

**EAST UNION MIDDLE
SCHOOL STUDENT
HANDBOOK 2019-2020**



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ADMINISTRATION

Dr. Cindy Croffut, Principal
Ms. Angela Foster, Assistant Principal
Dr. Tempest Leake, Assistant Principal
Mr. Alfred Leon, Assistant Principal
Mr. Gregory Topper, Assistant Principal

EUMS Mission and Vision:

Mission: Each student will find success with guidance and support from the staff. This will be accomplished through our belief in SOAR. SOAR is the acronym for: Student Centered Classrooms; Ongoing Collaboration; Academic Rigor; Relationships.

Vision: To educate each student to be prepared to meet the responsibilities and obligations which will be required in the future to meet his/her potential in any field chosen and to recognize his/her worth as an individual in order to be the best he/she can be.

ACADEMICS

Conduct Grades:

O - Outstanding
S - Satisfactory
N - Needs Improvement
U - Unsatisfactory

Academic Grades:

A - Excellent, 90-100
B - Above Average, 80-89
C - Average, 70-79
D - Below Average, 60-69
F - Failing, Below 60

AFTER SCHOOL ACTIVITIES

All school rules and consequences apply to after school activities which include, but are not limited to, sports events, dances, clubs, concerts, and talent show(s). Students must arrange for transportation prior to the event and be picked up in a timely manner, within 15 minutes after the event ends. Students must be in attendance at school on the day of an after school activity in order to participate.

ARRIVAL/DISMISSAL

All car riders are to be dropped off and picked up on the west side of the building. Please do NOT drop your student off in front of the main office. Students are admitted to the building at 7:45 am. Please do not drop your child off prior to 7:45 as there is no adult supervision and students will have to wait outside. 6th graders will report to the cafeteria, 7th graders to the auditorium and 8th graders to the gym. All students are to stay in their designated areas until the bell rings for homeroom. No students are to be in the hallway or classrooms without a pass from a teacher.

Students who arrive after 8:25 must report to the office to sign in and get a pass. Our official start time is 8:25 a.m. If you are late, please report to the main office, check in, and get a tardy slip. Lawful tardies include but are not limited to late buses, medical appointments and illness. You need to bring a note if you are tardy due to a medical appointment or if you are sick. **A student must check in before 12:00 to be counted present for the day.**

Our doors will be unlocked at 7:45 a.m. Please do not let your child out of your car before the doors are unlocked and we are ready to supervise them. Please do NOT drop your student off in front of the main office. In the afternoon, you should pick your child up by 3:50 p.m. in the car rider line. After 3:50 p.m. you will need to pick them up on the office side of the building.

All students who are being checked out of school early must be done so by 3:15.

Once a student arrives on campus, regardless of mode of transportation, he/she is subject to all school rules and regulations. For example, a student cannot arrive on campus, and then leave campus without going through the appropriate procedure.

Any student staying for an after-school event must go directly to the event sponsor/location and stay there for the duration of the event.

ATTENDANCE

- A. A student who is absent will bring a written excuse signed by his/her parent/guardian and turn it in to the front office to the data manager, Mrs. Buttrell. This must occur within three days after the student returns. Absences will be coded as unexcused until the written excuse is received. Absences due to extended illnesses may also require a statement from a physician. Parents will be notified when the child reaches 3 unexcused absences, 6 total absences or 6 unexcused absences, 10 total absences or 10 unexcused absences, 15 total absences, and 20 total absences. (15 unexcused absences can prohibit a child from being promoted to the next grade.) The parent/guardian will also be notified of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of NC and the Union County Board of Education.
- B. Per UCPS policy students in middle school (grades 6-8) who are absent 15 days may be retained. Absences include those that are lawful, unlawful, and due to suspension. When students accumulate 15 or more absences and documentation is on file at the school which indicates circumstances beyond the control of the student and parents contributed to the accumulation of 15 or more absences, an appeal may be made to the principal to waive absences and allow the student to pass.

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily

The only lawful absences or tardies include:

1. Illness or injury
2. Death in immediate family
3. Medical or dental appointment
4. Court or Administrative Proceedings
5. Religious observance
6. Educational opportunity—Pre-approved by the Principal (DOES NOT include family vacations)
7. Quarantine
8. Special emergencies—approved by the Principal

Parents/guardians...please understand that an excused absence will remain an absence. Car riders who are late due to traffic receive an “unexcused” tardy. See Middle School Attendance Policy for further information regarding early check out and penalties involved.

Students who are absent are responsible for making up any missed work in order to receive credit.

A student shall be recorded present for any day that he/she is present at a place other than the school with the approval of the Principal for the purpose of attending a school activity which has been officially authorized under the policies of the Board of Education of the School's Administrative Unit. This may include field trips, athletic contests, music festivals, student conventions, and similar activities. Students who go on these out-of-school trips **MUST** get assignments and make them up.

Students who are absent 15 days due to chronic illness, communicable disease, injury, or other medical reason (substantiated by a doctor's note) will not lose course credit. However, the student must maintain an acceptable academic average for passing.

In order for an absence to be excused for educational purposes, a request must be made to the principal prior to the absence. Upon the student's return they must make a presentation highlighting the educational value of their experience. Paperwork is available in the front office for this request.

BOOK BAGS

Book bags, backpacks, suitcases, oversized purses and totes are not allowed in classrooms. These items can be carried to and from school but must be stored in the student's locker during the day.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of our school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Breakfast will be served each morning from 7:45 until 8:15 a.m. and is free to every student. The cafeteria staff appreciates your cooperation with the following:

1. You can prepay for lunch, breakfast, and snacks. To use the online prepay system, simply visit the website at www.LunchPrepay.com and set up an account. The only information needed to set up an account is your child's student I.D. number and name. When the child reaches the low limit you have established, you will receive notification via email that your child needs more money. You will also be able to monitor the account activity to see how your lunch money is being spent. Of course a student can also pay for lunch on site. If you send a check, make sure your student's name, telephone number and lunch number is on the check. If your child pays in cash, no change will be given. The balance will be credited to the child's account.

2. Students are responsible for letting their parents know when his / her lunch account runs out. They will be asked and allowed to call home if they do not have money in the account. There is no school fund to pay for lost lunches or overdrawn accounts.
3. Middle school students can charge a basic lunch for only 5 days. (5 x \$2.50 = \$12.50) Snacks, or “extras” cannot be charged at any school. **When your student reaches this limit, s/he will not be allowed to charge anything else.**
4. Cafeteria account balances, either positive or negative, will carry over to the following school year.
5. We expect our students to treat our cafeteria kindly. They are expected to put all of their trash in the trashcan and leave the tables and floor clean.
6. Students who eat breakfast at school are expected to be here in time to eat and get to his / her first class on time. Our cafeteria is not a place to sit and socialize.
7. We do not recommend coffee, huge soft drinks or energy drinks for students. It is difficult for a child to sit still, concentrate and learn if they are full of caffeine.
8. We offer a “nut free zone” to those students who have a nut allergy.

9. For any additional information or if a concern arises, please call: **704.296.6312**

Food at school: Federal and state regulations mandate that food cannot be brought into school for our students until the last lunch is served at school. This means that any celebration that involves food cannot be scheduled in lieu of lunch. Teachers, PTO / PTA, booster clubs, and outside food vendors should not be serving food to students until after lunch. **Any food that is served at school must be prepared in a commercial kitchen.** Homemade food is not allowed. Health Department regulations state that “all foods shall be obtained from sources that comply with all laws relating to food.” **A significant number of our students suffer from food allergies such as peanut allergies. Any food that is served at school has to list the ingredients. A parent is welcome to bring lunch to their student. They will need to eat in the conference room as the outside food cannot be in the cafeteria.**

CELL PHONES

Per UCPS policy Middle School: Students will not possess cellular phones or electronic/media devices except pursuant to an authorized purpose or as an instructional tool under the guidance and direction of a staff member during a school activity, from the first bell of the day through the last dismissal bell. Except as identified above, cell phones must be turned off and locked in the student’s locker at all times. Use of a cell phone is defined to include, but is not limited to phone ringing, talking on phone, taking pictures, browsing, gaming and text messaging. Cell phones, especially text messaging, disrupts the learning environment and is a very tempting distraction for students.

Students are allowed to use the phone in the main office or their assistant principal’s office for emergency purposes only. Students may not use classroom phones or cell phones during the day. Cell phones may be used before a student arrives on campus and after final dismissal and students

are out of the school building (3:50 pm). **Cell phones are to remain in lockers and turned off during the school day.** Please do not send text messages to students during the school day.

Consequences for Cell Phone Use at School:

1. Warning/Cell Phone turned into office/Student pickup end of day/sign pick-up
2. Parent or Guardian Only Pick-up
3. Parent or Guardian Only Pick-up and phoned is banned from school.
4. Discipline from school

*The administration and staff **will not** search for, question students about, or investigate the disappearance of lost or stolen personal items that students are prohibited or discouraged from having at school. This includes, but is not limited to, cell phones, MP3 players, camera, video game players, other electronic devices, and any other personal items not necessary to complete school assignments. The same procedure is true for any items in a student's locker that does not have a school lock on it or if the student has given his/her combination to another student. All articles found should be taken to the school office as soon as possible. Students should check the office for lost items.*

Unfortunately, family emergencies do happen. The school telephone is for office use and emergency situations. We want to support your child in a crisis. Rather than calling your child directly, please call a counselor or administrator so we can be there for you and your student. Parents, please do not text message or call your child during school on their cell phone.

Students will not be allowed to call home on the day of a field trip for permission to go on the trip. **Students will not be allowed to call home on the day of a basketball game or any other school event to make transportation arrangements.** Help us with this issue by making all arrangements with your child concerning afternoon activities, transportation, etc. before he / she comes to school.

Change of Address / Phone Number / Verification of Residence

If your address changes, you must provide proof of residence by providing two of the following:

1. Purchase, lease, or rental agreement with a street address and your name and approving signature.
2. Phone bill with your name and address on it.
3. Electric bill with your name and address on it.
4. Driver's license with your current address.

If your phone number changes, please let us know. It adds stress to the situation to have a child in crisis and not be able to contact a parent or guardian.

DELIVERIES

Instructional time will not be disturbed for students to obtain forgotten items. Students may pick up items during class change or at lunch. Students may not receive gift items while at school.

Dress Code: Clothes should never be a distraction or disrupt the learning environment. We have a uniform dress code because we believe it makes East Union Middle School a better learning environment.

1. Every grade is assigned a specific color and your T shirt, polo, and sweat shirt must be that color. You can purchase them at school. Undershirts may be white, gray or grade level color only. Pants, shorts and skirts must be khaki or brown. Students may also wear plain dark blue jeans with no holes.
2. On spirit day, shirts can be any color but must have East Union Middle School, Forest Hills High School logo or the logo of any other school in our Forest Hills cluster on them.
3. Jeggings and yoga pants are not allowed. Leggings are appropriate only when worn under a uniform skirt that comes to your knee when you are standing up.
4. Uniform shorts and skirts must come to your knee when you are standing up.
5. Pants / jeans cannot have **any** holes in them **above the knee** even if they are patched, taped or covered.
6. Pants need to be kept at waist level. No sagging is permitted. Visible undergarments or compression shorts are not acceptable. Belts are encouraged.
7. Open toed shoes are not allowed. Neither are excessively high heels, shoes with wheels, slippers or flip flops. Shoes with strings and / or laces must be tied, and buckles / straps / Velcro closures must be fastened.
8. Hanging chains are not allowed on wallets or other non-jewelry items. Spikes on your jewelry or shoes are also not appropriate. Necklaces may be worn inside the student's shirt, but should not be seen.
9. Girls may carry a small purse.
10. Bandannas, bonnets, hats, masks, hosiery, bandana head bands, or any other type of head covering cannot be worn without approval from administration.
11. Sunglasses and hats are not to be worn on campus except at outdoor events or on designated spirit days.
12. The school dress policy applies to our field trips, basketball games, dances or other school events.

Homeroom teachers must check for dress code violations during the first few minutes of the day. Throughout the school day other staff members may bring dress code violations to the attention of an administrator.

The following procedure will be followed when a student does not comply with the dress code policy:

1. Students will call a parent/guardian to request a change of clothes.
If appropriate clothing cannot be brought to school, the student will spend the remainder of the day in ISS.
2. Multiple dress code violations will result in disciplinary action.

EARLY DISMISSAL

YOU MAY NOT CHECK OUT A STUDENT AFTER 3:15. If you need to check your student out of school, please come to the office and sign him / her out. **Be prepared to show picture identification.** If you need someone other than a parent, guardian or emergency contact to check your student out of school, please send a note stating who will be picking up your student and include a phone number so we can contact you to verify the information. These notes should be turned in to the office no later than 8:30. Please make sure the demographic information we have on file is current. This includes emergency contacts, phone numbers, etc.

FIELD TRIPS

Field trips will be determined by their grade level team. All students are required to have a signed permission slip in order to attend any school field trip. Students must remain on the best behavior during the entire trip. Both UCPS and EUMS discipline policies apply to all field trips. Parents may not transport students to or from a field trip. If a student has had OSS or ISS during the school year, he/she may lose the privilege to attend a field trip(s). **Once money is paid for a trip, it is typically not refundable.** Some trips are overnight trips and may have other conduct requirements which will be announced well in advance of the trip.

Extra Help and Academic Support:

Teachers often keep office hours. They are there for you. It is a good time for quick questions or some individual attention. Parents are encouraged to contact their child's teacher if they have any questions or concerns regarding academic progress.

Communication and scheduling are key to making these learning opportunities successful for everyone.

Grievance Policy: (When a problem occurs, questions arise or if you have a concern)

Students: If you have a problem talk to a staff member, ideally, your teacher. If a resolution or solution cannot be reached or if the problem continues, communicate with your Assistant Principal.

Parents: **Contact a teacher directly with any concerns or questions.** If a resolution or solution cannot be reached, contact the grade level Assistant Principal, and then the Principal. Should a grievance need to be moved beyond the Principal, the Principal will advise the parent on whom to contact at the Central Services level.

Everyone: Go directly to an administrator if you hear of, know of or see anyone with tobacco, drugs, weapons, or alcohol at school.

GUIDANCE

Students will be assigned a counselor by the grade they are in. Students that need to speak with the counselor will be able to through different paths. Student referral, teacher referral, parent referral, and administrative referral are all viable ways to request service from the guidance department.

- 6th Grade: Ms. Misty Tarlton
- 7th Grade: Ms. Cindy Price
- 8th Grade: Ms. Zulma Weste

The purpose of our school counseling program is to help each student be the best they can be mentally, emotionally and socially. We work towards this end in the following ways:

1. Helping new students feel at home at East Union with tours for new students.
2. Conferencing with students and / or families.
3. Implementing the North Carolina testing program in a way that ensures a student has the best opportunity to demonstrate what they have learned.
4. Welcoming the opportunity to talk things over with any student, parent or teacher.
5. Teaching classroom lessons in the areas of personal/social development, academic performance and career development.

Honor Code

Part of education is learning and practicing responsibility, respect, integrity and honor in behavior as well as academic study. Therefore, students, parents, teachers and administrators must commit to preserve these fundamental values in all academic endeavors. Violations of the honor code are as follows:

- **Cheating** includes, but is not limited to:
 1. Giving or accepting answers on a test or quiz, including spoken or unspoken signals.

2. Taking or attempting to take a test or quiz for another student.
 3. Discussing the details of a test or quiz with another student before they have had the opportunity to take the test or quiz.
 4. Using unauthorized materials during a test or quiz, including notes or answers written on hands, paper or clothing as well as sneaking a look at another student's paper.
 5. Copying another student's homework, or giving your homework to someone else who intends to copy it.
- **Plagiarism** includes, but is not limited to:
 1. Using another person's work, whether it is verbatim (word for word), with some words changed, or paraphrased, without giving the author credit through quotations, footnotes, endnotes or other citations.
 2. Using another person's work, in part or whole, without appropriate citation.
 3. Using another person's original ideas and submitting them as one's own work.
 4. Cutting and pasting materials from the internet (text, pictures, graphics, etc.) without appropriate citation.
 - **Forgery** includes, but is not limited to:
 1. Signing a parent or guardian's name on a progress report or other school communication.
 2. Signing a parent or guardian's name on a note addressed to the school or teacher.
 3. Signing a teacher's name to a pass.
 - **Other areas of concern:**
 1. It is essential that all work submitted by a student be work expressly created by the student. If parents and tutors have questions about how to help without unwittingly violating the academic honor code, they should discuss appropriate strategies with the student's teacher. Caution should be exercised when parents and tutors are helping students with homework and projects.
 2. Students should not condone others who are observed giving or receiving help on a test, quiz, project or homework.
 - **Consequences:**
 1. Cheating on homework – zero on the assignment
 2. Cheating on tests, quizzes, projects and large assignments – zero on the assignment, an "N" in conduct on the report card and parent contact made.
 3. Plagiarism - zero on the assignment, an "N" in conduct on the report card and parent contact made.
 4. Forgery – an "N" in conduct on the report card, possible disciplinary action

Students may earn greater consequences if they are dishonest about the instance of cheating, plagiarism or forgery.

ITEMS NOT ALLOWED AT SCHOOL

Gum, candy, soft drinks, toys, games, laser pointers, and electronic games are not allowed at school as well as anything that is not used for educational purposes.

*The administration and staff **will not** search for, question students about, or investigate the disappearance of lost or stolen personal items that students are prohibited or discouraged from having at school. This includes, but is not limited to, cell phones, MP3 players, camera, video game players, other electronic devices, larger sums of money and any other personal items not necessary to complete school assignments. The same procedure is true for any items in a student's locker that does not have a school lock on it or if the student has given his/her combination to another student. All articles found should be taken to the school office as soon as possible. Students should check the office or student success center for lost items.

Lost and Found

Students who find lost articles are to take them to the Student Success Center. Lost articles which are not reclaimed within a reasonable period of time will be donated to a charitable organization. Please be sure that all valuables are clearly marked with your name. This includes clothes and shoes.

Students, please check your desk before you leave your classroom and make sure you have your books, purses, wallets and other personal items. **Never, ever leave your purse, phone, computer, wallet, book bag, or any other personal item unattended. Keep it with you or lock it up. We are not responsible for lost or stolen items.**

LOCKERS

You will be assigned a locker and you need to keep a school lock on it. Locks need to always stay on the locker. **Never give your locker combination to anyone else.** Keep your locker clean and locked. Do not ever open someone else's locker. Lockers are a privilege and not an entitlement. The privilege may be revoked.

School lockers are school property and can be inspected or searched by administration at any time. We will empty every locker the day after school is out. Please plan accordingly.

Do not bring excessive amounts of money or valuables to school. Do not ever leave anything unsecured in the locker room, dressing room or classroom. This includes wallets, purses, jewelry, cell phones, etc.... We are not responsible for lost or stolen items.

Laptop Computers

Students will be issued laptops at the beginning of the school year once the user agreement has been signed and returned to school. Parents and Students must review the required 1-1 laptop information and adhere to the outlined rules/procedures. Students misusing their laptops will face consequences as described in the UCPS and EUMS Handbook. Laptops are to be used for educational purposes only. Random computer checks will be performed throughout the year. If a student is on an inappropriate site, they will lose the use of the computer. Additionally, the laptop could remain in the teacher's classroom and the student will be allowed to use it in class only.

Consequences for general misuse: Students can receive any of the following consequences for any infraction with discretion of the administration.

1. Teacher warning.
2. Teacher issued Lunch Detention/Parent Contact
3. EUMS Admin takes possession of laptop for 1 week, parent contact, and possible further disciplinary action.
4. EUMS Admin takes possession of laptop for 2 weeks, parent contact, and possible further disciplinary action.
5. Student will lose laptop for the rest of semester/year, and possible further disciplinary action.

If a laptop is directly or indirectly lost, damaged or stolen, the student/family is responsible for the resulting charges.

***The EUMS administration will have the final decision regarding consequences students receive. In certain situations, students may receive additional consequences to those listed above.**

Leaving Campus

Students are not to leave the school campus without permission. Students who need to check out of school early must be signed out in the office and be accompanied by a parent or guardian.

MEDIA CENTER

Visit the media center website for more information and resources.

Our Media Center is a place for students and teachers to work, find reading materials, and study in a peaceful environment. We offer books, magazines, computers, and many other resources for assigned study and recreational reading. It is open from 8:15 to 3:30 every school day. Students are able to visit the media center during the school day, with their teacher's permission. Language Arts teachers also schedule class visits on a regular basis.

Books are checked out for a two week period and can be renewed for another two weeks. Students are responsible for returning library books to the library by the due date. Overdue book lists are distributed on a regular basis to homeroom teachers.

While we do not charge overdue fees, if a student is responsible, directly or indirectly, for lost, damaged, or stolen books, he/she is responsible for the resulting charges.

Make up Work

When a student is absent it is the student's responsibility to talk to his / her teachers about making up any missed assignments. The following guidelines will be used:

1. Students should keep a contact list with at least two friends/students per class in order to check on their daily assignments.
2. After three consecutive, excused absences, you may call the school and work will be collected for your child. Please allow our faculty 24 hours to collect the work. You can pick it up in the main office.
3. Students will be given two days to make up work missed for each day absent. When arrangements are not made to make up work or if the makeup work is not completed on time, the student will not receive any credit for that work.

MEDICATION AT SCHOOL

The Union County Public School Student Handbook is very clear and precise about medication at school. In order for a student to have or receive ANY TYPE of medication at school, including over the counter meds, these procedures must be followed.

No medication can be taken or given at school except under the following conditions:

1. A completed Medication Consent Form must be signed by the physician and the parent each year. Any type of medication requires a Medication Consent Form. These are available in the office and on the nurse's website. <http://www.ucps.k12.nc.us/Domain/2583>
2. The supply of medication must be in the original container that has an expiration date.
3. Any change in medication, dosage, or administration time requires a new Medication Consent Form.
4. If your child needs to carry emergency medications such as an inhaler or Epi pen, in addition to the Medication Consent Form, a completed Self-Medication Form must be signed by the physician, the parent, and the student.
5. We can no longer accept or support parent permission notes for any type of over the counter medication or prescription drugs.

Students who are in possession of/ or use any type of medication, including over the counter medicines and supplements of any kind, that are not checked in by school nurse may face disciplinary action according to Union County Public Schools Policy.

Parent Portal

The Parent Portal is the online tool for Parents / Legal Guardians to obtain 24/7 access to their student's information. A web browser allows parents to view:

1. Detailed attendance information
2. Detailed grade information from each teacher's grade book
3. Summary grade information (Report Card view)
4. Standardized Testing Information
5. Personal Demographic Information
6. Emergency Contact Information

The receptionist at East Union can only issue your user I.D. and password in person, when you show a valid, picture identification.

Physical Education Guidelines

All of our East Union students will have a Physical Education (P.E.) class. We will also teach the required Health Education curriculum during P.E. "ALL STUDENTS ARE EXPECTED TO DRESS-OUT FOR PHYSICAL EDUCATION."

Required Dress:

1. Athletic shoes –You have to wear shoes that cover your entire foot and they must be appropriately tied. Feet are important; shoes are important. We will be working hard. Wear shoes you do not mind getting dirty.
2. Crew-Neck Tee Shirt – No scoop necks.
3. Athletic Shorts/Capris/Yoga pants – If you wear shorts they are to be no more than 2" above your knee. Denim shorts, cargo shorts and pajama pants are not allowed. Yoga pants work well. We will be working hard in P.E. class. Slogans or writing of any type on the seat of your pants is also not acceptable.
4. Students will go outside sometimes when it is cool. They may need and can wear warm-ups, sweatshirts, sweatpants, etc. Please help your child think this through and prepare for those cool weather days.

The Locker Room: Do not bring any valuables to Physical Education class! Secure all your valuables in your locker before coming to class. We will not be responsible for your valuables. No cameras, phones or food are allowed in the locker room at any time. Bring roll-on deodorant. Aerosols, perfume, cologne, hair spray, etc... are not allowed because so many people are so allergic to those products.

ALL STUDENTS ARE EXPECTED TO PARTICIPATE EVERY DAY!

The exceptions are: Doctor's notes, parent notes (good for 2 days), or your Physical Education teacher's consent. Non-participation for extended medical reasons will require a doctor's note to resume participation.

General Policies and Procedures

1. You will have 4 minutes after the tardy bell rings to change clothes and be on the floor ready to go! You will have 4 minutes at the end of class to change and be ready to go to your next class.
2. You will be considered tardy if you are not dressed out in your squad with your shoes tied when we take attendance. When sitting in your squad you are to sit quietly, pay attention and face forward.
3. You can never use any of the P.E. equipment unless you have been given permission by an instructor.
4. When you hear a whistle you need to stop, look at, and listen to your instructor.
5. If you do not do the warm ups exercises properly or do not participate fully in the requisite activities, you may end up with an alternate assignment for the remainder of class. Physical Education is important!
6. You MUST report any injury to the instructor **before you leave class.**
7. PLEASE... wash your PE clothes at least once a week.

Positive Behavior Interventions and Support (PBIS)

East Union Middle School has adopted the use of Positive Behavior Interventions and Support (PBIS). PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems and CHAMPS. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

SELLING ITEMS AT SCHOOL

Students are not allowed to sell any items on campus that are not authorized through the school as an organized, approved school activity.

Promotion and Accountability Standards

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

SCHOOL CLOSING/INCLEMENT WEATHER

Occasionally, it is necessary to close school because of bad weather. In order to make this process as safe and efficient as possible we need you to do the following:

1. If your child is not a bus rider, make plans about how he / she is to get home when schools close early. Make sure your child knows what to do.
2. Make sure you fill out the "East Union Emergency Dismissal Plan" that is a part of the first day packet and send back to your child's homeroom teacher.
3. Remember, we need to keep the phone lines open when we have to close East Union early. If all your arrangements are already in place, you can relax and let us do our work. School closings are posted on the TV, radio and the UCPS web site.

VISITORS

All visitors must sign in at the office and wear a visitor's pass while they are on campus. Parents are encouraged, invited and always welcome to visit East Union. We ask that you make appointments to meet with a teacher or administrator. Drop in meetings are difficult to accommodate.

THE STUDENT BEHAVIOR CODE

In General

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

All students will be subject to the regulation and disciplinary procedures outlined in the Union County Public Schools Board of Education Student Discipline Policy.

<http://msct.ucps.k12.nc.us/php/handbooks.php> Teachers and administrators will determine the consequences of inappropriate behavior according to the student behavior code of Union County and East Union Middle School. The expectations for EUMS are outlined below but are not limited to the following:

1. Students are expected to comply with adult expectations and procedures.
2. Students are expected to respect their peers.
3. Running, pushing, shoving, picking and general rowdiness are not appropriate.
4. Name calling and any form verbal or written abuse will not be tolerated. If continued after conferencing with administrator, it will be looked as “bullying” and will have a consequence.
5. Students are expected to take care of our school including the furniture, equipment, materials and facilities. Computers, lockers, textbooks and any other school properties are to be used with respect and care.
6. Students are expected to use their school laptop computers for instructional purposes only. These are learning tools, not personal computers. You are responsible for care, breakage and loss.
7. Students are never to leave campus without permission.
8. Students are expected to be on time and prepared for each class.
9. You must have an appropriate pass to be out of class at any time. If you need to stay over in a class, the sending and receiving teacher must make those arrangements.
10. Students are not to bring anything to campus that does not have to do with the teaching and learning process. This includes: toys, stuffed animals, skateboards, weapons, bigger than life pencils, laser pointers, hornet shooters, bullets, pills, lighters, etc... If a student gets to school with anything of this nature, he / she is expected to turn it in to the nearest adult immediately.
11. Threatening, harassing or intimidating anyone on campus is not tolerated.
12. Public displays of affection (PDAs) are prohibited. Hugging, kissing, and handholding are private matters and are not part of our teaching and learning environment.
13. Misbehavior in assemblies, dances or ballgames will not be tolerated and anyone doing this will most likely be removed from the event and not be allowed to attend similar events later.
14. Students are not allowed to buy or sell anything at school except for our school sponsored fund raisers.
15. Every student is expected to conduct him / herself in accordance with decent, polite, honorable and honest standards.

In the Classroom

1. Students are expected to be in their seat, prepared and ready to go when the teacher starts class.
2. Prepared means books, paper, sharpened pencil, homework, fully charged computers, etc.

3. Students will stay in class until the teacher dismisses them.
4. All assigned work will be completed properly and on time.
5. In order to be excused from a class, you need to have prior approval from all teachers involved.
6. Horseplay, running, pushing, shoving, picking or general rowdiness is not appropriate.
7. Projectiles are dangerous. Do not throw or shoot anything at anybody.
8. Disrespectful behavior will not be tolerated.
9. Cheating and plagiarism will not be tolerated.
10. Students are not allowed to have gum or candy in class. Water bottles may be allowed. This is at the discretion of the teacher.

In the Hall

1. Students are expected to go directly from class to class.
2. Our halls are small and traffic control is an important part of keeping East Union orderly and safe. You are expected to walk on the right side of the hall.
3. Do not run, loiter, or group together in the halls. This is dangerous and impedes traffic.
4. If you are in the hall during class time, you must have a pass.
5. Horseplay, running, pushing, shoving, picking or general rowdiness is not appropriate.
6. When you are traveling with your class, you are expected to stay with your class.
7. When you are changing classes, you are expected to stay quiet and orderly.

On the Bus

Riding a school bus is a privilege, not an entitlement. Safety is our primary concern. Union County Public Schools has a very clear policy. We will abide by that policy. Students who ride the bus are expected to and will be held accountable for appropriate behavior. Students are expected to abide by the following:

Stand at your assigned stop. Be there 10 minutes early. The bus stop is considered school property and the rules apply.

Turn left and right. Look both ways before crossing.

Observe the stop sign and flashing red lights.

Proceed only when all cars have stopped.

1. Use appropriate language and keep all of your body parts to yourself when you are on the bus.
2. Respect the driver and other students while on the bus.

3. Remain seated and facing the front of the bus at all times during your ride.
4. Eating or drinking (except bottled water) is not permitted on the bus.
5. Profanity or fighting is not permitted on the school bus.
6. Bullying is not permitted on the bus or other vehicle as part of any school activity or while waiting at the bus stop.
7. Possession or use of weapons is not allowed.
8. Possession of tobacco products or any illegal drugs or alcohol while on the bus or at the bus stop are not allowed.
9. Please do not vandalize the bus by marking, tearing seats, etc....
10. Possession or use of nuisance items is not allowed on the bus.
11. Objects should not be thrown on the bus or out of the bus. Students/parents may be responsible for damage to vehicles which may be damaged from objects thrown from bus.
12. Animals, oversized projects, plants etc. are not permitted while riding the bus.

The school-based administration reserves the right to discipline students for other acts that disrupt the safe operation of the bus but are not specifically mentioned above.

