

Enfield Middle S.T.E.A.M. Academy Student & Parent Handbook 2022-2023



**Ms. Linda Cooper, Principal
Ms. Ashley Dozier, Assistant Principal**

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Enfield, NC 27823
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"Every Child. Every Day. Whatever It Takes."



ENFIELD MIDDLE S.T.E.A.M. ACADEMY

EVERY CHILD. EVERY DAY. WHATEVER IT TAKES.

Principal: Ms. Linda Cooper

Assistant Principal: Ms. Ashley Dozier

Dear Enfield Middle S.T.E.A.M. Academy Parents/Guardians,

It gives me great pleasure to serve as principal of Enfield Middle S.T.E.A.M. Academy and welcome you to the 2022-2023 school year. Parents/Guardians, I would like to thank you for allowing us to serve your child. It is a responsibility and privilege I do not take lightly. I am eager to meet with each of you to work collaboratively to focus on the needs of our scholars.

It is my vision to provide a rigorous learning environment for each child that personalizes learning. The staff at Enfield Middle S.T.E.A.M. will focus on helping each child develop by meeting their social, emotional, mental, physical, behavioral, and academic needs. Our scholars will participate in experiences to learn and discover leadership skills to thrive in the 21st century.

I am excited about the start of the upcoming academic year. Do not hesitate to reach out to me with any questions or concerns you may have. It's going to be a great year!

Sincerely,

Ms. Linda Cooper

Principal

Enfield Middle S.T.E.A.M. Academy

School Colors:

Hunter Green and Black

School Mascot:

Panthers

Enfield Middle S.T.E.A.M. Academy's Beliefs:

1. We believe that it is important to foster supportive relationships with all stakeholders; none of us can do this alone. We must support each other and solicit support when needed.
2. We believe that we should assume responsibility for student learning. It is our responsibility to ensure that students learn what we want them to learn.
3. We believe that every child has the right to a quality education. Therefore, it is our responsibility to expose them to a rigorous curriculum and teach them to use every resource at their disposal to enhance their learning.
4. We believe that we, as educators, must provide a positive and nurturing environment that makes learning possible for all students. Therefore, we must model the behavior that we expect of our students.
5. We believe that all children can and will learn, therefore it is our responsibility to encourage the learning of our students.
6. We believe that all students have strengths and skills that are assets to their education and must be allowed opportunities to use and develop these personal strengths.
7. We believe that we, as educators, have the resources and skills necessary to help each child, therefore we must continually reflect on our practices and commit to improving.
8. We believe that the student is the most important stakeholder in his/her education and must assume responsibility for this education. We must teach them to reflect on their learning, and commit to improving.

Enfield Middle S.T.E.A.M. Academy

"Home of the Panthers"



Mission Statement

We will empower our students to become life-long learners through rigorous curriculum, reflective learning, and collaboration with our stakeholders.

Vision Statement

Using available resources and human resources, the staff of Enfield Middle S.T.E.A.M. Academy will produce globally competitive, lifelong learners, prepared with 21st-century skills.

Motto

"Every Child. Every Day. Whatever It Takes."

Halifax County Schools
"Charting A New Course"



Post Office Box 468 • 9525 Hwy 301 South • Halifax, NC 27839
PHONE: (252) 583-5111 • FAX: (252) 583-1474

Board of Education Members

Mr. Tyus Few, Chair
Dr. Joyce Lashley, Vice-Chair
Mr. Claude Cooper
Mrs. Carolyn Hawkins
Mr. Charles Hedgepeth
Mr. James Mills
Mr. Michael Hawkins Sr.

Central Office Administration

Dr. Eric Cunningham, Superintendent
Dr. Tyrana Battle, Assistant Superintendent

Our Vision for Halifax County Schools: Charting a New Course

Halifax County Schools will focus on the needs of the students by empowering them to be successful global residents.

Mission/Core Purpose

To create a supportive and positive learning environment to address the needs of the whole student in partnership with educators, staff, parents, and communities.

Halifax County Schools Calendar 2022-2023

Start of the School Year	Holiday; schools closed	Mandatory Teacher Workday; non-student day	PLC Day; Early Release for students	Aug 18 Start Date for Early College & CCP Students Oct 21 Harvest Days - Student Day Nov 8 Election Day
End of the School Year	Annual Leave; schools closed	Optional Teacher Workday; non-student day	Staff Professional Development; non-student day	Early Release Day; Early Release for students & Staff

Inclement Weather Days will be converted into remote learning days.

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	PD	PD	PD	PD	OW	20
21	MW	MW	MW	MW	MW	27
28	29	30	31			

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	PLC	17
18	19	20	21	22	23	24
25	PR	27	28	29	ER	

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	PLC	15
16	17	18	19	20	GP	22
23	24	25	26	27	ER	29

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	PR	19
20	21	PLC	OW	24	25	26
27	28	29	30			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	GP	23	24
25	26	27	AL	AL	AL	31

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	AL	AL	OW	OW	7
8	MW	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	PLC	4
5	6	7	8	9	PR	11
12	13	14	15	16	ER	18
19	OW	21	22	23	24	25
26	27	28				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	PLC	11
12	13	14	15	GP	17	18
19	PD	21	22	23	24	25
26	27	28	29	30	ER	

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	PLC	7	8
9	AL	AL	AL	AL	AL	15
16	17	18	19	20	21	22
23	24	25	26	27	PR	29

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	PLC	6
7	8	9	10	11	12	13
14	15	16	17	18	ER	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	GP	3
4	MW	MW	MW	MW	OW	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

PR=Progress Report
GP=Grading Period Ends

Enfield Middle S.T.E.A.M. Academy

Roles & Responsibilities

Linda Cooper, Principal <ul style="list-style-type: none">○ <i>Activities/Scheduling Events</i>○ <i>Field Trips</i>○ <i>Building/Grounds</i>○ <i>Disciplinary Procedures (OSS)</i>○ <i>Scheduling (Approval)</i>	(252) 445-5455 ext. 1202
Ashley Dozier, Assistant Principal <ul style="list-style-type: none">○ <i>Disciplinary Procedures (OSS)</i>○ <i>Transportation</i>○ <i>Testing (Benchmark, EOG)</i>○ <i>Scheduling (Approval)</i>	(252) 445-5455 ext. 1205
Saqua Bowen, Behavior Coach <ul style="list-style-type: none">○ <i>Disciplinary/Restorative Procedures</i>	Radio
Tashaunna Hughes, Guidance Counselor <ul style="list-style-type: none">○ <i>504/Behavior Plans</i>○ <i>Enrollment/Withdrawals</i>○ <i>Social Emotional Learning</i>○ <i>Scheduling</i>○ <i>MTSS/PBIS</i>○ <i>Academics</i>	(252) 445-5455 ext. 1505
Paula Bobbitt, Bookkeeper <ul style="list-style-type: none">○ <i>Linq</i><ul style="list-style-type: none">○ <i>Payroll</i>○ <i>Timekeeper</i>	(252) 445-5455 ext. 1203
Veronica Davis, Data Manger <ul style="list-style-type: none">○ <i>Address changes</i>○ <i>Attendance</i>○ <i>Scheduling</i>	(252) 586-4944 ext. 1807

Enfield Middle S.T.E.A.M. Academy's Daily Schedules		
Grade 6	Grade 7	Grade 8
7:30 - 8:15 HR/Panther Time	7:30 - 8:00 HR/Panther Time	7:30 - 8:15 HR/Panther Time
8:18 - 9:03 Elective 1	8:03 - 9:18 Core 1	8:18 - 9:33 Core 1
9:06 - 9:51 Elective 2	9:21 - 10:36 Core 2	9:36 - 10:49 Core 2
9:54 - 11:09 Core 1	10:39 - 12:19 Core 3/Lunch	10:52 - 12:07 Core 3
11:12 - 12:52 Core 2/Lunch	12:22 - 1:07 Elective 1	12:10 - 1:57 Core 4/Lunch
12:55 - 2:10 Core 3	1:10 - 1:55 Elective 2	2:00 - 2:45 Elective 1
2:13 - 3:30 Core 4	1:58 - 3:30 Core 4/PT	2:48 - 3:30 Elective 2

Teacher Planning Periods		
6th Grade	7th Grade	8th Grade
8:18 am - 9:51 am	12:22 pm - 1:55 pm	2:00 pm - 3:30 pm

Teacher Meeting Schedule

We encourage you to communicate frequently with your child's teachers to ensure the success of your child. So that instructional time in the classroom can be protected for all students, we request that parents meet with teachers during their planning periods. Due to team meetings, professional development, and other activities, it is recommended that you call the school ahead of time to ensure that teachers are available when you arrive.

Academic Information

Core Subjects

- Grade Level English/Language Arts
- Grade Level Mathematics
- Grade Level Science
- Grade Level Social Studies

Elective Courses

- Band/General Music
- Health/Physical Education
- S.T.E.M. (Science, Technology, Engineering, and Mathematics)
- C.T.E. (Career and Technical Education)
- READ 180
- Art

Change of Schedules

Student schedules will be changed only when the student's welfare can be improved by such action. The student must have the approval of the principal before a change is made.

Homework Policy

We believe that homework assignments should be an extension of the instructional program and appropriate for the student's developmental level. Homework should help students become responsible, self-directed learners; improve their academic achievement, and provide reinforcement opportunities. The following procedures are in place to govern homework at Enfield Middle S.T.E.A.M. Academy:

- Homework may be assigned each day including weekends.
- All homework assignments will be clear and relevant to the current goals and objectives covered in class.
- A minimum of 1 hour to a maximum of 2 hours is allotted for the completion of all homework assignments.
- Students are required to complete all homework assignments.
- Students needing assistance with homework should inform their teacher at the beginning of class.

Report Cards/Progress Reports

Report cards will be issued six times a year. Progress reports will be issued at the end of the third week of each grading period. All students will receive a progress report that must be signed by the parent and returned to the teacher.

Grading System

In grades 6th – 8th, student's performance in all courses, including exploratory courses will be reported as follows:

A	Excellent Performance	100-90	Level V
B	Good Performance	89-80	Level IV
C	Satisfactory Performance	79-70	Level III
D	Weak Performance	69-60	Level II
F	Unsatisfactory Performance	59	Level I

Evaluation of performance shall include consideration of all activity that has occurred during an evaluation period including homework, classroom activities, projects, tests, and quizzes.

Honor Roll

The honor roll will be used to encourage students' academic performance. The Principal's List will include all students with a 4.0-grade point average (all A's). High honors will include all students with a 3.5 to a 3.9-grade point average with no grades less than "C". Honors will include all students with a 3.0 to a 3.4-grade point average. The honor roll will be generated from PowerSchool.

Promotion Criteria

In grades, 6-8 local promotion requirements are based on successful course completion of English/Language Arts, Mathematics, and either Science or Social studies. In addition, students must pass at least fifty percent (50%) of the remaining courses taken. In grades 6-8 the teacher and principal shall document that the student is on grade level and is receiving a final grade of A, B, or C or a grade comparable to his or her ability as documented by the End-of-Grade test.

Attendance Requirements for Promotion

To be eligible for promotion and to receive credit for a course, students in grades 6-8 must be present at least 80 days in a semester course and at least 160 days in a yearlong course. Absences for the following reasons are EXEMPT from the 160-day rule:

- Religious holidays and observances adhered to by the student or the parent, provided that the number of absences does not interfere with the education of the student.
- Quarantine is ordered by the local health department or State Board of Health.
- Illness or injury is confirmed by a doctor's statement.

- Court or administrative proceedings where the student is a party to the action or is under subpoena as a witness.
- Death in the immediate family or in the student's household (up to five days).

K-8 Review and Waiver Procedures

Promotion shall be based upon the mastery of critical knowledge and skills including reading, writing, and mathematics, and in consideration of social, emotional, and physical needs.

When students do not meet grade-level proficiency standards for promotion, decisions for grade placement must be made by the principal. A review of the student performance shall be conducted to guide the principal's decision to retain pending intervention or promote pending intervention.

Ongoing assessment is vital to the development of appropriate instructional plans. Intervention strategies may include, but are not limited to, alternative learning models, modified days, modified instructional programs, parental involvement, and/or summer school/interventions. Individual Personal Education Plan (PEP) will be developed prior to the start of the school year for students who have not demonstrated grade-level proficiency.

Review Process in Grades 6 and 7

The procedural steps for monitoring the progress of students who do not demonstrate grade-level proficiency are:

- A. Parents must be notified of the danger of non-promotion no later than February 1.
- B. An additional parent conference must be held in conjunction with third-quarter progress.
- C. If at the end of the academic year the decision is made to retain with intervention, teachers shall provide documentation of student performance during a review conference with parents. Documentation on intervention may include; student work samples, other test data, the information supplied by parents, teachers, and/or principals, information that is included in the IEP for students with a disability, and other information that verifies that a student is at grade level (students with disabilities shall be at grade level or be making adequate progress to meet requirements at upper elementary levels).
- D. The principal's decision, based upon a review of existing student performance documentation, is final.

Program Services

After-school tutorials are based on volunteers and proper funding. A schedule will be provided for this year as funding is secured and/or volunteers.

Regulations and Procedures

Attendance

Regular attendance at school is critical to a student's success. Even though a student may try to "make up" what has been missed, it is almost impossible to duplicate the experience that occurred during the actual class. It will be the student's responsibility to collect makeup work and complete all missed assignments. Parents should call the school counselor to arrange for class and homework assignments to be picked up if the student is absent for three or more days.

Attendance Policy (STUDENTS)

North Carolina General Statute 115C-378 (Compulsory Attendance Law) states the following:

Every parent, guardian, or another person in this State having charge or control of a child...shall cause such child to attend the school continuously for a period equal to the time which the public school to which the child is assigned shall be in session. The parent, guardian, or custodian of a child shall notify the school of the reason for each known absence of the child, in accordance with local school policy.

The principal, superintendent, or teacher who is in charge of such a school shall have the right to excuse a child temporarily from attendance on account of sickness or other unavoidable cause which does not constitute unlawful absence as defined by the State Board of Education.

The principal or his designee shall notify the parent, guardian, or custodian of his child's excessive absences after the child has accumulated three unexcused absences in a school year. After not more than six unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that he may be in violation of the Compulsory Attendance Law and may be prosecuted if the absence cannot be justified under the established attendance policies of the State and local Board of Education. Once the parents are notified, the school attendance counselor shall work with the child and his family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem. The attendance counselor may request that a law enforcement officer accompany him if he believes that a home visit is necessary.

After ten accumulated unexcused absences in a school year, the principal shall review any report or investigation prepared under G.S. 115-C-381 and shall confer with the student and his parent, guardian, or custodian if possible to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal determines that the parent, guardian, or custodian has not, he shall notify the district attorney, if he determines that the parent, guardian, or custodian

has, he may file a complaint with the juvenile intake counselor under G.S. 7A-561 that the child is habitually absent from school without a valid excuse. Evidence that shows that the parent, guardian, or custodian was notified and that the child has accumulated ten absences that cannot be justified under the established attendance policies of the local Board shall establish a prima facie case that the child's parent, guardian, or custodian is responsible for the absences.

Lawful absences

Following an absence, the student must bring a signed statement from his/her parent or guardian which gives the date of the absence and the reason for the absence. The student must bring this statement to school on the day of his/her return from the absence. The principal/designee will determine if the absence is lawful or unlawful and code it accordingly. No note results in an unlawful absence; however, if the note is brought on the second day, the absence will be coded.

A lawful absence will allow the student to make up the work that was missed while he/she was away. To determine what assignments must be made up, students in grades 7-12 who have lawful absences are responsible for contacting their teachers the day they return to school. Teachers in grades K-6 are responsible for informing students of make-up assignments. The student shall be entitled to five school days to make up all missed work. This would include time for testing as arranged by the student at the convenience of the teacher. Any work missed by the student while absent and not turned in will result in no credit for that assignment. Lawful absences include the following:

- Illness or injury (A statement from a physician may be required at the discretion of the principal.)
- Quarantine
- Death in the immediate family
- Medical or dental appointments (Documentation from physician required).
- Court or administrative proceedings
- Religious observances
- Educational opportunity (prior approval/documentation by the principal is mandatory).

Unlawful absences

Any absence that is not defined or determined lawful by the principal/designee is unlawful. A student may make up any work or evaluations within five days following an absence, whether excused or not. Work missed during an extended absence will be addressed individually. The time and place for the make-up work shall be determined by the principal and teacher. If a student fails to be present for the make-up test(s), then he/she shall receive no credit for the test.

Excessive absences (both lawful and unlawful)

- A student in grades K-8 must be in attendance a minimum of one hundred sixty (160) days.
- A student in grades 9-12 must be in attendance a minimum of eighty (80) class contacts to receive credit.
- Course credit will be withheld if more than the stipulated number of ten (10) days is missed. School-related absences are not included. All other absences will count against the maximum number permitted.
- Students who wish to appeal for special consideration due to extenuating circumstances can follow the regular grievance procedure policy established by the Halifax County Schools.
- All parents and students should be informed of this policy and parents of students with attendance problems should be warned at an appropriate time

Late Arrival/Early Pick-up

The school day for all students begins at 7:30 am and ends at 3:30 pm. It is important that all students arrive at school on time and stay the entire day unless there is an emergency. To meet the educational needs of our students, they must be in class. However, if it becomes necessary to bring students to school late or pick them up early, please adhere to the following:

- If a student arrives late, the parent or the responsible adult must sign the student into school so that he/she can receive an official admit slip to class.
- The office will not call students for early checkout after 2:59 pm.
- All students leaving early must be signed out by the parent. If someone other than the parent will be coming to pick up the student, the parent must send a signed note giving the identity of the individual coming, and a phone number where the parent can be reached.
- An ID must be presented at the time of checkout.

Withdrawal from School

Students who plan to transfer to another school must do so through the Guidance Office. He or she should go to the Guidance Office three to five days before he/she leaves and inform the counselor. The Counselor will tell the student the proper steps to take to transfer. Students must take care of all obligations before leaving.

Campus Visitation

The safety of students shall be ensured through close supervision in the building and on school grounds. Visitors shall enter the school through the main front entrance of the building. Visitors should then report to the main office and check in at the front desk to receive a Visitor's Pass. The Visitor's Pass should be worn or displayed during your stay. Only visitors with legitimate school business, such as parents of students in attendance, PTA or community

volunteers, approved vendors, or others with confirmed appointments will be allowed to remain in the building. **ALL** visitors are expected to adhere to the current CDC Covid-19 prevention strategies for the 2022-2023 school year.

Fire Drills and Evacuation Procedures

The purpose of fire drills is to prepare students and staff to safely deal with any emergency that might require a rapid mass exit. The signal for a fire drill is the fire alarm. During fire drills and other emergencies, the following rules should guide your actions:

- Follow all directions given by the teacher or staff member.
- Consider all drills to be “real” and treat them seriously.
- Leave the building through the nearest exit indicated on the classroom evacuation chart.
- Walk rapidly in a single file. Do not run.
- Talking is not permitted.
- Once outside, line up in a single file in the area designated by the teacher.
- After the fire drill, walk back to your classroom in a single file as directed by the teacher.

Student Dress Code

The Board requests that parents outfit their children in clothing that is conducive to learning and displays good judgment as it relates to age, developmental stages, and body type. Student school attire should be neat, clean, properly fitted, and suitable for the learning environment. The following is acceptable under the dress code policy:

Bottoms, Jumpers, Dresses, Pants, Capris, Walking Shorts, Skorts, and Skirts

- Bottoms should not show excessive skin. Distressed jeans are allowable.
- Bottoms should be sized appropriately, including waist and length, with undergarments NOT exposed.
- Dresses, jumpers, shorts, skorts, and skirts must be of modest length. The length of these items may not be above the student's fingertips when the student's arms are relaxed at his/her side.
- If belts are worn, they must not be oversized and must be buckled
- Leggings and jeggings are not appropriate.

Shirts and Tops

- Undergarments should not be visible at any time. Students may wear t-shirts or camisoles that are solid in color underneath their tops.
- Shirts and tops should have an appropriate neckline and an obvious shoulder line.
- Clothing displaying obscene language and/or promoting illegal activity is not allowed.
- See Halifax County Schools Board Policy 4326, Gang-related Activity Section A, for restrictions on clothing related to gangs.

Shoes

- Footwear should fit securely on the feet and must be worn at all times.
- Shoes should be appropriate for school activities such as P.E. classes, recess, ROTC, science labs, etc.
- No bedroom slippers or slip-on shoes are allowed.
- *CROCS can be worn with the straps on the heels at all times.*

Outerwear

- Hoodies and hooded jackets may not have the hood covering the head while in the school building. Violation of this may result in not being allowed to wear hoodies to school.
- Hats, toboggans, headscarves, sunglasses, etc. must not be worn in the school building.
- Bandanas, skull caps, sweatbands, etc. should not be worn to school.

Exceptions to Dress Code Policy

Religious or Medical Waivers

- Reasonable consideration will be made for those students who, because of sincerely held religious beliefs or medical reasons, request a waiver of a particular requirement for dress or appearance.
- Written waiver requests must be submitted on an annual basis. In considering a waiver request, the principal or designee may request additional documentation from medical officials and/or religious leaders.

Special Activity Accommodation

- The principal shall make reasonable accommodations for students involved in special duties, activities, or projects approved by the school. Such special duties, activities, and projects include, but are not limited to, athletics, P.E. classes, and other activities that require non-conforming dress on a school campus during the school day.
- Students who are taking classes that require a special dress code (such as JROTC or career and technical education internships) may wear that clothing to other classes.

Enforcement

Each principal and/or designee shall ensure that this policy is enforced in a manner that is consistent with other Halifax County schools and applied consistently within their assigned school building.

Compliance Measures

- Each school should strive to achieve full compliance through the use of incentives and positive reinforcement measures and should resort to disciplinary action only when positive measures fail to ensure compliance. In addition, schools shall communicate with parents so that expectations, rationale, and benefits are fully understood by the student and his/her family.
- Prior to initiating any disciplinary action against a student not complying with the policy, a conference with the parent must be held with a school administrator or counselor to solicit parental cooperation and support.
- Disciplinary action is to be initiated only after the student has been out of compliance for two (2) school days and all other measures to secure support and cooperation as mentioned above have not succeeded. A "progressive discipline" approach is to be employed by the school support staff so as to encourage full and consistent compliance with the least amount of disciplinary action.
- Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Section D of policy code [4300](#), Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

Textbooks/Library Books

Textbooks for each subject and library books are loaned to students with the understanding that they will be taken care of properly. It is the responsibility of every student to prevent damage or the loss of books. There will be a charge for the books that are lost or show evidence of excessive damage.

Use of Telephone

The school telephone is a business telephone and is not to be used by students except in emergencies. Students are not allowed to use the telephone to make personal arrangements (such as requesting permission to go to another student's home after school or stay over for a game, etc.). Exceptions will be made when there is an unexpected change in the school schedule. In addition, because instructional time is a priority, students will not be pulled out of class to take telephone calls.

Student Cell Phone Policy ([Policy Code: 4318 Use of Wireless Communication Devices](#))

Cell phones and other personal electronic devices may be used:

- **Students will not be allowed to use their cell phones during instructional time.**
- **Students at Enfield Middle S.T.E.A.M. Academy may bring their devices, but they will be collected during the first block and returned at the end of the school day.**

Any student refusing to turn in their cell phone will face the following consequences:

- 1st offense - call parent, and parent has to get phone
- 2nd offense - call parent, a parent has to get phone, and the phone stays home
- 3rd offense - OSS due to noncompliance

Chromebook Policy

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes unless specifically advised not to do so by their teacher. The school-issued device is the property of Halifax County Schools. The Chromebook will allow students access to G Suite for Education, educational web-based tools, as well as many other useful websites. The Chromebook device is an educational tool that is not intended for gaming or social networking. The Chromebook and charger must be returned in good working condition at the end of the school year.

Staff Lounge Area/Vending Area

Students are not to use the staff lounge or vending area for any reason.

Hall Passes

Students are not permitted in the halls during class time without a hall pass from their teacher. It is the student's responsibility to get a pass from the teacher before leaving class.

Smile, You're on Camera!

To help ensure student safety, Enfield Middle S.T.E.A.M. Academy is monitored by security cameras throughout the common areas of the campus 24 hours a day.

Appropriate and Legal Searches

The principal or specifically authorized designee may conduct searches of students, desks, and lockers under certain circumstances.

- All students will be wanded and bookbags searched upon arrival on campus.
- A pat-down search of a student's person or a search of a student's personal effects may be conducted when there is "reasonable suspicion" that the student is in possession of any illegal, unauthorized, or contraband item.
- A principal may conduct or authorize the conduct of periodic, general inspection of all lockers and desks and may also conduct an inspection of specific lockers and desks without notice and without student consent.

Selling Items on Campus

No student will be allowed to sell any items on campus for personal gain. Any solicitation on campus must follow the guidelines of the district policy. Any student found in violation of this policy will have their items confiscated and their parents will be notified. The policy will be followed for further violations.

Medication Administration

No medication will be administered by school personnel without a "Medication Authorization Form" properly completed and signed by the parent and the child's physician. A new form must be completed yearly and when there is a change in the time or dosage of the medication. Medication must be sent to the school in a pharmacy-labeled container. Medication must be removed from the school premises at the end of the school year and/or when they are discontinued. Medication Authorization forms may be picked up from the school nurse.

Immunization Requirements

State law requires all students to be immunized against certain diseases. Students without the required immunizations will not be allowed to remain in school.

Communicable Disease

When a student is suspected of having certain communicable diseases, it is the responsibility of the parent to take the student to the local health department or the family physician for verification and/or treatment before returning to school. A note for release back to school from the doctor should accompany the student. These communicable diseases include chickenpox, measles, strep throat, pink eye, ringworm, etc.

COVID- 19 Policy

All students are expected to adhere to the current CDC COVID-19 prevention strategies for the 2022-2023 school year.

Chronic Disorders

It is the responsibility of the parent to notify the school if a student has asthma, diabetes, severe allergies, seizures, or other disabilities, conditions, or hospitalizations.

Inclement Weather/School Closing Announcements

The Superintendent will determine when schools are to be closed because of severe weather conditions. School closings and delays will be announced on Alert Now and on the following television and radio stations:

Television Stations

WRAL-TV Raleigh
WITN-TV Washington
WTVD-TV Raleigh/Durham
WNCT-TV Greenville

Radio Stations

WSMY-Weldon
WYAL-Scotland Neck
WCBT-Roanoke Rapids
WVSP-Warrenton
WRSV-Rocky Mount

Because School Messenger will be our first means of communicating school closings, please make sure that we have a current phone number at all times. If you need to add or change a phone number during the year, please communicate the change to your child's teachers or our school's data manager.

Make-Up Days

The Superintendent will determine when days are to be made up, and parents will be notified of the changes in the calendar at the appropriate time.

Bus Regulations ([Policy Code: 4317 Student Conduct on School Vehicles](#))

The use of school bus transportation is a privilege that a student maintains by demonstrating self-discipline that contributes to the safe operation of a bus. When a student's behavior is such that it interferes with good discipline and order on the bus, the student may be denied this privilege (6250).

Riding a bus can be a safe and enjoyable experience. This can only be accomplished through cooperation and safe practices. Listed below are expectations for bus transportation:

- Students must obey the bus driver.
- Students are to be on time for the bus in the morning.
- Students are to look both ways before crossing the road to board the bus or exit the bus.
- Students are to always cross in front of the bus and never behind the bus.
- Students are to occupy assigned seats. The movement to another seat is only by permission of the driver. Students refusing to sit in assigned seats will lose riding privileges.
- All parts of the body are to remain inside the bus when being transported.
- Students are to get on and off the bus only at their designated stops.
- Students are to converse in normal tones. Loud and obscene or profane language will result in a loss of riding privileges.
- Windows and doors should be regulated only with the permission of the driver.
- Students are not to litter by throwing paper, other objects, or eating on the bus.
- Students are reminded that violation (while on the bus) of school rules of fighting, use of tobacco, alcohol, drugs, or possession of a weapon carry the same penalty as stipulated in the school conduct code.
- Defacing or damaging a school bus will result in loss of riding privileges from the bus and restitution of damages.

Riding Another Bus

If a student wishes to ride another bus for a special reason (such as to go home with a friend), the student must bring a signed note from his/her parent indicating permission and a telephone number at which the parent can be reached for verification. Only the administration or designee will sign the note granting permission to allow the student on the bus. The student must bring the note to the office in the morning and pick the note up before boarding the bus in the afternoon. If a bus is filled to capacity, the request will be denied.

Violations of Bus Regulations

Bus drivers shall report to the principal or designee any misconduct on the bus or any violation of the driver's instructions.

Penalties for bus offenses are as follows:

- | | |
|-------------------------|--|
| 1 st Offense | Conference with the student, bus driver, and principal or designee with a warning letter to parent |
| 2 nd Offense | Exclusion from the bus for three days |
| 3 rd Offense | Exclusion from the bus for five days |
| 4 th Offense | Exclusion from the bus for ten days |

The penalty for more serious or repeated offenses is as follows:

- Recommendation of a long-term suspension from the bus.
- Should the principal deem it necessary to exclude a student from the bus longer than ten days, the principal shall suspend the student from the bus for ten days and make a recommendation for long-term suspension. This form shall indicate the recommended total number of days for suspension from the bus. The parent and the Superintendent should be notified of the recommended long-term suspension. A copy of the Student Grievance procedure also should be sent to the parent.
- The principal reserves the right to deny riding privileges to any student for up to 10 days regardless of the number of offenses.

Guidance Counselor

Public school guidance is an integral part of the total educational experience. We cannot separate the academic growth from the social-emotional growth of the child. The school counselor, Ms. Tashaunna Hughes, focuses on the total growth potential of each child and helps personalize and humanize the educational process for all students. This can be accomplished by functioning as a team member with students, school personnel, and parents in an effort to help students recognize the opportunities, responsibilities, and choices that education and life provide.

Guidance and Counseling Services

Pursuant to the Standards of Quality, each school shall make reasonably available, with available resources, to all students the following guidance and counseling services:

- Academic guidance, which assists students and their parents to acquire knowledge of the curricula choices available.
- Career guidance, which allows students to explore career choices.
- Personal social counseling, which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict, and defining individual goals, reflecting their interests, abilities, and aptitudes.

- Short-term problem-solving counseling assists a student to develop an understanding of self and the rights of others in order to resolve an emergency problem. Such individual counseling will follow these guidelines:

The counselor will meet with the student once to discuss the issue. If further sessions are needed, the counselor will inform the parent. No student shall be required to participate in any counseling program to which the student's parents object. Parents should write to the principal of their child's school requesting that the student not participate in any or all of the services listed above.

Health and Safety

In case of an accident, first aid is given by authorized personnel or the school nurse. In all cases of serious accidents or illnesses, every effort is made to contact the parents. The school follows the parents' directions on the emergency card if unable to reach them when a child needs more than first aid.

Testing Program

Enfield Middle S.T.E.A.M. Academy follows the district, state, and federal testing programs. End-of-Grade (EOG) tests are mandated by the state of North Carolina in grades 3-8. Students are required to score at least a Level III proficiency in reading and math in order to be promoted to the next grade.

Special Education Classes

Resource and inclusion classes are provided for students who qualify. If you have any questions concerning this area, please make an appointment with the administration or the exceptional teacher coordinator.

Drugs and Alcohol

No form of drugs, alcoholic beverages, or controlled substances as defined in the General Statutes are allowed to be in the possession of a student during the school day, on school property, or off the school property if involved in a regular school activity. If any of these items are found in a student's possession during these times, it shall result in the student being subject to 10 days of suspension or expulsion. This includes coming to school under the influence.

Any student selling or in any way dispensing alcoholic beverages, narcotic drugs, controlled substances, or misrepresentations of these on the school premises or at any school-related function is subject to suspension and/or expulsion. Students will be held on campus and turned over to the proper authorities.

Drugs in school

Possession of a controlled substance, imitation controlled substance, or marijuana, on school property or at a school-sponsored activity is prohibited. A student who is determined to have brought a controlled substance, imitation controlled substance, or marijuana onto school property or to a school-sponsored activity shall be disciplined in accordance with the Halifax County Schools Code of Student Conduct Policy. The School board may determine, based on the facts of the particular case that special circumstances exist and another form of discipline is appropriate.

Possession or use of weapons

Each student has the right to learn in a safe environment with others who respect their well-being. Carrying, bringing, using, or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school or the school division is prohibited.

Any student, who brings a weapon, as defined within this section to school, shall be referred to Law Enforcement. Violation of this policy shall require that the principal immediately initiate proceedings for the discipline of the student involved as stated in the Standards of Student Conduct.

Halifax County Schools-Tobacco Policy

Enfield Middle S.T.E.A.M. Academy is a 100% Tobacco-Free School. No student, staff member, or visitor is permitted to use any tobacco product at any time on school property, including non-school hours (Policy Code: [4320](#)).

Discipline

Every student has the right to quality education in an environment that is conducive to learning and free of disruption. Conversely, every student has the responsibility not to deny that right to others. The Standards of Student Conduct have been formulated in order to encourage good citizenship and to discourage conduct that disrupts the work and discipline of the school or that adversely affects the health and welfare of the students. It is also meant to ensure that parents, students, and school personnel understand their rights and responsibilities in regard to student conduct and to standardize procedures that will be used in responding to certain disciplinary problems.

Students are subject to these standards at all times while they are under the jurisdiction of school personnel, including such times as they are:

- on school property during school hours
- waiting for the school bus at designated bus stops
- on the school bus

- participating in school-sponsored or school-related activities

In the classroom you are expected to adhere to the following guidelines:

- cooperate, behave and be polite
- treat your schoolwork as if it were your job
- prepare assignments neatly and on time
- o your own work
- listen in class and do your best work
- be considerate of the feelings and rights of others
- not leave without permission
- do not fight or intimidate others
- help keep the classroom clean and sanitary
- do not misuse, abuse, or deface school property

Enfield Middle S.T.E.A.M. Academy Discipline Matrix & Procedures

At EMSA, we believe that being transparent and proactive is the best approach to providing a safe, orderly, and positive learning environment. We encourage students to display appropriate behavior at all times. A consistent schoolwide approach will maintain the integrity of stakeholders. Please take time to familiarize yourself with the explanations, matrix, and terms below.

The discipline matrix is composed of five levels. It lists the behaviors and resulting consequences students will face. By incorporating the EMSA Discipline Matrix, students will learn to respect the rights of others, be responsible for their own actions, and have an opportunity for redemption.

General Overview:

1. Any extreme infractions may warrant the most severe disciplinary action.
2. EMSA administrators may recommend alternative interventions as they see fit.
3. EMSA administrators will assign consequences for any other infractions not listed on this matrix to ensure the safety of students and staff and protect the right to an education free from disruption for all students.
4. Students suspended from school may request make-up work for the missed days of class. Students are responsible for submitting work upon returning to school.
5. Students with IEPs will receive appropriate disciplinary action in accordance with IEP laws.

Where School Rules Apply:

1. While on school premises
2. While engaged in any school-sponsored activities including, but not limited to, field trips, social events, and extra-curricular

Parents are strongly encouraged to reach out to their child's teacher about concerns. In the event that the parent and teacher are not able to resolve an issue, please contact the school administration as soon as possible.

Enfield Middle S.T.E.A.M. Academy Discipline Matrix

Offense	1st Infraction	2nd Infraction	3rd Infraction
Level One: Loitering; Littering	<u>Teacher/Staff</u> Warning, Parent Contact, & Document; refer to admin as necessary	<u>Teacher/Staff</u> 1 Day Lunch Detention, Parent Contact, & Document; refer to admin as necessary	<u>Admin</u> 1. 1-2 days of Restorative Justice 2. 1 Day OSS
Level Two: Insubordination; Disrespect; Use of Electronic Device (AirPods/earbuds included); Vandalism; Skipping Class; Profanity; Cheating/Plagiarism; Public Display of Affection	<u>Teacher/Staff</u> Warning, Parent Contact, & Document; Refer to Admin as Necessary	<u>Teacher/Staff</u> 1 Day Lunch Detention, Parent Contact, & Document; Refer to Admin as Necessary	<u>Admin</u> 1. 1-2 days of Restorative Justice 2. 1-3 Days OSS
Level Three: Dress Code Violation; Instigating a Fight; Theft; Bullying	<u>Admin</u> 1-3 Days Restorative Justice	<u>Admin</u> 1-3 Days OSS	<u>Admin</u> 3-5 Days OSS
Level Four: Communicating Threats; Vaping; Smoking	<u>Admin</u> 1-3 Days OSS	<u>Admin</u> 3-5 Days OSS	<u>Admin</u> 5-10 Days OSS
Level Five: Fighting; Assault; Possession of a Weapon; Possession of a Controlled Substance; Possession of Alcohol; Gang Related Activity; Sexual Misconduct	<u>Admin</u> 1-10 Days OSS and/or Recommend for Long Term Suspension	<u>Admin</u> 1-10 Days OSS and/or Recommend for Long Term Suspension	<u>Admin</u> 10 Days OSS & Recommend for Long Term Suspension

ENFIELD MIDDLE S.T.E.A.M. ACADEMY BEHAVIOR EXPECTATIONS

What is PBIS? Positive Behavior Intervention Support (known as PBIS) is a proactive approach to school-wide discipline. PBIS is a collaborative, data-driven based approach to developing an effective intervention for problem behaviors. This initiative is meant to reinforce the positive behaviors of students by defining and teaching core behavioral expectations while establishing a consistent continuum of consequences for problem behavior. PBIS acknowledges and rewards appropriate student behaviors, as well as, supports students who need extra assistance to reach the following school-wide expectations:

Be Prepared, act Respectful, demonstrate Integrity, are Disciplined, and strive for Excellence. Enfield Middle S.T.E.A.M. **Panther P.R.I.D.E** is the acronym that is clearly and explicitly taught throughout the school environment.

PBIS is the application of evidence-based strategies and systems to assist schools to increase academic performance and safety, decreasing problem behavior, and establishing a positive school culture. Positive Behavior Interventions and Supports (PBIS) and Response to Intervention (RtI) work from the same multi-tiered model of instruction and intervention.

The Mission of Enfield Middle S.T.E.A.M. Academy PBIS is:

To support and assist Enfield Middle in establishing and maintaining a safe and supportive school environment that maximizes the academic achievement and social-emotional competence of all learners.

Vision Statement of Enfield Middle S.T.E.A.M. Academy PBIS is:

All our students will become productive members of society through a sound educational background and strong preparation for social existence that will be passed from one student generation to the next.

Five Big Ideas

1. All children can learn and are always learning! Children are learning all the time. If you work around children, you are a teacher.
2. School is responsible for preparing students for life and should teach important life lessons.
3. School expectations must be explicit and taught to all students.
4. The only way to change student behavior is to change adult behavior. We create the environment in which behaviors arise.
5. Things aren't always as they appear! Human perception is often flawed. It is important to use data.

“If a child cannot learn in the way we teach, we must teach in a way the child can learn.”
– Unknown

Incentives of PBIS:

Panther Bucks: Students can earn up to five (5) Panther Bucks per week that can be redeemed every two weeks in the Panther Store if the student has a minimum of five bucks to make a purchase.

Star Panther: PBIS Student of the month will participate in a celebration every quarter (nine weeks).

Enfield Middle S.T.E.A.M. Academy **PBIS Matrix**

Guideline for Success	Classroom	Hallway	Bathroom	Cafeteria	Bus
Panthers are Prepared	-Arrive on Time -Have class materials -Organize materials for class.	-Hallway Pass -Keep hand and feet to yourself -Helpful when needed	-Wait your turn -Freshen up quickly -Use appropriate resources	- Uses inside voice -Prepared to place the order -Get needed items while in line	-Stand at the appropriate stop. -Sit in the assigned seat.
Panthers are Respectful	-Refrains from using cell phones. -Dress appropriately -Accepts and value differences -Take care of classroom environment	-Use inside voice -Participate in appropriate conversation -Walk on the right side -Keep hallways clean and neat	-Clean up behind him/herself -Remember to flush -Respect privacy -Use inside voice -Keep hands and feet to self	-Uses inside voice -Walks to the lunch line -Honor others place in line -Remain seated -Polite and friendly	-Respect others belonging and space -Listen to and respect driver -Use appropriate language
Panthers have Integrity	-Be honest -Speak up for self and others -Meet assignment expectations	-Report bullying -Respect poster display(s) -Be kind -Report vandalism	-Wash hands -Use only as needed -Return to class in a timely manner -Report any inappropriate behavior	-Keep the conversation with others positive -Use good table manners -Be polite -Remain seated	-Walk directly to the bus -Be kind and courteous to others
Panthers are Disciplined	-Uses polite language (NO PROFANITY) -Keep hands and feet to self -Follow directions	-Walk quietly on right side of hall -Speak quietly and politely	-Keep restrooms clean and litter free -Leave promptly	-Use proper table manners -Talk quietly at your table -Keep all food in the cafeteria	-Inform bus driver of any problems -Keep bus clean -Remain seated -Use inside voice
Panthers strive for Excellence	-Challenge yourself -Work to the best of your ability -Strive for your best	-Help others in need -Walk at a respectful pace	-Report messes and vandalism -Use for intended purposes	-Sit by those sitting alone -Respect supervision -Eat a healthy meal	-Arrive at the bus stop on time

Parent Organizations/Involvement

Athletic Booster Club

Purpose: Work with the administration, athletic director, and coaches to provide opportunities for students to be successful while participating in sports within the school. Parents will be asked to support students in several capacities.

Band Booster

Purpose: Work with administration and the Director of Bands to provide opportunities for students to be successful while participating in the music program. Parents will be asked to support students during performances, trips, and several other capacities.

Parent Academy

Purpose: Provide parents, guardians, and stakeholders the opportunity to receive training on ways to ensure their son or daughter can be successful while being a middle school student. Participants will also be abreast of resources that are available for developing the whole child.

Parent Advisory Committee

Purpose: Collaborate with administration and school leaders to develop a plan of action for success with all stakeholders to unite the school and the community.

Parent-Teacher Associations (PTA)

Purpose: PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.