



**HEALTH SCIENCES ACADEMY**  
**at MONROE MIDDLE SCHOOL**

**2019-2020**

601 E. Sunset Dr.  
Monroe, NC 28112

Union County Public Schools  
<http://mms.ucps.k12.nc.us>

August 26th, 2019

Dear Students,

Welcome to the 2019--2020 school year. The teachers, administrators, staff, parents, and your fellow students want this year to be a great success for each of us. In order to be successful we must all commit to a set of common beliefs that will guide and support us throughout the school year. There is no doubt that the decisions you make this year will impact your success.

In this handbook you will find important information regarding our school expectations. Please read it carefully and commit to adhering to these Redhawk expectations. You will also find school and district policies for attendance, tardiness, and grading. Pay particular notice to our "Standard Code of Dress." We are a uniform school, so this information is vital to the start of the school year and each day you arrive here ready to learn..

Your goals can easily be accomplished if you commit yourself to academic excellence each and every day. In following the rules and procedures outlined in your student agenda you are already on your way to achieving success. Together we can accomplish great things for you and for our school.

Respectfully,

Health Sciences Academy at Monroe Middle School Administrators

**HEALTH SCIENCES ACADEMY AT MONROE MIDDLE SCHOOL IS PROUD TO BE A PBIS SCHOOL.**

- The definition of PBIS: Positive Behavior Interventions and Support
- Throughout the school there are common expectations taught to students and posted throughout the school. The matrix below outlines all of the school-wide expectations.
- The Monroe Middle PBIS Motto is B4: Be Responsible, Be Respectful, Be Prepared and Be Safe in all we do.
- Students are rewarded with school-based currency/points from RedCritic (a school incentive program) for meeting expectations.
- Students cannot share school-based currency/points with other students.

**HEALTH SCIENCES ACADEMY AT MONROE MIDDLE SCHOOL EXPECTATIONS MATRIX: B4/CHAMPS**

HSA at MMS provides a productive environment that follows PBIS. Our school PBIS expectations follow our “B4s,” which reminds students, “before you act,” BE Responsible, BE Respectful, BE Prepared, BE Safe. Our students use their B4s in compliance with CHAMPS to help them be successful in all areas throughout the school building.

	<b>C (CONVERSATION)</b>	<b>H (HELP)</b>	<b>A (ACTIVITIES)</b>	<b>M (MOVEMENT)</b>	<b>P (PARTICIPATION)</b>	<b>S (SUCCESS)</b>
<b>ARRIVAL</b>	VOICE LEVEL 2	SEE CLOSEST ADULT	GET BREAKFAST AND GO DIRECTLY TO CLASS	STAY WALKING TO THE RIGHT IN YOUR HALLWAY	HAVE ALL MATERIALS, INCLUDING DRESS CODE. GET TO CLASS QUICKLY	SMOOTH TRANSITION TO CLASS
<b>HALLWAY TRANSITION</b>	VOICE LEVEL 1	SEE YOUR TEACHER	WALK DIRECTLY TO NEXT CLASS	STAY WALKING TO THE RIGHT	FOLLOW EXPECTATIONS	SUCCESSFUL TRANSITION
<b>CLASSROOM</b>	VOICE LEVEL 0-3 (VARIES BY TEACHER)	SEE YOUR TEACHER	COMPLETE REQUIRED TASKS	MOVE AT TEACHER'S DISCRETION ONLY	SAFELY ENGAGE IN LEARNING EXPECTATIONS	SOAR TO SUCCESS
<b>RESTROOM</b>	VOICE LEVEL 1	SEE CLOSEST ADULT	USE RESTROOM	GET IN AND GET OUT QUICKLY	KEEP IT CLEAN	QUICK AND EFFICIENT USE
<b>CAFETERIA</b>	VOICE LEVEL 2	SEE CLOSEST ADULT	EAT WITH MANNERS	STAY AT YOUR TABLE	THROW AWAY TRASH/CLEAN AREA	ENJOY A SAFE AND NUTRITIOUS LUNCH
<b>BUS</b>	VOICE LEVEL 2	SEE BUS DRIVER	GET ON/OFF AT CORRECT STOP.	STAY SEATED.	SIT SAFELY AND FACE FORWARD	HAVE A SAFE RIDE
<b>OUTDOOR/ RECESS</b>	VOICE LEVEL 4	SEE CLOSEST ADULT	PLAY APPROPRIATELY	SAFE PLAY IN YOUR AREA	FOLLOW EXPECTATIONS	SAFE AND ENJOYABLE PLAY
<b>DISMISSAL</b>	VOICE LEVEL 2	SEE CLOSEST ADULT	GO DIRECTLY TO DESIGNATED AREA	STAY IN YOUR DESIGNATED AREA	EXIT BUILDING SAFELY	SMOOTH TRANSITION TO EXIT BUILDING

## 1. ARRIVAL/DISMISSAL

- A. School doors will open promptly at 8:15 AM. Do not bring your child to school prior to 8:00 AM; there will be no adult on campus to supervise them. When you arrive at school prior to 8:45 AM, you will pick up your breakfast at your designated Kiosk and then report to your homeroom. Students who abuse this responsibility will be placed on a restricted transition schedule.
- When students enter their classrooms they will be expected to independently unpack, eat breakfast, and complete the posted assigned morning work to excellence.
- B. If you arrive at school after 8:45, report to the office and sign in. If you want breakfast, report to the cafeteria after you sign in and then report directly to your homeroom.
- C. If you are requesting early dismissal, you must submit a note to the office from home with a parent contact number. Also, the person who picks you up must sign you out in the office and have a picture ID on them. **The latest time to check out a student for early dismissal is 3:15 PM.** If you stay at school for a basketball game or dance, do NOT leave campus. You are to stay in your last class or other designated area until you are called to the gym.
- D. Any adult who checks in or out a child must have a picture ID. In addition, the person must be listed on the student's information form on PowerSchool as having the right to pick up the student.
- E. Once anyone arrives on this campus, regardless of mode of transportation, he/she is subject to all school rules, regulations, and policies. For example, a student should not return home for any reason without permission from the Principal or an Assistant Principal.
- F. If you wish to ride to and from school in any car, you must submit written permission from your parents/guardians to the office.
- G. Do not bring visitors to school with you. Also, visitors are not permitted to ride our buses. All visitors must be registered with the Principal or Assistant Principal. Visiting friends will not be allowed to attend classes with students.
- H. All afternoon car riders and walkers are expected to be off campus no later than 4:15 PM. The school day ends at 3:45 PM. Parents, please plan to pick up your child prior to 4:15 PM or arrange for your child to ride the bus. Teachers are off-duty at 4:00 PM.
- I. All students who do not normally ride a bus, but need a temporary bus pass to go home with a friend must have written permission from both parents to do so. The student must then turn that note into the front office in the morning to receive temporary bus pass.
- J. All walkers must have written permission from a parent/guardian. Students may **not** change from riding the bus or car to a walker without a written note from a parent. All walkers must exit through the front door and should not be on the bus lot. Students who are walkers who are on the bus lot will be given disciplinary consequences.

## 2. STUDENT PREPAREDNESS

- A. Go to class prepared with books, pencils, paper, laptop, charger and keep up with all of your property. Failure to bring proper materials to class or complete homework or class assignments is not meeting B4 Expectations and can result in disciplinary action, ie., lunch detention or ASD..
- B. When changing classes, students are to follow CHAMP expectations from their teacher.
- C. School regulations are to be followed at all school-related events regardless of the place, including field trips, basketball games, extra-curricular activities, etc. Remember that you represent the Health Sciences Academy at Monroe Middle School wherever you are. You will

be subject to disciplinary action for violations of regulations in these areas.

- D. Students using the common areas, including cafeteria, lecture room, gym, and school grounds are to clean up the area before returning to their classrooms.
- E. Students are to always transition quietly (follow assigned voice level) so as not to bother others in the adjoining areas.
- F. Students are to exhibit appropriate conduct during assembly programs. They should remain in assigned areas, follow directions of staff/adults, and keep hands, feet and objects to self, practice good audience behavior by refraining from talking and noise making.
- G. Students must never be out of class unless they have a staff members as an escort. This includes trips to the office or counselor suite. .

### 3. TECHNOLOGY/CHROMEBOOK PREPAREDNESS POLICY

- A. Students are expected to bring their Chromebooks & chargers to school every day.
- B. Chromebooks should be fully charged at the beginning of the school day.
- C. Students should not loan their Chromebooks or their login information to other students.
- D. Homeroom teachers will perform "Chromebook & charger checks" every 6 weeks to ensure that all students have both items. If students are not bringing both their computer and charger to school, bring their laptop uncharged, misuse the internet access, or intentionally damage or abuse their laptop they will lose the privilege to take their laptop home and it will be left at school so they can access the resource responsibly under their teacher's supervision.

#### Disciplinary Actions to be taken if student is not prepared:

1st Offense Warning and Paper/Pencil Alternative Assignment (Provided by teacher)

2nd Offense: Silent Lunch and Phone Call Home (The parent bring the Chromebook to school.)

3rd Offense: Phone Call Home and ASD (The parent bring the Chromebook to school.)

4th Offense: ASD, Parent Conference

5th Offense: ASD

\*\*\*HSA Admin reserve the right to select the most appropriate consequence depending on context of the violation. The above list is a guideline.\*\*\*

### 4. \*COST OF MEALS:

The Health Sciences Academy at Monroe Middle School offers free breakfast & lunch for all students. No forms are needed to be completed to receive free breakfast & lunch.

Visiting Adults and Children: a la carte prices apply.

Snacks may be purchased in the cafeteria

Outside food such as fast food **CANNOT** be brought into the cafeteria whether it is brought in by the student, family member or friend in the morning or afternoon.. Students can pack and bring their lunch to school.

#### \*SOFT DRINKS/SNACKS

- A. No outside food or drinks are permitted at school. Students are **not** to bring soft drinks, energy drinks or flavored beverages in a can nor glass/plastic bottle to school-this includes items with a bag lunch or for breakfast. **These items, if found, will be confiscated and discarded.**
- B. Only clear/transparent water bottles with water in them will be permitted for students during school.
- C. Students are not to have any food, including snacks, in the halls, on the bus, or on school

grounds.

- D. Students may purchase items in the cafeteria. All items purchased or given in the cafeteria **MUST** be consumed in the cafeteria. **Students MAY NOT leave with ANY food.**

## 5. SICK STUDENTS

- A. Please make sure students are well enough to attend school, if they are feeling ill, have a fever or are vomiting, at home in the morning they should stay at home. When they return, a letter of excuse should be brought to school and submitted to the office.
- B. In order for students to receive medicine at school the following procedures must be followed. The school does not provide **any** medications.
1. Medication must be sent in the original container if it is an over-the-counter medicine or a prescription bottle if it is a prescription medicine.
  2. Please check expiration dates. School personnel are not allowed to give expired medications.
  3. The school does not provide any medications including ointments, creams, pain relievers, eye drops, etc. Any medication given at school must be provided by the parent/guardian.
  4. A medication consent form is required for any medication given at school.
  5. **Signatures from a parent/guardian AND the student's health care provider are required for ANY medication to be given at school. This includes prescription as well as over the counter medications.**
  6. Faxed consents from parents and/or doctors are acceptable.
  7. The entire UCPS medication policy may be viewed online at [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us).
  8. THE SCHOOL WILL ASSUME NO RESPONSIBILITY FOR STUDENTS WHO SELF MEDICATE. STUDENTS WHO ARE IN POSSESSION OF ANY TYPE OF UNAUTHORIZED MEDICATION (OVER THE COUNTER OR PRESCRIPTION) MAY FACE DISCIPLINARY ACTION. **REFER TO UCPS POLICY MANUAL.**
- C. Parents of Students with chronic health conditions are asked to do the following:
1. If your child has a life-threatening condition/allergy, please notify the school nurse and any other staff members who will be in contact with your child (including the cafeteria/bus driver/coach/extracurricular activities).
  2. Contact the school nurse if you need to schedule a conference to discuss details regarding the development of a health care plan for your child.
  3. Provide necessary changes that occur during the school year, either with contact numbers or your child's health condition

## 6. ABSENCES

A student who is absent must bring a written excuse signed by his/her parents/guardians and turn it into the front office. 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 could prohibit a child from being promoted to the next grade.) The parents/guardians 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.

At 10 unexcused absences, students will attend 3 days of ASD where they will work on assignments in Canvas. 3 days of ASD in one week will excuse one absence unless students do not attend or while in ASD, choose not to do any work or only minimal work.

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 (this 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. Only in the event of your child's absence of 15 days or more will a doctor's note make the absence legitimate. 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.

- A. If a student must leave school for a part of the day, a written request by the parents/guardians must be submitted to the office before reporting to homeroom. The authorized party must come to the office to sign the student out of school. Students are not allowed to walk home unless administration approves it.
- B. Students who are absent are responsible for making up any missed work within 3 days in order to receive full credit.
- C. 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 or the Principal. 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.
- D. F. According to Union County Public Schools policy, students in elementary/middle school (K-8) who have 15 unexcused absences will not pass their grade and be retained. (Absences include those excused, unexcused, or due to suspension.)
- G. Students who are absent for 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.

## **7. CHEATING/ACADEMIC INTEGRITY**

Each person is responsible for his/her honesty and integrity. A person must not receive nor give help on a test, quiz or any academic assignment. Student will receive an opportunity to redo the assignment for ½ of original possible credit after parent is notified (Teacher may give an alternative test, assignment and time of completion). If student refuses the alternative assignment and/or time, the teacher may assign a zero (0) after parent is notified.

## **8. GRADING SCALE**

Grades on report cards are assigned by numerical equivalents rather than letter grade. The following scale can be used to translate into letter equivalents. A=90-100, B=80-89, C=70-79, D=60-69 and F=59 or less.

## **9. PROGRESS REPORTS/REPORT CARD DATES**

1st six weeks	Progress report	Report card- 10/16/19
2nd six weeks	Progress report	Report card- 11/26/19
3rd six weeks	Progress report	Report card- 1/28/20
4th six weeks	Progress report	Report card - 3/12/20

5th six weeks      Progress report      Report card- 5/5/20

6th six weeks      Progress report      Report card - 6/7/20

\*Dates are subject to change due to inclement weather cancellations.

## **10. PHONE CALLS**

School telephones are for use only in the case of an emergency. Make all necessary plans with family and friends before you come to school. If your parents are picking you up, ask them to let you know before you leave home in the morning. As a rule, students will not be allowed to call home from the office or receive a phone call during instructional hours. If a call must be made, notify your teacher. At the discretion of the principal, emergency calls may be made. The office phone is **unavailable** for student use between 8:45 am and 4:00 p.m.

Parents are encouraged to make arrangements with their children for afternoon activities BEFORE COMING TO SCHOOL. This practice will help free our phone lines for regular business and emergencies. PARENTS ARE ASKED TO CALL THEIR CHILDREN AT SCHOOL ON THE SCHOOL PHONE ONLY IN CASE OF AN EMERGENCY. STUDENTS WILL NOT RECEIVE PHONE CALLS or DELIVERIES AT SCHOOL.

Students may not use personal cell phones during the instructional day unless authorized by a teacher or administrator. Personal phones should not be out or used on school grounds for any reason between the time of 8:15 - 4:00. Students observed with their phones out will have them confiscated until a parent can pick them up.

### **Parent Phone Calls**

Parents may make appointments for conferences with teachers, the counselor, the assistant principal and/or the principal by telephoning the school office 704-296-3120. Teachers will return calls during their planning periods within 48 hours pending extenuating circumstances.

## **11. SELLING ITEMS AT SCHOOL**

All sales not connected in any way with Health Sciences Academy at Monroe Middle School are prohibited. Items illegally placed on sale will be confiscated in addition to all monies associated with unauthorized sales.

## **12. BOOK BAGS**

Book bags, string bags, and pocketbooks will be allowed in the classroom since we do not assign lockers to students. Only instructional materials or items needed for school should be in book bags or string bags.

## **13. LOST AND FOUND**

Please remember to write students names inside jackets, winter hats, gloves, bookbags, books, etc. Students who find lost articles are asked to take them to the office. Items are no longer allowed to be left in classrooms overnight per Union County Health department regulations. All items left in classrooms will be turned in to the lost and found at the end of every school day. After six weeks, all remaining items in the lost and found will be given to charitable organizations.

## **14. VISITORS**

PARENTS ARE ALWAYS WELCOME, BUT ARE **REQUIRED** TO MAKE AN APPOINTMENT TO SEE A TEACHER, ADMINISTRATOR, THE PRINCIPAL, OR TO VISIT THEIR CHILD'S CLASSES AS PER UCPS BOARD POLICY. Parents who arrive with no scheduled appointment will be asked to schedule a time to return when the staff member requested is available to meet. All visitors to the school are required to register their visit in the school office by showing a picture ID and to wear a VISITOR'S PASS while they are on campus.

## **15. DELIVERIES OF ITEMS TO STUDENTS**

No student deliveries will be accepted at Health Sciences Academy at Monroe Middle School. This includes balloons, Valentine's, birthday, and other occasional gifts. Personal parties are not



permitted at school. No outside food can be delivered to students at lunch time.

## 16. FACILITY CARE/USE

- A. Take care of furniture, equipment, materials, restrooms, and classrooms. We have a beautiful school and we should take care of it.
- B. Check your desks before leaving school in the afternoon to make sure that you have your books and personal items.
- D. Students are not to use the windows as a place to enter or leave the classroom, as a seat or bookshelf.
- E. Students are not to jump up in order to hit the ceiling tiles with hands or other objects.
- F. Students are not to put up posters or signs unless they have permission from the principal.
- G. If a student abuses school property, the following will be done:
  - 1. Clean, if possible, with notification of parent/guardian.
  - 2. Referral to the office.
  - 3. Possible report to SRO.
  - 4. Pay restitution, if applicable.

## 17. SOFT DRINKS/SNACKS

- A. No outside food or drinks are permitted at school. Students are not to bring soft drinks in a can or glass/plastic bottle to school-this includes items with a bag lunch or for breakfast. These items, if found, will be confiscated and discarded.
- B. Only clear/transparent water bottles will be permitted for students during school.
- C. Students are not to have any food, including snacks in the halls or on the bus. Snacks may only be eaten in class when approved by the teacher and does not impede instruction.
- D. Students may purchase items in the cafeteria. All items purchased in the cafeteria **MUST** be consumed in the cafeteria.

## 18. FACULTY LOUNGE/WORKROOM

No students are allowed in these areas for any reason. Do **not** purchase drinks or snacks for students from the vending machines or send a student to ask an adult to purchase items from the vending machine for staff..

## 19. LUNCHROOM BEHAVIOR

Students are to follow the guidelines outlined for expected behavior in the cafeteria. Students should line up upon entering and get all the items they need the first time through the line. They should sit with their class and remain in their designated area. The area should be cleaned up prior to exiting. Students should be respectful of others and refrain from inappropriate behaviors (running, pushing, kicking, tripping, breaking in line, throwing food, tampering with other students' food, popping milk cartons/bags, flipping water bottles ). These behaviors will **not** be tolerated and will lead to disciplinary action. Administrative discretion will be utilized in assigning consequences for inappropriate behavior. Food should only be consumed in the cafeteria or in the classroom under teacher supervision. No food should be taken from the cafeteria. Food from outside commercial locations (McDonald's, Chic-fil-A, etc.) will not be allowed to be consumed in the cafeteria.

## 20. HALLWAY BEHAVIOR

- 1. Remain on voice level 1
- 2. Go from one class to the next with teacher supervision
- 3. Stay walking to the right side (unless you need to pass a class)
- 4. Do not run, loiter, or group together in the halls. This is dangerous and impedes traffic flow.
- 5. Do not stop at the bathroom.

6. Hats, hoods, head wraps (unless for religious reasons), loud noises, physical contact, electronic devices and headphones/earbuds are not tolerated.
7. Students must remain on the hallway assigned to their respective class.

## 21. PERSONAL VALUABLES

Do not bring large sums of money or valuable items to school. The school is not responsible for lost/stolen electronics, such as MP3 players, iPods, handheld gaming systems, headphones/earbuds, cell phones. etc. **School staff including the SRO will not expend any time investigating damaged/lost/stolen electronics.** Be especially careful not to take any valuables or money into the gym locker rooms. Gym locker rooms are not secure.

## 22. MONIES

- A. You are urged to bring correct money amounts for various needs.
- B. Checks for lunch will not be cashed in the school office.

## 23. FIELD TRIPS

- A. A student who has disciplinary infractions or OSS may be ineligible for field trips.
- B. Refunds of field trip costs cannot be made once checks have been cut for trip expenses.
- C. Each grade level/learning community/team may establish its own criteria for field trip participation as approved by the principal.

## 24. DANCES

Our goal is to have dances scheduled throughout the school year. Dances are scheduled from 4:00 pm- 5:30 pm. Admission cost will be \$5.00 per student. Appropriate conduct is expected during dances. Students with disciplinary infractions or those who display unacceptable behaviors on the day of a dance will not be permitted to attend the dance as well as students who are suspended. Students will not be refunded the cost of the dance.

During the dance, students are to remain in the assigned area of the building. An appropriate amount of space between students is expected at all times and no large dance circles will be permitted at any time. Students who do not adhere to expectations and/or staff redirections may be asked to leave without refund and may be banned from future dances. Students who are not picked up on time will not be permitted to attend future dances. Students are to stay in uniform unless the dance date is also a "Dress Down" day (Dress code policy is to be followed).

## 25. PROMOTION POLICY

Union County Board of Education Policy states: To be promoted to the next grade, middle school students must demonstrate grade level proficiency by scoring a Level III or above on EOG's in reading and math. Local standards state that students must also pass English/Language Arts and Mathematics. In addition to English/Language Arts and Mathematics, the student must also pass two (2) of the following three subjects – Science, Social Studies, and Health/Physical Education.

Approved by BOE, May 2010

## 26. BUS TRANSPORTATION

***Riding a bus is a privilege, not a right.*** Students who ride a bus must demonstrate proper behavior or this privilege will be taken away and the student will have to provide his/her own transportation to school. Students are expected to abide by the following rules Per UCPS:

## BUS DISCIPLINE CONDUCT RUBRIC

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

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

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

### Examples of Level I Infractions Include:

- Delaying the bus schedule
- Nuisance items
- Tampering with property
- Electronic devices (Disruptive or Inappropriate Use)
- Drinking/Eating
- Abusive language, gestures or profanity
- Standing/moving while bus is in motion
- Disruptive behavior
- Horse playing/pushing students
- Jumping or tumbling over/under seats
- Failure to sit in assigned seat
- Getting on or off the bus at undesignated stops
- Loud talking, shouting or yelling
- Refusing to obey the driver's instructions
- Placing any body part out of the windows
- Tobacco – See policy 4-3 (b) 12-d
- Throwing objects on the bus without injury
- Failure to walk in front of the bus when loading or disembarking

**Level II Infraction****Disciplinary****Action**

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

**BUS DISCIPLINE CONDUCT RUBRIC continued****Examples of Level II Infractions Include:**

- Abusive language & gestures (toward other students)
- Threats towards students
- Aggressive behavior
- Illegal unauthorized substances
- Prescription Drugs
- Sexual Harassment
- Indecent exposure
- Possession of violent and profane materials
- Mercury and other dangerous chemicals
- Bullying
- Throwing objects toward staff
- Throwing objects resulting in injury

**Level III Infraction****Disciplinary Action**

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

**Examples of Level III Infractions Include:**

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

- False alarms
- Hazing

**Level IV Infraction  
Disciplinary Action**

1 <sup>st</sup> Referral of Level IV Violation	Parent contact; bus privileges suspended for remainder of year
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**Examples of Level IV Infractions Include:**

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

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

**Bus Lot Behavior Guidelines**

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

1. Students should report directly to their bus and not loiter on the bus lot. Students who do not report directly to their bus will be in danger of being left by the driver.
2. Students will not run on the bus lot while moving to load bus or while waiting on the bus to arrive.
3. Students will not push, shove, fight, or attempt to cause any physical harm to another student on the bus lot.
4. Students will respect adult monitors on the bus lot.
5. Students will not throw rocks, footballs, baseballs, or other objects while waiting to board their

bus.

6. Students should not consume food or drink on the bus lot.
7. Students will not re-enter the building for any reason without permission from an adult.
8. Students not assigned as bus riders found on the bus lot will face disciplinary action.
9. Students must not extend hands, arms, feet, and/or head out of the windows.

**27. AFTER-SCHOOL ACTIVITIES** (School dances, basketball games, talent shows, concerts, etc.) Inappropriate behavior at an after-school event will result in the appropriate punishment according to the consequences which govern student behavior during normal school hours. Students who are not picked up on time from after-school activities will no longer be permitted to participate in such activities. This includes participants and athletes. Students must be present at school to attend any after-school activity.

**28. Interpersonal Relationships & Communication:**

The following is a reminder of the **5-7 - HEALTH EDUCATION PROGRAM**

**5-7 HEALTH EDUCATION PROGRAM**

**Revisions History:** 04/05/2016, 12/10/2013, 02/16/2010, 08/15/2006 Approved 01/07/1997

The Board is committed to a sound health education program that provides students with accurate information and encourages them to be responsible for their own health and behavior. The Board recognizes the primary role of parents in providing for the health and well-being of their children and seeks to involve parents as provided in this policy.

**HEALTH EDUCATION PROGRAM FOR GRADES KINDERGARTEN THROUGH SIXTH GRADE**

A health education program will be taught to students from kindergarten through sixth grade. This program will include age appropriate instruction in topics including, but not limited to, bicycle safety, nutrition, dental health, environmental health, family living, consumer health, disease control, growth and development, first aid and emergency care, mental and emotional health and drug and alcohol abuse prevention. A copy of the program will be available at each school for two weeks prior to the teaching of the instructional unit.

**HEALTH EDUCATION PROGRAM FOR GRADES SEVEN THROUGH NINE**

A health education program will be taught to students from seven through nine. As required by law, this program will include age appropriate instruction on the topics referenced above, as well as reproductive health and safety education including but not limited to sexual abstinence until marriage, the human reproductive system, preventable risks for preterm birth in subsequent pregnancies, effective contraceptive methods for preventing pregnancy, awareness of sexual abuse and sexual assault, sexually transmitted diseases (STDs), including HIV/AIDS and other communicable diseases. According to North Carolina Law this reproductive health and safety education program shall include the following:

1. Teaches that abstinence from sexual activity outside of marriage is the expected standard for all school-age children.
2. Presents techniques and strategies to deal with peer pressure and offering positive reinforcement.
3. Presents reasons, skills, and strategies for remaining or becoming abstinent from sexual activity.
4. Teaches that abstinence from sexual activity is the only certain means of avoiding out-of-wedlock pregnancies, sexually transmitted diseases when transmitted through sexual contact, including HIV/AIDS, and other associated health and emotional problems.
5. Teaches that a mutually faithful monogamous heterosexual relationship in the context of marriage is the best lifelong means of avoiding sexually transmitted diseases, including HIV/AIDS.
6. Teaches the positive benefits of abstinence until marriage and the risks of premarital sexual activity.
7. Provides opportunities that allow for interaction between the parent or legal guardian and the student.
8. Provides factually accurate biological or pathological information that is related to the human reproductive system.
9. Provide information related to sex trafficking prevention and awareness.

**PARENTAL OPPORTUNITIES TO REVIEW MATERIALS AND WITHHOLD CONSENT TO STUDENT PARTICIPATION IN THE HEALTH EDUCATION PROGRAM FOR GRADES SEVEN THROUGH NINE.**

A copy of all program objectives and instructional materials for reproductive health and safety education will be available for review in the school media center for 60 days prior to the teaching of the instructional unit.

The **first option** is the curriculum that is based on the **N.C. Standard Course of Studies: Framework for Healthful Living Education**, which was revised to meet the requirements the North Carolina Healthy Youth Act of 2009. The state has provided this option to meet the needs of students in the Union County Public Schools. The second option is an alternative abstinence until marriage curriculum that is more restrictive in topics addressed. This second curriculum is offered in response to concerns of some parents that the first option is too broad in its coverage of sensitive or controversial topics. Before students may participate in any of these programs, the school must notify the parents of the opportunity to review the materials and the right to withhold consent for their students) to participate. A consent form will be mailed to each parent and/or guardian. Any student who does not return a signed consent form will be assigned to the state option curriculum. The principal of each school shall contact the parent/guardian of those students failing to return the consent form to confirm receipt of the consent form.

# BASKETBALL AND CHEERLEADING GUIDELINES

1. [Forms](#) for participation in UCPS sports
2. [UCPS Guidelines](#) discuss requirements, suspension from game(s)/team due to behaviors in/out of school, use of tobacco, drugs and/or alcohol, & the Code of Conduct.

## HSA@MMS Dress Code 2019-2020

(This document is subject to change at any time by administration)

The Health Sciences Academy at Monroe Middle School holds high expectations for all scholars to represent the school in a way that exemplifies good character by being prepared, being respectful, being responsible, and by being safe. HSA@MMS has a uniform policy for all scholars to ensure everyone has the opportunity to go to school in an environment conducive to learning without disruption because of student dress or appearance. Administration reserves the right to deem any article of clothing or accessory inappropriate if it distracts from, or causes an interruption to, the learning environment. Words, logos, slogans, pictures, or acronyms on garments that promote alcohol, drugs, tobacco, gang affiliation, nudity, sexual activity or profanity are **not** allowed. The safety and education of our scholars is the highest priority and scholars' clothing should not serve as a hindrance to that purpose. The HSA team expects HSA scholars to represent themselves in an appropriate and respectful manner at all times.

Students and parents need to be familiar with the uniform policy as students are to adhere to this policy while on school grounds or while participating in certain off campus school functions. Field trips will be addressed on an individual basis depending on the nature of the trip.

### Tops: Polo Shirts or Spirit Wear:

- 6th graders wear **hunter green or black** polo shirts
- 7th graders wear **navy blue** polo shirts
- 8th graders wear **red** polo shirts
- HSA@MMS "Spirit Wear" are t-shirts, polo shirts, or **non-hooded** sweatshirts that have the "HSA@MMS," "Monroe Middle or High School Logo" OR "Heart for Monroe" logo.
- Tops must fit appropriately and should not show the midriff, even while sitting, or cleavage.
- Long sleeve undershirts worn with short sleeved shirts must match the color of the grade level color polo shirt.
- HSA@MMS Sport Jerseys may only be worn as a team on designated days as assigned by administration & any long sleeved shirt must match the color of the sport jersey .



- No label is preferred, however, if a label is present it needs to be approximately the size of a quarter or smaller.

#### **Bottoms: Pants, Shorts, and Skirts:**

- Bottoms must be Khaki in color.
- Bottoms are to be cotton, cotton blend, or corduroy.
- Khaki color jeans, blue denim, velvet, velour, sweat, nylon, flannel, and knit bottoms are not allowed.
- Bottoms may have no words or graphics on them.
- Bottoms must fit appropriately at the waist so undergarments/shorts/leggings/tights do not show and must not be tight or of the skinny leggings or jeggings style. “Yoga” style pants are not allowed.
- No holes, tears, rips, or fraying.
- Bottoms must not sag, be oversized, be baggy in the seat or work below the waste.
- Bottoms can be shorts, skirts, skorts, or capris but must be fingertip length or longer.

#### **Outerwear: Sweaters and Sweatshirts ONLY:**

- **Must be the color of the assigned grade level polo shirt.**
- Sweaters and sweatshirts **may be crew neck OR V-neck.**
- **NO HOODIES on ANY sweaters or sweatshirts or short/long sleeved top.**
- No words or graphics.
- Must be worn OVER the grade level polo shirt.
- Hats, gloves, and coats are not permissible in the building. They MUST be placed in a book bag as students enter the building and remain there until they exit the building. They may be worn only outside at recess NOT in the cafeteria and must be immediately taken off when entering the building
- No label is preferred, however, if a label is present it needs to be approximately the size of a quarter or smaller.

#### **Belts and Accessories:**

- If worn, belts may be of any color/design/graphics as long as there are no inappropriate graphics, play on words, innuendos, illegal drugs, alcohol, gang affiliation or other items deemed inappropriate.
- Belts must fit appropriately and stay on and buckled at all times.
- Collars, bracelets or necklaces with spikes or oversized chains are not permitted.

#### **Shoes and Socks:**

- Shoes must be close toed and must be tied, buckled, strapped, or velcroed at all times.
- Socks may be any color/design/graphics as long as there are no inappropriate graphics, play on words, innuendos, illegal drugs, alcohol, gang affiliation, or other items deemed inappropriate.

- Socks may not be worn all the way up and have pant leg rolled or cuffed to expose them.

**Students MAY NOT wear or carry:**

- Bandanas, hats, headscarves (unless for religious purposes), do-rags, stocking caps, slippers, slides, cleats, Crocs, headphones, earbuds, bluetooth earpiece or cell phones.

**Jean Days: (Only assigned by administration)**

- **Jeans** must NOT have holes, rips, tears, frays, or patches of any kind.
- No skinny jeans that are too tight.
- No joggers or sweatpants

**Dress Down Days: (Only assigned by administration)**

- No tank tops with spaghetti straps or halter tops.
- All tops must cover the waistline at all times, including while sitting.
- Dresses, skirts, and shorts must be knee length or longer.
- No holes, tears, rips, patches, or frays in any garments.
- No garments with inappropriate graphics, play on words, innuendos, drugs, alcohol, or gang affiliation.

**The following items are additional items that are not allowed:**

- No bedroom shoes, slippers, Crocs, steel-toed shoes, light-up shoes or shoes that make any noise including, but not limited to music, cleats, or hee-lies. (If you walk to school in “non-school” shoes you must change shoes before entering the school building.)
- No bandanas, on or in your possession, hats, headscarves, sunglasses or gloves. (non-prescription eyewear is not permitted.) The exception to this rule is students who practice a religion that requires the wearing of yarmulkes and headscarves. These students will be allowed to wear those items.
- No clothing that causes a disruption to the learning environment.
- Earbuds are not a part of school dress. Earbuds should not be seen on students in any location during the school day.

***Any other items must not undermine the integrity of the dress code or serve as a disruption to the educational process.***

*If necessary, the administrative staff will meet to approve any attire not covered by the dress code. The principal reserves the right to repeal or amend any changes to the policy as necessary and will communicate all changes to the students, parents/guardians, and staff in writing prior to implementing any changes. The principal also reserves the right to waive any of these rules for special days, events, or occasions as predetermined and adequately communicated to students, parents/guardians, and staff.*

***Students that are found in violation of the HSA@MMS Uniform Code of Dress Policy will be subject to disciplinary action at the discretion of the grade level administrator and building principal.***

*Disciplinary action may range from in school suspension to after school detention or other consequences deemed appropriate by the administration team. Suspension will be considered for students who continually and willfully violate the Uniform Code of Dress Policy. Students who come to school inappropriately dressed or not in compliance with the dress code may be held out of class until the violation is reasonably corrected. Absences from class as a result of dress code violations will be ruled unlawful.*

## **HEALTH SCIENCES ACADEMY AT MONROE MIDDLE SCHOOL-WIDE RULES FOR THE 2019-2020 ACADEMIC YEAR**

\*\*\*HSA@MMS Admin reserve the right to select the most appropriate consequence depending on context of the violation. The below lists are guidelines.\*\*\*

### **1. Dress Code Violation**

1st Violation: Teacher warning and contact parents. Also must change into uniform or go to ISS

2nd Violation: Teacher assigned and supervised ASD or lunch detention with parent notification.

3rd Violation: Will be defined as failure to comply (Refer to #4 below for consequences).

### **2. Skipping Classes-** student must be referred to administration.

Please refer to UCPS BOE Policy 4-3b #4. First offense can result in OSS.

### **3. False Accusations of School Staff**

1st Offense – Administrator Discretion, May result in up to 5 days of OSS.

2nd or more Offenses – May result in up to 10 days Out of School Suspension.

### **4. Failure to Comply: pertains to staff requests and general compliance with school/class rules.**

Administrator Discretion: Depending on the severity of the action may result in ASD, and Parent/Student Conference with contract, OSS. Chronic offenses will be treated with more serious consequences.

Included but not limited to: ignoring directives, requiring multiple requests, not following a posted class/school rules.

### **5. Disrespect towards staff: Administrative discretion in determining an act to be disrespect and associated consequence. Depending on the severity of the action may result in ASD, and Parent/Student Conference with contract, OSS. Chronic offenses will be treated with more serious consequences.**

Included but not limited to: Interrupting, raising voice, arguing, gestures (eye rolling, raising hand

while being addressed), smacking teeth/lips, turning away while being addressed, walking away while being addressed

## **6. Running in Hallways**

1st Offense – Warning

2nd Offense – Parent contact

3rd Offense – ASD

4th Offense – OSS

## **7. Bullying/Safety** – Refer to Monroe Middle School Anti-Bullying Plan and

UCPS BOE Policy 4-3b #6

## **8. Students in Unauthorized Areas**

1st Offense – Warning by adult observing the behavior.

2nd or more Offenses – Please refer to BOE Policy 4-3b #4, Administrator discretion (Parent contact, ASD/lunch detention, OSS)

## **9. Classroom Disruption** – Universal procedures for students who continuously disrupt the learning process:

1. Warning

2. Parent Contact/Silent Lunch

3. Bounced to another designated classroom (Limited to 3 bounces per grading period)

4. Administrative referral (ASD, OSS)

Students who continuously disrupt others from learning will face disciplinary action by MMS administration, including possible suspension. Students who are continuously bounced from class will face disciplinary action by MMS administration, including possible suspension. Students who are bounced to another location and cause disruption to another classroom will face disciplinary action by the administration, including possible suspension. Please refer to UCPS BOE Policy #4-3b 7 for students presenting chronic disruptive behaviors.

## **10. Common Area Disruption** (Including but not limited to hallways, cafeteria, bus lot areas, and gymnasium)

1st Offense – Administrator Discretion (1-3 day(s) OSS w/Guidance Referral)

2nd Offense – 5-10 days OSS

3rd or more Offenses – Refer to School Board Policy

Students causing a disruption in common areas and are not assigned to this area can be suspended for up to 10 days or recommended for long term suspension.

## **11. Instigating or promoting common area disruptions** (Including but not limited to loud altercations in the hallways, drawing large crowds, running in the hallways to an altercation, shoving, horse playing, or fights, recording fights/altercations on electronic devices, etc.)

Refer to BOE Policy 4-3b 7

## **12. Public Display of Affection (PDA)** (i.e., including but not limited to hugging, kissing, hand-holding)

1st Offense – Warning and parent contact.

2nd Offense – 2 days teacher/administrator assigned ASD or lunch detention.

3rd Offense – Office Referral on Failure to Comply

## **13. Tardy to School**

Reporting to school and to class on time during the instructional day is critical to a student's academic development. UCPS Board Policy states: Students who have 20 or more tardies to school can be referred to truancy court. Students reporting to class after 8:45 will be counted as tardy. After a student has accumulated more than 10 tardies a letter will be sent home to parents.

After 15 tardies a parent conference with administration will be required. After 20 tardies students will be referred to truancy court.

### **Tardy to Class**

Students who report to class after the allotted 3 or 4 minute transition time will be counted as "Tardy" to class. Students who are tardy to class present interruptions to the teacher's ability to effectively deliver instruction. Interruptions to instruction must be eliminated in order to promote academic growth. Students who report tardy to class without a pass will be given the following disciplinary actions: After 3 or more tardies students will serve ASD

These consequences will start over every 6 weeks.

### **15. Misuse of school issued or personal technology**

If administrator deems the material – pornographic, threatening to student or equipment safety, or gang related principal may immediately terminate the student's privileges and impose consequences including OSS. Please refer to BOE policies 4-3b #22.

1st Offense – Warning and parent contact

2nd Offense – Suspension of technology privileges (Up to 6 weeks)/ Parent Contact

3rd Offense – Suspension of technology privileges (Up to 18 weeks)/ Parent Conference

4th Offense – Suspension of technology/privileges for remainder of academic year.

Teachers will be required to provide alternative assignments in the event that a student has lost their technology privileges. Loaner laptops will not be available for students in the event that they do not have their own laptop for any reason. Principal has discretion to increase the severity of consequence for any violation if circumstances deem necessary.

Students are responsible for their laptops and all components. Laptops, login information and/or chargers should never be loaned out or used by anyone other than the student in which it has been issued.

## **POLICY ON REGULAR HONOR ROLL**

### **1. Academic Grades:**

- A. All classes, including related arts and Health/PE, will count toward honor roll.
- B. To be on the A Honor Roll, a student must have all A's in the academic subjects that are counted in relation to Honor Roll.
- C. To be on the A/B Honor Roll, a student must have A's and B's in the academic subjects that are counted in relation to Honor Roll.
- D. Health/PE will be a joint grade.

### **2. Conduct:**

- A. To be eligible for the A Honor Roll, including related arts, band, and PE.
- B. To be eligible for the A/B Honor Roll, including related arts, band, and PE.
- C. If a student makes a U on conduct in any subject, HE/SHE CANNOT BE ON EITHER HONOR ROLL.

## **PHYSICAL EDUCATION REQUIREMENTS**

- 1. **Book bags.** Book bags will be stored & locked during PE on the loft are of the gym.
- 2. **Valuables:** We urge your child NOT to bring any money or jewelry in their book bags. We are outside on many occasions and we cannot be responsible for valuables left in the gym.
- 3. **Participation:** Participation in P.E. is of utmost importance for every child. Participation is a requirement not an option. If your child has a legitimate medical problem and cannot take P.E. one day, you will need to write a note explaining the cause for nonparticipation. Notes on a repetitive basis may require a parent/teacher conference. Forged notes by students will not be tolerated. For

a lengthy medical problem of more than 3 days in a 6 weeks grading period a doctor's excuse will be required.

4. **Grading:** Grades in P.E. will be based on participation, skills and written tests, along with attitude and sportsmanship. Failure to comply with ANY of these guidelines will result in a lower grade. Alternative assignments may be given. All school rules apply in gym and health class. Any violation will result in further point deduction and/or office referral.
5. **Gum or other food or drinks, except water, are not allowed in the gym.**

**Guidelines for Counseling of a Pregnant or Sexually Active Student, A Student with a Substance Abuse Problem, and/or A Student with Emotional Problems By School Board employees and School Health Nurses**

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

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

**TOPICS THAT MAY BE DISCUSSED WITH A MINOR WHOSE PARENTS HAVE NOT WITHHELD CONSENT**

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

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

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

**2. Pregnancy Prevention**

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

- a. Rate of effectiveness
- b. Advantages and disadvantages
- c. Estimated cost

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

### 3. Pregnancy Testing

The student may be given information on pregnancy testing.

### 4. Pregnancy

Abortion will not be discussed with a student by school health nurses or by school board employees.

Any student who is pregnant, or suspects she is pregnant, is always encouraged to tell her parents/guardian of her pregnancy and to make a decision, with their guidance, about her options concerning the pregnancy. Pregnancy options should be discussed with the student by her parents, primary care provider, obstetrician or the Health Department's medical staff who deals with maternity matters.

All of the adult employees of Health Sciences Academy at Monroe Middle School have certain responsibilities to the school and in order to carry out these responsibilities they have certain authority to correct students when the need arises. If any student is corrected by any adult employee, whether the employee is faculty, clerical, cafeteria, custodial or substitute, the student is expected to abide by such correction. Everyone at HSA@MMS is to be treated with respect.

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

1. Students are expected to follow the classroom policies and procedures established by each teacher. Students will not impair the teaching/learning process.
2. Students shall not purposely disrupt the lawful function of the school or its special activities, events, trips or performances. Infringing on the rights of other students, faculty, spectators or the public is not acceptable.
3. Knives, weapons, bullets, caps, or explosives are not to be brought to school. If you arrive at school and realize you have accidentally brought a knife or lighter, tobacco, etc., bring it to the office immediately.
4. Throwing objects like rocks at recess or food in the cafeteria are suspendable offenses. Inappropriate behaviors such as pushing, shoving and hitting are unacceptable.
5. Students must refrain from harassing, name-calling or other forms of bullying.
6. Students are expected to respect their peers, the adults, the school and other people's property. They must refrain from causing damage to any property and clean up after themselves.
7. Buying or selling items on school property without permission from the office is prohibited.
8. Students are not to use abusive or obscene language.
9. Students are to be prepared for class and on time with all of their necessary school supplies. During the class period, they are expected to participate in all class activities and complete all assigned work.
10. Inappropriate public display of affection such as hugging, holding hands, kissing, touching, etc. is not permitted.
11. Students should have a signed note from a teacher/hall pass when they are not in class.
12. No outside food allowed without proper commercial packaging/nutrition labeling. The office does not accept commercial food delivery (McDonald's, Chic-fil-A, etc.) and will not allow commercial food to be consumed in the cafeteria.

Not following school and county rules will result in consequences as outlined in the HSA@MMS Code of Conduct. The UCPS Policy Manual takes precedence over the HSA@MMS Student Code of Conduct

### CONSEQUENCES FOR POOR CHOICES

Students who do not meet HSA School behavior expectations will face consequences, which may include:

- Warnings or loss of privileges
- Parent notification/conference
- Lunch detention (assigned by teachers)
- Period detention
- Before/After School Detention (assigned by teachers and/or office)
- In-School Suspension (ISS)
  - Out of school suspension (OSS)
- Local law enforcement involvement

Note: More than 3 assignments of ISS during the year may result in OSS.

\*\*\*HSA Admin reserve the right to select the most appropriate consequence depending on context of the violation. The above list is a guideline.\*\*\*

## **REQUIREMENT FOR ALL STUDENTS AND THEIR PARENTS/GUARDIANS**

Please read and sign the statement below (A copy will be sent home with your child the first days of school). After signing, have your child tear this sheet out of his/her agenda and return it to his/her homeroom teacher by Friday, September 20, 2019.

We, at HSA@MMS, sincerely appreciate you taking the time to go over the items contained in this handbook. We will be glad to clarify any questions you may have regarding this information. It will truly help deter unacceptable behavior and prevent students from having to miss class because of rules that are already explained in this handbook.



