Mature	Safe
Hallway	Arrive to class promptly. Be in the right place at the right time. Use the allotted time between classes wisely.	Assist and be considerate of others. Keep hands to yourself. Respect wall art and bulletin boards	Talk quietly. Pick up trash. Take care of your belongings.	Go to lockers only at allowed times. Keep to the right in the hall. Walk at all times.
Cafeteria	Get everything you want the first time through the lunch line. Be prepared with money for lunch or extras.	Wait patiently. Say <i>please</i> and <i>thank you</i> . Respect personal space and property.	Clean up after yourself. Recycle. Talk quietly.	Sit at your table facing forward. Check your area for trash and raise your hand to be dismissed.
Bathroom	Use the restroom for its intended purpose only. Conserve resources.	Wait your turn patiently. Give others privacy.	Report problems to a teacher.	Wash your hands. Put paper towels in trash cans.
Assembly	When hands go up, talking stops. Listen attentively to the speaker.	Make room for everyone. Keep your hands to yourself. Applaud, laugh, or cheer when appropriate.	Enter and exit quietly. Sit in your assigned area.	Walk up the bleachers in a single file line. Listen carefully to instructions. Wait to be dismissed and leave the bleachers one row at a time.
Classroom	Arrive on time. Sit up in your seat. Pay attention to the teacher or your task. Engage in relevant conversations.	Use kind words. Treat others the way you want to be treated.	Give your best effort every day. Keep track of your assignments in your agenda.	Follow instructions the first time they are given. Keep hands, feet, and objects to yourself.
Gym/Locker Room	Participate in activities every day. Put forth 100% effort.	No gum, food or drink. Take care of school equipment.	Bring PE clothes every day. Get dressed during the allotted time.	Stay out of other's space. Follow all activity rules.
Bus	Arrive at your stop 5-10 minutes early. Quickly load and unload.	Follow bus rules. Listen to the driver. Use appropriate language. Take care of bus seats, walls, and windows.	Talk quietly. Dispose of trash properly.	Stay seated the entire ride. Keep hands, feet, and objects to yourself.

ASSURANCES

Henderson County Board of Education does not discriminate on the basis of race, religion, national origin, sex, or handicap in any educational programs or activities. Our policy is to remain completely fair in the educational field.

CORE VALUES of HENDERSON COUNTY PUBLIC SCHOOLS

- We are here for the children we serve
- We value each child
- We value the development of the whole child
- We value a safe, supportive, and caring learning environment
- We value respect, honesty, and integrity
- We value the commitment of quality employees
- We value effective learning through high-quality instruction
- We value the pursuit of excellence

ACCESS TO STUDENT RECORDS

Henderson County Public Schools (HCPS) comply with the Family Education Rights and Privacy Act (FERPA) of 1974 which allows parents, guardians, authorized persons to review, contest the accuracy of, and control access to, student educational records. Records will be made available upon the request of an authorized individual or a school official with a legitimate educational interest, no later than 45 days from the date of request. Student educational records may be released to others only in accordance with stated legal guidelines. A copy of the complete policy pertaining to confidentiality and access to student records may be obtained from each school or from the office of the superintendent.

ACCOUNTABILITY

Flat Rock Middle School (FRMS) students must meet Henderson County Board of Education and North Carolina accountability standards in order to be eligible for promotion to the next grade. Students who meet these standards will be promoted to the next grade level unless otherwise determined by the principal, in consultation with the teachers. Students who meet North Carolina accountability standards may still be retained based on grades earned during the school year.

GRADING

HCPS Policy 610 establishes a ten-point grading scale. Grades will be determined by test scores, homework, projects, class work, and accountability for independent reading.

- A: 100 - 90
- B: 89 - 80
- C: 79 - 70
- D: 69 - 60
- F: 59 - 0
- I: Incomplete.

PROMOTION and RETENTION (HCPS Policy 606)

To be promoted to the next grade FRMS students must...

- Demonstrate grade-level proficiency (Level III or above) on the state end-of-grade (EOG) tests in reading, math, and science (8th grade only)
- Demonstrate grade-level proficiency on state final exams.
- Meet the standards of the HCPS Attendance Policy #405 (not to exceed 14 days)
- Pass three of the four core academic classes (language arts, math, science, and social studies).

Students who do not demonstrate grade-level proficiency on North Carolina End-of-Grade tests in reading and or math will be offered intervention and assistance to accelerate their learning. Interventions and assistance may include extended school days, extra homework, an extended school year, special classes, previewing, and tutoring. Parents will be responsible to provide transportation to and from school for intervention outside normal school hours.

Information regarding the [North Carolina Standard Course of Study for each subject area](#) may be acquired from your child's teacher, the school office, or at the link above.

EXPECTATIONS

FRMS students are expected to:

- Attend school on time every day. *Exception: a lawful reason for being absent.*
- Follow the HCPS Student Code of Conduct.
- Dress appropriately, have the necessary materials and be prepared to work.
- Complete all assignments in a timely fashion and to the best of their ability.
- Ask for help! Not understanding is expected; asking for and receiving help is at the heart of education.
- Record assignments on their agenda and show the agenda and completed assignments to parents each night.
- Follow school and classroom guidelines for all personal devices and technology provided by the school.

FRMS families are expected to:

- Provide ample study time at home and encourage good study habits. Help is available. Please ask!
- Make sure their child is at school, on time, every day.
- Make sure their child dresses appropriately, has the necessary materials, and is prepared to work.
- Support the staff in their efforts to promote appropriate behavior and enforce the Student Code of Conduct.
- Encourage their child to read at home at least 30 minutes per day
- Check their child's agenda book daily and monitor the completion of homework.
- Attend parent conferences as requested.
- Read, sign, and return all notes from school.
- Contact the teachers when there is a problem.

FRMS teachers are expected to:

- Provide rigorous instruction that addresses Common Core Standards.
- Support agenda use to communicate about homework and other school activities.
- Ensure a safe and nurturing learning environment for all students.
- Comply with the North Carolina Teacher's Code of Ethics.
- Enforce the Student Code of Conduct.
- Provide clear and consistent behavioral and academic expectations for all students.
- Encourage all students to work up to their full potential
- Model professional behavior and attire.
- Communicate with families.
- Value all students, families, and staff for and their role in our school community.

HOMework AND CLASS PARTICIPATION

Students at FRMS are expected to take responsibility for their own learning by going to class prepared and putting forth their best effort on all assignments. Students are expected to bring their student agenda, binder, paper, pen or pencil, textbooks, homework, PE clothes, and other necessary materials to class. Students are expected to participate in class activities and complete assignments to the best of their ability. Students who do not participate in classroom activities or complete assignments are subject to disciplinary action from their teachers and suspension of school privileges.

PARENT-TEACHER COMMUNICATION

Parents are encouraged to contact the school whenever the need arises. The most efficient method of contacting staff is through their school email which can be found on the FRMS website. During the school day, a message will be taken with a request to return your call. If you wish to have a conference with your child's teacher(s), please call ahead to make an appointment. Parent-teacher conferences should be arranged at least 24 hours in advance.

PARENT PORTAL

Parent Portal is a web-based application that allows parents to view educational information, grades, and attendance, in real time from any device. The use of this tool, however, does not take the place of direct contact with the teachers and staff who work directly with your child each day. You can access *Parent Portal* by accessed through the links below. An app for smartphones is also available through the Apple store or Google Play. Access the [Parent Portal](#) or the [Parent Portal Tutorial](#).

SCHOOL MESSENGER

School Messenger is an automated notification system used to inform parents and guardians of the following: daily

absenteeism, school program announcements, school-related information, weather alerts (i.e. school closures, school delays, emergency school closures), and emergency announcements.

****For this system to fully benefit you, FRMS MUST have accurate contact information.**

ARRIVAL AND DISMISSAL

Students arriving by car may be dropped off between **7:15** and **7:50**. The tardy bell rings at **8:00** and students are dismissed at 3:05. Students are to be picked up between **3:05** and **3:35**. Prior to 7:15, and after 3:45, FRMS does not have staff available for the direct supervision of students.

ATTENDANCE

HCPS complies with [state compulsory attendance law GS 115C-378](#) which requires parents to ensure students between the ages of 7 and 16 attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session unless the child has withdrawn from school. Medical, dental, and other appointments should be made outside of school hours. A student must be in school a minimum of one-half the instructional day (7:55-11:30 or 11:30-3:05) to be counted present and to participate in extracurricular activities.

HCPS Policy 405 states any student with **14 or more** absences **will not** be promoted. While students may be absent for legitimate reasons, all absences are counted against the attendance requirements and it is expected that lost time will be made up. Students with excessive absences will have opportunities, outside of normal school hours, to make up days. FRMS reserves the right to charge a registration fee to defray cost on days that fall outside the normal school year calendar.

Parents and guardians must immediately notify school administration when they know their child will have an extended absence due to a severe, prolonged, or chronic illness. Parents and guardians must provide documentation in order for the school to make the necessary arrangements for homebound/hospital-bound or other instructional accommodations. If a student makes a good faith effort to complete the work under these conditions days missed will not be counted. This arrangement shall be made only on the advice of the attending physician. Any questions regarding this type of instruction should be directed to school administration.

Immediately after an absence, students must bring a note from home with the following information: student's full name, date, or dates, of absence, the specific cause of the absence (if a student is sick, the nature of the illness should be given in the note), and the signature of a parent or guardian. For an absence to be lawful it must meet the definition and absences without notes will be considered unlawful.

Students are responsible for making up all missed schoolwork following an absence, tardy, or early dismissal. Assignments missed as a result of an absence are to be made up within five school days. It is the student's responsibility to request make-up work and turn the assignments into the teacher within five school days unless other arrangements are made by the teacher.

SCHOOL CLOSURE and EARLY DISMISSAL

If inclement weather necessitates school closure parents and guardians will be notified through the *School Messenger* system which will call parents and guardians with important information regarding closings, early dismissals, or an emergency. During the winter season, parents and guardians should be prepared for early dismissals by making transportation arrangements ahead of time. If the school day is canceled or dismissed all after-school activities will be canceled.

TARDY TO SCHOOL

Students are expected to arrive at school no later than 7:50 AM. Students arriving after this time must check in with the office to receive a tardy pass to be admitted to class. Parents or guardians of students who are tardy six or more times will be required to meet with an administrator. Students who are tardy 8 or more times will be assigned after-school detention and will be subject to the suspension or loss of school privileges.

TARDY TO CLASS

Students have 3 minutes between classes and are expected to be on time for EACH class. Students who are late to class must present a note, signed by a faculty member, explaining why they were late. Students without a note will be subject

to disciplinary action as outlined beginning on page 15 of this document.

BELL SCHEDULE

6TH GRADE	7TH GRADE	8TH GRADE
TARDY BELL: 7:55 AM	TARDY BELL: 7:55 AM	TARDY BELL: 7:55 AM
EA: 8:00 - 8:36 AM	EA: 8:00 - 8:35 AM	EA: 8:00 - 8:35 AM
1st Period: 8:39 - 9:22	1st Period: 8:39-9:41	1st Period: 8:39-9:41
<i>Class Change: 9:22 9:25</i>	<i>Class Change: 9:41-9:44</i>	<i>Class Change: 9:41-9:44</i>
2nd Period: 9:25 - 10:07	2nd Period: 9:44-10:46	2nd Period: 9:44-10:46
<i>Class Change: 10:07 - 10:10</i>	<i>Class Change: 10:46-10:49</i>	<i>Class Change: 10:46-10:49</i>
3rd Period: 10:10 - 11:12	3rd Period & Lunch: 10:49-12:28	3rd Period: 10:49:11:32
<i>Class Change: 11:12 - 11:15</i>	<i>Class Change: 12:28-12:31</i>	<i>Class Change: 11:32-11:35</i>
4th Period & Lunch: 11:15 - 12:54	4th Period: 12:31-1:33	4th Period: 11:35-12:18
<i>Class Change: 12:54 - 12:57</i>	<i>Class Change: 1:33-1:36</i>	<i>Class Change: 12:18-12:21</i>
5th Period: 12:57 - 1:59	5th Period: 1:36-2:19	5th Period & Lunch: 12:21-1:59
<i>Class Change: 1:59 - 2:02</i>	<i>Class Change: 2:19-2:22</i>	<i>Class Change: 1:59-2:02</i>
6th Period: 2:02 - 3:05	6th Period: 2:22 - 3:05	6th Period: 2:02-3:05

CHECK-OUT PROCEDURES

Students will ONLY be released to a custodial parent or guardian. Parents and guardians may authorize another person to pick up their child. Authorizations of this nature must be made in person accompanied by the person to be authorized. Anyone picking up a student must physically enter the school, come into the office, and check-out the student using the *Ident-a-Kid* system. This system requires a valid state identification and will capture an image of the individual. Students will not be dismissed from class until this process is successfully completed. Parents, guardians, and authorized individuals must wait in the office for the student to arrive. Students may not leave the building unaccompanied.

BUS CONDUCT

Riding a bus is a privilege, not a right and students MUST follow all bus procedures as stated in the [HCPS Student Code of Conduct](#) handbook. Failure to follow bus rules may result in the suspension of riding privileges for up to one year. Students are subject to the same disciplinary procedures when being transported to and from school and at the bus stop as they are in school. Bus drivers are responsible for the bus and each bus is equipped with cameras that record the driver and students. Suspension of riding privileges is not a lawful excuse for school absence or tardiness.

Students must ride their assigned bus and cannot board or depart the bus at any stop other than their assigned stop. Bus or the stop changes require review, approval, and verification by an administrator. All change requests must be submitted for review no later than the morning of the desired change. If the student does not receive a bus or stop change pass the bus driver will not allow the student to ride a different bus or to exit the bus at the different stop.

PERSONAL DEVICE POLICY

Students may bring personal devices to school and use them prior to 7:55 and after 3:05. **Personal devices must be kept in student lockers during school hours.** Students may use their device for educational purposes if directed to do so by their teacher. Students in possession of their device during the school day will have said device confiscated.

Confiscated devices will be secured in the school safe until retrieved by a parent or guardian. Violations of this policy may result in disciplinary action up to, and including, the loss of the privilege to bring a device to school.

CODE OF CONDUCT

FRMS students are to follow all procedures, policies, and rules in the [HCPS Student Code of Conduct](#) handbook. Every FRMS student has the right to learn in an environment that is safe and free from unnecessary disruption and receive a quality education that will prepare them for the changing world that they will face upon graduation. All students are expected to be courteous and contribute to a school climate that values education.

REFOCUS

A student is temporarily removed from the educational environment and given time to consider their actions. A student who receives three Refocus referrals in a grading period (9 weeks) will receive one day of In-School Suspension.

IN-SCHOOL SUSPENSION (ISS)

Students attend school as usual but are removed from their normal setting for the entire day. Students are supervised and work on assignments. Students are counted present.

OUT of SCHOOL SUSPENSION (OSS)

Students are forbidden to attend school or any school-related activities. Students are considered absent.

ALTERNATIVE SCHOOL SETTING

Students whose behavior is detrimental to the learning environment will be assigned to an alternative school setting.

DRESS CODE

Students are expected to dress in a manner that prepares them for success and contributes to a positive learning environment. Students may NOT wear clothing that compromises safety or is disruptive to the educational process. The following dress code applies to all educational and extracurricular activities.

- A. All skirts, shorts, and dresses should have hems that extend to, or below, the wearer's longest fingertip when the arms are extended straight down by one's side.
- B. Skirts, pants, and shorts may NOT have any holes above the knee.
- C. No clothing or item bearing offensive symbols or words, degrading gender, cultural, religious, or ethnic groups.
- D. No clothing or item suggesting violence, vulgarity, vandalism, sex, drugs, alcohol, or tobacco.
- E. No undergarments may be visible.
- F. Dresses or tunics that do NOT meet the length requirement established in item A must be worn with leggings.
- G. No leggings or "jeggings" unless paired with a top that meets the standard in item A.
- H. Sleeveless tops must have straps that are at least as wide as the short edge of a credit card ***regardless of being covered by another garment.*** Muscle shirts are prohibited.
- I. No shirts or dresses with necklines lower than the top of a student's armpits. Shirts must cover the abdomen when arms are raised.
- J. No hats, caps, hoods, or bandanas shall be worn inside the building.

EXCEPTION: FRMS athletic uniforms during athletic competition.

DISCIPLINARY GUIDELINES

Level 1 Offenses

...are the first occurrences of minor acts of misconduct that disrupt the educational environment. Punishment for a level 1 will be determined by the discipline rubric.

- A. **Cheating:** Unauthorized use of another's work with the intent to complete an assignment.
- B. **Classroom Disruption:** Classroom conduct that interferes with teaching and learning.
- C. **Disorderly Conduct:** Behavior, outside the classroom, that disrupts the orderly process of the school environment. [N.C. General Statute - 14-288.4](#)
- D. **Disrespect:** Any spoken, written, or physical action that demeans, degrades, antagonizes, or humiliates an individual or group.
- E. **Dress Code:** See the dress code on page 14 of this agenda.
- F. **Food and Drink:** May not be consumed outside the cafeteria without permission. Food and beverages may never be consumed in the gym. Gum in the classroom will be at each teacher's discretion.
- G. **Inappropriate Language:** Communication that is abusive, derogatory, rude, offensive, or profane
- H. **Insubordination:** Physical, verbal, or written behavior that *knowingly* demonstrates a refusal of, or failure to, comply with a given direction or rule.
- I. **Misrepresentation:** Any statement, written or spoken, given with the intent to misrepresent the truth.
- J. **Not Prepared for Class:** A student who chronically lacks supplies necessary for classroom work.
- K. **Out of Place:** Leaving class without permission or being in an area of the school without permission.
- L. **Personal Device:** Students may NOT be in possession of ANY personal device during the school day (7:50 - 3:05). *FRMS is not responsible for lost or stolen devices.*
- M. **Personal Displays of Affection (PDA):** PDA, of any kind, is NOT allowed. This includes, but isn't limited to, holding hands and kissing.
- N. **Vandalism:** Intentional damage to school or personal property *that can be easily cleaned or repaired with moderate effort and without incurring a cost.*

Level 1 Discipline Rubric:

Teachers or administrators MAY choose one, or more, of the following disciplinary actions:

- Verbal Reprimand
- Classroom seating change
- Refocus
- Temporary loss of school privileges
- Counseling referral
- In School Suspension
- Parent call
- After school/Lunch Detention
- Parent Conference

Level II Offenses

...are repeated Level 1 offenses or acts considered more serious than those covered in Level 1. These offenses include but are not limited to, physical, verbal, or written behavior directed toward people or property without seriously endangering their health or safety. Offenses of this nature MUST be reported to the administration for disciplinary action.

- A. **Cheating:** Repeated examples of behavior noted in Level 1, item A
- B. **Classroom Disruption:** Repeated examples of behavior noted in Level 1, item B.
- C. **Disorderly Conduct:** Repeated examples of behavior noted in Level 1, item C. [N.C. General Statute - 14-288.4](#)
- D. **Disrespect:** Repeated examples of behavior noted in Level 1, item D.
- E. **Dress Code:** Repeated failure to adhere to the dress code established in Level 1, item E and page 10 of this document.
- F. **Gang Behavior:** Initial physical demonstration, verbal communication, or written display of behavior that meets the criteria for gang behavior established by the [HCPS Student Code of Conduct](#).
- G. **Inappropriate Language:** Repeated examples of behavior noted in Level 1, Item G.
- H. **Instigating Conflict:** Starting, attempting to start, or threatening to start, minor conflict through acts of physical, verbal, or written behavior between two or more students.
- I. **Insubordination:** Regular or routine examples of behavior noted in Level 1, item H.
- J. **Intimidation, Harassment, Bullying, Hazing, Cyberstalking:** The physical, verbal, written, or electronic threat, or suggestion of a threat, to do harm to another or the property or another. [N.C. General Statute - 115C-407.15](#), [N.C. General Statute - 14-196.3](#), [N.C. General Statute - 14-277.1](#)
- K. **Not Prepared for Class:** Repeated examples of behavior noted in Level 1, item J.
- L. **Out of Place:** Repeated examples of behavior noted in Level 1, item K.
- M. **Vandalism:** Repeated acts as defined in Level 1, item O, OR a singular act that causes damage that *CANNOT be easily cleaned or repaired and requires significant effort and, or, incurs a cost to clean or repair.*

Level II Discipline Rubric:

Administrators WILL apply the following disciplinary actions:

- Call parents or guardians
- Suspend all school privileges
- Refer the student to counseling

Administrators MAY apply the following disciplinary actions:

- Schedule a Parent Conference
- After school detention
- In School Suspension
- Out of school suspension
- Department of Social Services Referral

Level III Offenses

...include, but are not limited to, habitual or repetitive violations of Level 2 offenses, significant disruption of the school environment, or behavior that represents a viable threat to the health, safety, or property of students, staff, or visitors. Misconduct of this nature MUST be immediately reported to an administrator.

- A. **Battery:** Physical contact between two or more students that significantly endangers the health and safety of the participants or bystanders. *A second assault and battery offense may result in long-term suspension or alternative educational placement.*
- B. **Cheating:** Chronic or habitual examples of behavior noted in Level 1, item A and Level 2, item A.

- C. **Classroom Disruption:** Chronic, habitual, or intentional behavior noted in Level 1 item B, and Level 2, item B.
- D. **Contraband:** Possession, use, or distribution of any prohibited materials.
- E. **Disorderly Conduct:** Chronic or habitual behavior noted in Level 1 item C, and Level 2, item C. [N.C. General Statute - 14-288.4](#)
- F. **Disrespect:** Chronic or habitual behavior noted in Level 1, item D, and Level 2, item D.
- G. **Dress Code:** Habitual failure to adhere to the dress code established on page 10 of this document.
- H. **Gang Behavior:** Second demonstration of physical, verbal, or written behavior that meets the criteria for gang behavior established by the [HCPS Student Code of Conduct](#).
- I. **Inappropriate Language:** Chronic or habitual behavior as defined in Level 1, item G, and Level 2, item G, or language of a more significant nature (scope, content, degree, or type)
- J. **Instigating Conflict:** Repeated examples of behavior noted in Level 2, item H.
- K. **Insubordination:** Chronic or habitual behavior noted in Level 1 item H, and Level 2, item I.
- L. **Incite Disruption:** Physical, spoken or written acts committed with the intent to disrupt school activities.
- M. **Intimidation, Harassment, Bullying, Hazing, Cyberstalking:** Repeated acts as defined in Level 2, item J, or acts of a more significant nature (scope, content, degree, or type) [N.C. General Statute - 115C-407.15, N.C. General Statute - 14-196.3, N.C. General Statute - 14-277.1](#)
- N. **Self-harm:** any act in which a student harms themselves or threatens to harm themselves.
- O. **Theft:** The unauthorized taking of school, staff, or student property, or the possession of stolen property.
- P. **Tobacco:** The possession, distribution, or use of tobacco products or paraphernalia on HCPS property, or any school function, is prohibited.
- Q. **Trespass:** Unauthorized entry onto the property or into a building owned or maintained by HCPS.
- R. **Vandalism:** Repeated acts as defined in Level 2, item N, OR a singular act that is excessive in nature and which causes damage that CANNOT be cleaned or repaired and MUST be replaced at significant cost.
- S. **Violation of Internet/Computer Acceptable Use Policy:** Intentional or accidental misuse of a school computer or peripheral equipment

Level III Discipline Rubric:

Administrators WILL apply the following disciplinary actions:

- Suspend all school privileges
- Confiscate all contraband
- Call parents or guardians

Administrators MAY apply the following disciplinary actions:

- In School Suspension
- Out of school suspension
- Counseling Referral
- Institute a behavior contract
- Require restitution for damages
- Alternative Educational Setting referral
- Henderson County Sheriff's Department Referral

Level IV Offenses

...are the most serious and MUST be reported to administration immediately and may result in immediate and permanent removal of the student from the school.

- A. **Alcohol and Drugs:** possession, sale or attempt to sell or exchange, purchase or attempt to purchase or exchange, of controlled substance or paraphernalia. [NC General Statute 18B-302](#), [N.C. General Statute - 90-95](#), [N.C. General Statute - 90-113.22](#)
- B. **Arson:** Intentional burning, or attempt to burn, FRMS, HCPS, or private property. [N.C. General Statute - 14-60](#)
- C. **Battery:** Repeated acts as defined in Level 3, item A, or acts of a more extreme nature involving a weapon and resulting in harm to a student, staff, or visitor. [N.C. General Statute - 14-33](#)
- D. **False Alarm:** Intentional activation of a fire alarm, falsely reporting a fire, calling 911, or making false statements that an emergency exists. [N.C. General Statute - 14-286](#)
- E. **Robbery:** Taking, or attempting to take, personal property through the use of force or fear. [N.C. General Statute - 14-72 and 14-87](#)
- F. **Sexual Assault:** Any non-consensual act in which the offender subjects the victim to sexual touching that is unwanted and offensive. [N.C. General Statute - 14-27.33](#)
- G. **Self-Harm:** any act in which a student seriously harms themselves or threatens to seriously harm themselves.
- H. **Weapons:** The possession, use, or control of, any object which would, could, or is believed to be able to, be used to inflict harm or intimidate another. [N.C. General Statute - 14-269.2](#)

Level IV Discipline Rubric:

Administrators WILL apply the following disciplinary actions:

- 5-10 day of Out of school suspension
- Call parents or guardians
- Henderson County Sheriff's Department Referral

Administrators MAY apply the following disciplinary actions:

- Alternative Educational Setting referral
- 11-180 days of Out of School Suspension
- 365-day expulsion from school
- Require restitution for damages
- Mental Health Services referral

EXTRA-CURRICULAR ACTIVITIES

Students attending extracurricular activities are subject to the same rules of conduct that they are under during normal school hours. Improper conduct will result in loss of privilege to attend such activities. During extracurricular activities, students may NOT be outside the designated activity area.

Parents and guardians are responsible to pick up students within 30 minutes following the conclusion of the activity. Students who are not picked up within 30 minutes may be prohibited from participating in future activities.

Non-athletic extracurricular activities will begin immediately after school and end at 5:00 PM. Any event that has a different time frame will be communicated to parents and guardians.

ATHLETICS

All students are encouraged to participate in FRMS athletics either as participants or spectators. In order to participate the student must meet the following criteria at the beginning of the sport's season:

- Be passing three out of four core classes (mathematics, language arts, science, and social studies) and have a minimum grade point average of 2.0 in all six academic classes in the previous semester.
- Be present 85% of the time the previous semester. A student may not miss more than 14 days in a 90-day semester and be in compliance with the 85% rule.
- Have a current Henderson County Athletic Physical Examination form signed by a physician
- Have a concussion form signed by the student and parent or guardian on file at FRMS. *Forms are available in the school office and on FRMS website. The form must be completed before a student tries out, practices, or plays in any athletic contest.*
- Be less than 15 years old on or before August 31st
- Not exceed the six-consecutive-semesters-of-eligibility rule.
- FRMS will follow HCPS board policy 470 as it relates to athletic participation for student-athletes.
- FRMS may adopt additional regulations concerning practices, games, and personal conduct not listed here.

In order to continue to practice, play, or attend athletic activities, the student must...

- Be present for at least one half of the school day (8:00 – 11:30 or 11:30 – 3:05)
- Not be assigned ISS, OSS, or an Alternative Educational Setting
- Not have more than 3 Refocus referrals in any 9-week grading period

Please see [Henderson County Public School's guidelines regarding requirements for athletic participation.](#)

HCPS provides student-athletes with accident insurance. If the student has insurance, the HCPS policy will assume a secondary position and will pay after the primary insurance provider has paid. If the student-athlete does not have insurance, the policy will cover a portion of the medical costs.

ATHLETIC EVENT START TIMES

FOOTBALL: 5:00 PM

BASKETBALL: 4:30 PM

SOCCER: 4:30 PM

VOLLEYBALL: 4:30 PM

CROSS COUNTRY: 4:30 PM

WRESTLING: 4:30 PM

GOLF 4:00 PM

BASEBALL: 4:30 PM

SOFTBALL: 4:30 PM

TRACK: 4:30 PM

ATHLETE OF THE WEEK

Each week during the Fall, Winter, and Spring sports seasons FRMS coaches will recognize an athlete of the week. Athletes are recognized for their contributions to their team, the athletic program, academics, and citizenship. Recipients will be honored by prominently posting their picture and a statement about the athlete by their coach.

FIELD TRIPS

Students must have a permission slip signed by a parent or guardian to go on a field trip. While off-campus students who are subject to the same rules of conduct as during normal school hours. Improper conduct will result in a loss of the privilege to participate in future activities. FRMS reserves the right to require parents to chaperone a student who demonstrates problematic behaviors.

FOOD SERVICE

FRMS offers a well-planned, balanced, and nutritious breakfast and lunch each day. In addition, the cafeteria offers *Healthy Snack* approved snacks and drinks. *Healthy Snack* is a USDA designation that requires a snack to meet strict guidelines with regard to sugar, sodium, and caloric levels. Students may eat either or both meals or students may bring their lunch. Either way, all drinks, and food must be consumed in the cafeteria.

Applications for free or reduced meals will be available the first day of school. Thereafter they may be obtained from the school office or cafeteria manager at any time throughout the year. To qualify for free or reduced meals a parent or

guardian must complete a confidential application and return it to the cafeteria manager.

Students may pay for meals each day or parents may fund their child's account in advance. [To fund your child's meal account, visit the Payment Center.](#) In emergency situations students will be allowed to charge their meal as long as their charge balance is less than \$10.

2018-2019 Meal Prices:

Breakfast

Students: \$1.00

Reduced Students: Free

Free Students: Free

Adults: Based on a la carte prices

Lunch

Students: Regular Lunch \$2.65, Pizza Bar \$3.10

Reduced: Regular Lunch \$.40, Pizza Bar \$.40

Free: Free

Adults: Based on a la carte prices

INSURANCE

HCPS offers a group accident insurance program that is *FREE* for parents (provided premiums can be secured at a reasonable cost). It is a single option policy with a \$ 25,000.00 limit per student. Parents may purchase additional insurance through the school system. Please contact the school secretary for information concerning student insurance.

LOCKERS

Students will be issued lockers at the beginning of the year. Students will be charged a \$4.00 lock fee and issued a lock which shall be the only lock used to secure the locker. Students are responsible for lost locks and damage to lockers. All students are required to have a locker because keeping book bags in the classroom can create a safety hazard. *Students are not to give their lock combinations to other students.* Lockers...

- are the property of FRMS
- are to be used for school-related purposes only
- should not be considered private property or under the student's exclusive possession
- may be opened and inspected by school authorities at any time, for any reason, without notice or consent

Items within a student's locker are considered to be in the student's possession. Any prohibited items will be confiscated by the administration.

MEDIA CENTER SERVICES

The media center is open daily from 7:30 AM to 4:00 PM. Students may check out 2 books at a time for a two-week period. Reference materials are limited to overnight check-out. A fine of five cents (.05) per school day will be charged for overdue books after the one day grace period. Books due on the day a student has an excused absence will be due the day the student returns to school. Overdue fines, damage fees, and replacing lost materials are the responsibility of the individual who borrowed the material. Report cards will be held until fees are paid.

TECHNOLOGY

Teachers are encouraged to incorporate, and students are encouraged to explore, 21st-century tools to extend instruction and learning beyond the classroom. All tools incorporated have been approved using [guidelines](#) established by HCPS.

Students are expected to know and follow [Policy 3225/4312/7320 Technology Responsible Use](#).

MEDICATION

HCPS discourages the use of medications by students during the school day. However, if it is determined by the student's physician and/or parents that medication is necessary the student will be allowed to do so subject to the HCPS medication policy. A medication form listing the medication name and specific administration instructions must be completed, signed by the parent or guardian and doctor, and returned to the school before medication can be administered. This form must be completed for both prescription and over the counter medications.

Prescription medications must be in a pharmacy container with a label affixed by a physician or pharmacy that shows the

child's name, the dosage, and the schedule for administration. Over the counter medications must be in the original labeled container and within date. All medications must be kept in and dispensed through, the office. Students may NOT have any medications in their possession. The exceptions are inhalers or an *EpiPen* if prescribed by a doctor and permission signed by a parent or guardian is on file in the office. Unused medications must be picked up by a parent on the last day of school. Any medications left at school will be discarded.

PHONE & STUDENT MESSAGES

To prevent disrupted instruction, students will not be called to the office to answer phone calls or given personal phone messages. FRMS cannot assume responsibility for getting non-emergency messages to students. However, students will be allowed to use the phone in the event of illness or injury. Messages concerning transportation home or other after-school arrangements are not considered emergencies. **Parents and students should make all school and after-school arrangements prior to arriving at school.** Students requesting a phone pass to gain permission from a parent or guardian to go home with a friend in non-emergency situations during school hours is prohibited.

PHYSICAL EDUCATION (PE)

PE is required for all students. PE participation requires all students to change out every day before PE...

- Loose-fitting t-shirt, shorts or loose-fitting sweatpants, athletic footwear, and socks are required.
 - Tight-fitting clothing of any kind is PROHIBITED
 - Students with long hair must supply and employ a hair restraint device
 - Students may bring PE attire from home or they may purchase a t-shirt and/or shorts from FRMS
 - An order form will be sent home at the beginning of the year. t-shirt (\$10) and shorts (\$10)
- A compact bag is needed to carry PE clothes to and from home
- All personal items MUST fit into a 10 x 11 x 11 locker. BOOK BAGS and INSTRUMENTS are prohibited.
- Each student will be assigned their own PE locker
 - Students lease an FRMS lock for \$4.00.
 - Students are responsible for the lock, combination, and all personal items. FRMS is not responsible for lost or stolen items. Students should NOT bring valuables into the locker room.
- All items must be removed from their gym lockers after each class.

Students will not be allowed to sit out of PE WITHOUT a doctor's note for more than two days.

Disciplinary responses:

- 1st Violation - a Verbal warning will be given and an alternative activity will be assigned
- 2nd Violation - Parent or guardian contacted and alternative activity assigned.
- 3rd Violation - Parent or guardian contacted, referral to Refocus
- 4th Violation - Referral to administration.

PROGRESS REPORTS AND REPORT CARDS

Parents and guardians may view progress reports and report cards by using PowerSchool Parent Portal. A paper copy of progress reports and report cards will also be sent home.

SCHOOL SUPPLIES

Teachers will provide a list of school supplies at the beginning of the school year. Students may use a book bag to carry their supplies. This book bag must fit in their locker and all book bags and personal items must remain in their locker during the school day. Book bags and non-academic items are not allowed in classrooms, ISS, or locker rooms.

TEXTBOOKS

Students are responsible to appropriately handle, care for, and maintain, all textbooks that are either issued or made available to them. Any lost or damaged book will be the sole responsibility of the student.

VISITORS

Parents, guardian, and community members are welcome to visit for valid educational purposes. However, students are

NOT to have out-of-school friends, relatives, or visitors with them at school. All visitors must secure the principal's permission to visit during school hours. All visitors are to check in at the office upon entering the building. All visitors must wear identification badges at all times. In order to receive a badge, visitors must present a valid driver's license or identification card to be verified by our *Ident-a-Kid* system.

WITHDRAWALS

The procedure for withdrawals or transferring is the following:

- A 24-hour notice is requested to begin the withdrawal of the student.
- The parent or legal guardian must complete an FRMS withdrawal form providing the reason for withdrawal, the name of the new school, and authorization for withdrawal.
- A signature is required for the authorization and release of records.
- Records will be sent AFTER a written request has been received from that school.
- Prompt forwarding of records requires that fines are paid, and all books returned.

ORGANIZATIONS AND ACTIVITIES

FRMS offers a wide variety of extra-curricular clubs and organizations. Students are encouraged to join and participate. To be considered an active member student must demonstrate a continuing commitment to the organization. This commitment is evidenced by taking initiative, being respectful, and being a positive role model for their peers.

- Yearbook Staff
- National Junior Honor Society
- Builder's Club
- Student Leadership Council
- AIM
- Lacrosse
- Chess Club
- Art
- Intramural Basketball
- Hunter Safety
- Theatre/Chorus
- Dance Team
- Science Olympiad

INTRAMURALS

Beginning the first Friday of the 2nd 9 week grading period all 8th-grade students are invited to participate in FRMS intramural basketball program. Students must meet academic and citizenship standards to participate.

COUNSELING PROGRAM

FRMS offers a comprehensive, developmentally appropriate, school counseling program intent on helping students reach their full potential. Services are provided to assist students in meeting educational, personal, social, and career goals through the following avenues: Individual Counseling, Group Counseling, and Classroom Guidance. In addition, school counselors consult with students, parents, and teachers to develop plans and strategies to meet the needs of individual students. Also, the counselors coordinate services in the school to support and assist student learning.

COUNSELING GROUPS

Group counseling is an important part of Flat Rock's counseling program. Students are offered the opportunity to participate in groups that meet once a week for five weeks. Meeting times alternate so students will only miss each class once. Students are responsible for completing all of their class work. A description of each group is as follows:

- **Getting Control of Your Anger:** Focuses on anger cues, triggers, anger behaviors, and healthy ways to deal with anger.
- **Getting Along with Family:** Focuses on family relationships, strengths, brainstorming ideas to improve relationships, attitudes, and communication.
- **Coping with Loss/Recovering from Grief:** Focuses on the loss and feelings of group members and ways to cope with grief.
- **Study Skills:** Focuses on various techniques and strategies including test taking, listening skills, time management, note-taking, and organization.
- **ADHD:** Focuses on the organization, study skills, and how to be successful in the classroom.
- **Relationship Skills:** Focuses on developing skills for getting along with peers as well as how to be assertive.
- **Self-regulation:** Focuses on healthy strategies for coping with stress and anxiety.
- **Self-Esteem:** Focuses on building positive self-esteem in order to be more self-aware of personal potential in being successful academically and socially/emotionally.

- **Anxiety:** Focuses on identifying triggers and sources of anxiety and developing coping skills to be able to decrease anxiety and feel more in control.

GUIDANCE TOPICS

- Study Skills
- Relationships/Friendships
- Conflict Resolution
- Future Planning
- Character Education
- Kindness Initiative
- Acceptance and Respect of Differences
- Teasing, Put-Downs, and Bullying
- Mindfulness

GUIDANCE OPPORTUNITIES

- **Eagle Connection** - Eagle Connection is our school's mentor-mentee program. Eighth-grade mentors work with, support, and guide sixth-grade students in their transition to middle school. *Eagle Connection* takes place every other Friday morning during homeroom. During *Eagle Connection*, 6th-grade mentees go to the gym to join their group and complete a character-based mini-lesson led by their mentor.
- **Character Trait of the Month Award** - This award is given monthly to one boy and one girl from each team who strongly represents the Character Trait of the Month among their peers. The students are chosen by their teachers. These students are recognized and rewarded for displaying good character.
- **Peer Mediation** - Students from each grade level apply to be peer mediators each year, are selected, and go through a training process to be able to mediate between students in a conflict in order to teach them productive problem solving and communication skills. These students' help disputants identify the problem from each person's perspective and encourage them to come up with and agree on solutions together.

For more information on the counseling program, please visit the FRMS website. There you will find resources to aid students in exploring careers, preparing for college, and tips for learning success. You will also find information regarding high school registration, North Carolina Standard Course of Study, and EOG/NCFE testing requirements. Ms. Metcalf and Ms. Buchanan encourage your questions or concerns.

ACCELERATED READER

All students will participate in the Accelerated Reader program beginning with the 2018 - 2019 school year. Accelerated Reader is a software program designed for K-12 schools to monitor the practice of reading. Students will take the STAR assessment at the beginning of the school year to establish their independent reading level. They are expected to read at least 30 minutes every day at home in addition to the time students read at school. Students will be required to have a book with them at all times while at school and in every class.