



Engage, equip, empower!

Student Handbook

2022-2023

Casey Morrison, Principal
Teresa Carter, Assistant Principal

William Ellis Middle School Mission Statement

William Ellis Middle School will make education a shared experience between students, teachers, parents and community.

William Ellis Middle School Vision

William Ellis Middle School promotes a learning environment that cultivates life-long learners who see new challenges as learning opportunities and who commit their unique personal skills to positively impact their communities.

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Who To Call:

Academics	Casey Morrison
Attendance	Mark Eaton
Attendance Letters	Casey Morrison
Counseling	Katey Saunders
Discipline	Teresa Carter
Facility Use	Mark Eaton
High School Registration (Spring Semester)	Katey Saunders
Medical Care (School Nurses)	Lori Dinger
PowerSchool	Mark Eaton
School Safety	Teresa Carter
Sports Eligibility & Schedules	Mike Morgan (AD)
	Joe Brunelli (AAD)
General School Information/Calendar/Website	Shelia Stanley
Student Fees and Money Transactions	Colisa Bowling
State Testing	Teresa Carter
Transportation	Teresa Carter
Volunteer Information	Mark Eaton

DAILY SCHEDULE

(The schedule may change based on health and safety guidelines)

7:20 AM Front doors open; supervision provided in the cafeteria and gym.
7:38 AM All students should be on their respective hallways (Students will use lockers)
7:45 AM 1st period begins. Students arriving at school after 7:45 must sign in at the office.
(Tardy Bell)
3:00 PM Student Dismissal

****While on campus, students must be in an assigned area****

TRANSPORTATION

Car Riders

AM - In order to expedite unloading, students should exit the car to the right at the crosswalk in front of the school. Students should not unload in the staff parking lot or the left lane and cross traffic. This is for the safety of all students and staff.

Car riders enter through the front door of the school. All other students must go to the cafeteria for breakfast or to the gym to await the first bell.

PM - Car riders will enter cars from the sidewalk only.

In the interest of safety, students **may not** cross traffic or go to other areas to be picked up. **If you choose to avoid the car line, please park in the staff parking lot. Parents will need to come to the curb to get your child. For safety purposes in the afternoon, car riders will load at the front of the school. All students should be picked up by 3:15 pm.**

Bus Riders

AM - Students will enter the school and either go directly to the cafeteria for breakfast or to the gym to await the 1st bell.

PM - Bus riders must go directly to the bus lot upon dismissal.

Students who need to ride a different bus than the bus assigned, must turn in a note from a parent to the office by **10:00 AM**. Students who do not have pre-approved bus passes will be required to ride their assigned bus or have a parent pick them up before 3:15 PM. The office will speak with a parent from each student before permission is given to ride a different bus.

Students are responsible for knowing what mode of transportation they will take home each day.

PM - Early Sign-Out from School

We highly encourage parents to arrive no later than 2:00 to sign-out their child early from school. Likewise, parents must come into the school to sign-out their child. Written permission from the custodial parent(s) is needed if anyone other than the parent is to sign-out the student; this includes a brother or a sister. **Picture identification will be required.**

Car traffic should not enter the bus lot in the morning. No cars should enter the bus lot in the afternoon until all buses have pulled out.

6-8 ATTENDANCE REQUIREMENTS

A **written note with the student's full name and dates absent** must accompany all absences. Lawful (excused) absences include:

- Personal illness or injury which makes the student physically unable to attend school
- Isolation ordered by the State Board of Health
- Death in the immediate family
- Medical and dental appointments of the student which cannot be scheduled outside of the school time
- Participation under subpoena as a witness in a court proceeding
- Observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. The principal will notify parents and will take all other steps required for excessive absences. **This includes state mandated attendance letters which occur at 3, 6 and 10 days. Students that have more than 10 unexcused absences are referred to the school social worker and principal for truancy.**

Excerpts from DCS Board Policy 4400 (Attendance)

- A student may miss no more than five days during a nine week grading period.** Should a student miss more than five days in any class during a grading period, the student will be in danger of failing the class for the quarter. If the student is passing and has excessive absences, the grade **shall be recorded as a FF (Failure due to Attendance)**
- A student shall be considered tardy if he or she has not reported to homeroom/classroom by the school starting time. An early departure shall be considered any checkout from school prior to the designated dismissal time set. For the purpose of retention, 10 tardies and/or early departures equal one day absent.
- Make-up opportunities shall be designed specific to student needs and/or to compensate for time missed due to absences. Make-up opportunities may be offered before school, after school, or on teacher workdays.
- At the end of each grading period, those students who will lose credit for one or more classes because of absences may appeal the losses. These appeals must be submitted in writing according to the timeline established by the school attendance committee. These appeals should contain a request that the student be granted exception to the attendance policy for that quarter, a statement of any extraordinary circumstances which caused the absences and documentation received in the office during the periods of absences. Therefore, students should provide the office with appropriate documentation from doctors, the court system, or parents at the time of the absences.

A student must be in school to learn. Every priority is given to monitoring absences, notifying parents, and encouraging good attendance. Our intent is to maintain a positive and inviting school environment and expect each student, with the support of his/her parents, to attend regularly and arrive on time. With this commitment on the part of the home and school, we can better accomplish our purpose for being here.

Make-up work for students who are absent may be picked up in the office if a request is made before 9:00 AM. This allows the teachers enough time to prepare the assignments. Please be aware that requests made after 9:00 AM may not be filled for that afternoon. Student should Canvas to see if they have make-up work before calling the school.

Tardy Policy

Tardy to School (DCS 4400 F2b)

Anytime a student arrives at school after 7:45 am, he/she must sign in with office staff. There is no exception or set of circumstances to which this rule does not apply. **Any checkout from school prior to the designated dismissal time shall be considered an early dismissal. For the purpose of retention, 10 tardies and/or early departures equal one day of absence.**

Educational Trips

If a student is traveling on an educational experience, parents may complete the required form to request that all or part of the absences be excused. The completed form must be submitted to the principal at least **two weeks (10 week days)** in advance of the trip. Students will be given an assignment to complete based on the scheduled trip. Likewise, the student is required to complete all missed school work within **five (5) school days** upon return. The request form can be picked up in the front office.

ACADEMICS

DCS Grading Scale

Courses and assignments will be graded on the following scale: A= 100-90 B= 89-80 C= 79-70 D= 69-60 F= 59 and below.

Honor Roll

Students who excel academically by receiving all A's or A's and B's on their report card will be recognized as members of the Honor Roll at the end of each quarter. All classes at William Ellis Middle School count equally toward the Honor Roll.

PowerSchool

All students have access to the PowerSchool system. Teachers report grades, absences, and tardies using PowerSchool. **Grades are updated weekly by 11:59 p.m. on Sunday evening.** Parents may set up an access account to the Parent Portal in PowerSchool. If you do not have this access, please see someone in the school office. A photo ID is required to receive login information. PowerSchool is always available to view grades.

Progress Reports

Printed progress reports will be sent home mid-quarter. We request all progress reports be signed and returned within 3 days.

Report Cards

Report cards are sent home at the **end** of each quarter. **Parent signatures are required on first, second, and third quarter report cards.**

Conferences

After the first nine week grading period, teachers, and support staff will hold student-led conferences with parents and students. After the student-led conference, other conferences will be held on an as needed basis. Parents/guardians are invited to have teacher/parent/guardian conferences at any time. Please call or email your child's teacher to arrange conferences.

Procedures for Implementing Student Accountability and Promotion Standards

When a student is being considered for retention at his or her current grade level, the principal and team of other professionals with whom he or she is working will take several opportunities to evaluate each student individually using a broad spectrum of data. The state of North Carolina grants the school Principal as the sole authority to make final decisions for the placement of students. To that end, the following is a list of data and information that will be taken into consideration before a final decision is made.

- Available data from classroom, school-wide, and district-wide formative, benchmark, and summative instruments along with EOG tests. The amount and rate of student growth will be reviewed for consideration.
- For promotion, all students should pass ELA, math, science, social studies, and participate in physical education classes.
- EOG scores will account for a percentage of the student's final grade in ELA/Math for 6th and 7th grades. EOG scores will account for a percentage of the student's final grade in ELA, math and science for 8th grade. 6th grade (10%), 7th grade (15%), 8th grade (20%).
- Information from the Student Retention Form as well as teacher recommendations and parent comments will be reviewed and considered.
- Other data to be considered come from assessment instruments which are used to identify areas of non-proficiency.

COMMUNICATION

Communication is the foundation of the school's operation. Teachers must respond within 24-hours to parent emails and voice messages. **Please make sure you communicate with the teacher first before contacting administration.**

William Ellis Middle School Community Council is our parent-teacher organization. The Executive Board meets monthly and provides a great amount of support to students and staff. The Community Council Facebook page link is <https://www.facebook.com/WEMSCC>.

School Messenger is the computerized call program used by the Davie County School system. This system will be used to contact parents/guardians of students who are absent. The school will also use School Messenger to deliver other important messages to parents about school events, weather cancellations, and other special events. **If you do not receive a message within the first month of school, please contact the school office.**

Messages - We will not interrupt class instruction to send messages about rides, keys, or appointments. Please make necessary plans or arrangements before students arrive at school. We will do our best to accommodate any emergencies.

William Ellis Middle School Web Site - <https://wems.godavie.org>

Severe Weather Closing - In the case of inclement weather, school cancellations will be communicated via the **School Messenger** system. Any schedule changes will also be announced on radio stations WTQR (104.1fm), WSJS (600 or 1200 am) and WSGH (1040 am); television stations WXII- Channel 12, WGHP- Channel 8, and WFMY- Channel 2. Parents are asked to listen to these stations for information concerning delays and closings. Please **do not call** the school office. You may also log onto the county website for school closing information and updates.

CHANGE OF ADDRESS OR TELEPHONE NUMBERS

It is important for the welfare of all our students that the school office can contact parents at work or home. If any of the information provided as the school year begins should change, please contact the school office. Proof of residency is required. If you have questions, please contact the Main Office to speak with the Data Manager.

EXTRACURRICULAR & SPECIAL SCHOOL ACTIVITIES

ATHLETICS

Sixth through eighth grade students are eligible to participate in school athletics. 6th Grade students may not participate in football. Our philosophy is different from the recreational experience students and parents enjoy before coming to middle school and the higher level of competition of the high school program. While our goal is always to put our best team on the field and to do our best to win, we emphasize the many opportunities for students to be involved in sports.

The success of the WEMS program begins with a mandatory pre-season meeting with coaches, parents, and students regarding the needs and expectations for everyone. The opportunities for parent support along with the issues associated with a good season are emphasized at this time. **Any questions or concerns that you have should be addressed with the Coach or with the Athletic Director.**

GAME ENTRANCE FEES (\$5 for students and parents)

Sports are offered:

Fall: Football (6th grade may not participate), Volleyball (Girls), Soccer (Boys), Tennis (Girls), Cheerleading, Cross-Country

Winter: Basketball (Girls and Boys), Wrestling, Cheerleading

Spring: Track (Girls and Boys), Baseball, Softball, Tennis (Boys), Golf, Soccer (Girls)

Athletic Eligibility

NCHSAA regulations require that students in grades 6-8 must pass one less course than the number of required core courses each semester and meet promotion standards established by Davie County Schools. **Simply stated, three out of four core classes.**

- A student must pass at his/her performance ability level of the following: language arts, math, science, social studies, and physical education.
- The student must also be in attendance 85% of the previous semester (can miss up to 13 days). The Athletic Director will work with the Data Manager to collect this information on a regular basis.
- A student will be eligible to play sports for 6 consecutive semesters beginning with the sixth grade. A seventh grader who is retained will complete eligibility the second year in seventh grade. An 8th grader who is retained is no longer eligible to play sports.

Coach expectations will be made clear at the beginning of each sport season.

Student and Parent Conduct at Athletic Events

Student conduct at athletic events should be consistent with behavior during regular school hours. Students and parents are to display respect for people and property of all participating schools. Derogatory remarks and gestures should never be expressed to players, coaches, spectators, or the officials. A code of conduct agreement must be signed at the start of each season. Failure to comply with these expectations for sportsmanship will limit a player's ability to participate and a spectator's ability to attend other games. **The school administration, including athletic director, reserves the right to dismiss a player, parent or spectator not displaying respectful behavior.**

Clubs

Information regarding our club options will be made available to students and parents during the first few weeks of school. All clubs offered at William Ellis Middle School are sponsored by staff members. Assistance by parents is welcome; however, you must have Level 2 volunteer status.

Dances or Open Gym

Dances are well-supervised social experiences for our students. School dress code expectations are in effect and appropriate behavior is maintained. Some details to remember are:

- Students may not leave early unless a parent comes in to pick up his/her child.
- **Only William Ellis Middle School students are allowed to attend. Cousins, out of town visitors, etc. are not allowed.**
- Students who have excessive discipline or are suspended (AID/OSS) the day of the dance will not be allowed to participate.
- **Students who have numerous missing assignments and who fail to make any attempt to make up the work by attending tutoring, etc. may not be allowed to participate in the dances or open gym.**
- Students who are picked up more than 30 minutes late will not be allowed to attend the next dance or open gym.
- For safety purposes, **gum is NOT allowed at dances or open gym..**

CAFETERIA INFORMATION

Due to federal guidelines regarding child nutrition and childhood obesity, county policy has placed limits on the food options allowed at school. It is our intent to provide many healthy foods and drink choices at William Ellis Middle School. The following are procedures for food options at school.

- If there are opportunities for a classroom break with snacks, they should be healthy choices.
- All non-school food items brought in for special events must be prepared in a commercially licensed food preparation and distribution facility or commercially prepared and packaged, with the exception of fresh fruit.
- All events involving food must occur after lunch.

Student Lunch Account Procedures

Each student has a number in the cafeteria's computerized accounting system. This allows students to put money on their account for food payment each day.

Student Breakfast 1.50 (.30 if you qualify for free or reduced breakfast)

Student Lunch 2.90 (.40 if you qualify for free or reduced lunch)

Lunch Guest (Pending health and safety guidelines)

Parents and grandparents are welcome to visit for lunch after checking into the main office. We highly recommend that food from outside sources not be brought to school for lunch by our guests. **Based on school nutrition and wellness policies, no branded items will be allowed in the cafeteria (ex. Subway wrapper or McDonalds bags). Urber Eats, Grub Hub and other commercial delivery services will not be accepted during school lunch hours.**

SCHOOL FINANCIAL INFORMATION

The financial needs of the school are primarily met through state and county funds. The extra things at school that enhance special activities and opportunities for students and staff are met through school and parent organization fundraising opportunities. Some fees are required for families who are able to pay, but most other things are purely optional.

The following are the fees that you will be asked to pay:

- School fees \$20 per student (District Fee)(fee waived if qualify for free/reduced lunch)
- Technology fee \$25 per student (District Fee)
- Lock Rental \$5 (Includes PE and Hall lockers)
- School Agenda \$7
- PE Fee \$5 (fee waived if qualify for free/reduced lunch)
- PE uniform \$18 for both shirt and shorts or \$9 for items separately
- Band Students \$10

Optional costs are:

- Yearbook \$35
- School pictures (fall and spring) TBA
- Field Trip Fees

Insurance

Underwritten by: Nationwide Life Insurance Company

Insurance options range in price from \$9.00 to \$420.00 for a full school year of coverage or a full calendar year of coverage. Enrollment forms will be available to all students at the opening of school. Students should return enrollment form and check (made payable to Nationwide Life Ins. Co.) to:

K&K Insurance Group
PO Box 2338
Fort Wayne, IN 46801-2338

FUNDRAISING - (BOE 5220, SECTION 3, LETTER C)

Students are prohibited from selling items or soliciting contributions during the instructional day.

SCHOOL SAFETY

A. Safety - Parents must follow the traffic pattern for car riders. **There will be no speeding or passing in the drop off line to create another lane.** Safety of our children comes first.

B. Security - Our campus is monitored by security cameras and evening motion detectors. Fire, tornado, and intruder alert drills will be conducted throughout the year.

Headphones should not be worn while moving around the building. Headphones will only be out while using them for classroom assignments.

C. Visitors - Visitors are required to check in with the office upon arrival from 7:45 am to 4:00pm. Visitors will sign in and receive a nametag which must be visible while on campus.

D. Substitutes - Substitutes are required to enter through the front doors of the school. They must check-in, sign-in, and get a name badge from the office prior to proceeding to the classroom. The badge must be visible while on campus.

E. Confidentiality - At WEMS, we respect the privacy of each student and staff member. At no time is a staff member or substitute to discuss student information in an open environment with anyone other than a student's qualified parent or administrator. Likewise, teachers should only discuss students with other teachers who instruct the same student. An exception is if a coach or AD has questions regarding a student who plays on one of the athletic teams and does not teach them.

Building Evacuation

It will be our policy to evacuate the school, regardless of the weather, in the event of a bomb threat. Students will not be allowed to go to their lockers. Central Office and law enforcement authorities will make a decision regarding when we can return to the building. Any building evacuation that prevents students from returning to class will require an orderly and detailed account of students before they can leave.

Law Environment on Campus

A School Resource Officer will be on our campus. Occasionally, drug dogs may sweep our building for illegal substances.

Safety Drills

Monthly fire drills are required by law and are an important safety precaution. When the series of high-pitched sounds begins, everyone should promptly clear the building by the prescribed route (posted in every room) as quickly as possible in a safe and orderly manner.

Twice each year, lockdown, shelter-in-place and tornado drills will be conducted. Teachers will review these procedures with students at the beginning and throughout the year. Students should follow teacher instructions to complete all drills calmly and efficiently while minimizing disruption.

Student Custody

Unless we have court papers on file limiting a parent's access to his and/or her child, legally we **cannot deny** this opportunity to non-custodial parents. It is the responsibility of the custodial parent to provide this information.

Bookbags

All bookbags/backpacks/lunches must be stored in lockers during the school day. Students may carry **one (1)** small bag to classes. Bags with wheels are not permitted for safety reasons and they do not fit into lockers.

School Counseling

The WEMS Guidance Counselor is here to assist with multiple student needs. Students must make an appointment prior to visiting the counseling office. Likewise, students must have permission to leave class before visiting the counseling center.

Lockers

Lockers and locks are the property of the school and are subject to inspection at any time. **Only** school locks will be used on school lockers. Stickers, graffiti, or other damage will be charged to the student.

Lost and Found

Items that are found must be turned into the office. Periodically, items left here for prolonged periods of time are donated to charity.

BEHAVIOR EXPECTATIONS AND CONSEQUENCES

WEMS has a school-wide behavior management plan that allows students the rights and privileges that are associated with positive behavior. **Positive Behavior Interventions and Support (PBIS)** and **MTSS/Responsiveness to Instruction** are systems that provide proactive measures and strategies to promote the success for all our students both behaviorally and academically. As the plan continues to evolve, we will keep parents informed of their child's progress. Consequences for teacher managed behaviors may include, but are not limited to, after-school detention, time-out in another teacher's classroom for a period of reflection, period detention, etc.

PBIS is a state-mandated initiative that is being implemented at William Ellis. PBIS is designed to keep minor infractions minor and to have them handled inside the classroom. The goal is to minimize the conflict that accompanies behavior corrections. PBIS also rewards students for positive behavior during the course of the school year. The goal is to celebrate the positive accomplishments of the majority of our students and to provide predictable consequences for students who make choices that are not positive.

Regulations and Consequences

The following list of consequences for inappropriate behavior is meant to define the most often used disciplinary consequences; however, it should not be considered the only consequences available for the faculty and administration. Other measures such as community service and loss of certain privileges are available for use at the administration's discretion.

After-School Detention

After-school detention (ASD) is used as an alternative for students who display inappropriate behavior. Teachers should contact the parents following an ASD assignment to determine a pick up time.

Alternative Instructional Day (AID)

Students assigned to AID will report to the office at the beginning of the school day and will remain in AID until the end of day dismissal bell. In addition to completing school assignments, the student may be assigned community service. **Students will not participate in extracurricular activities on the day AID is served.** State requirements dictate that all students be afforded a minimum of 30 minutes of physical activity during the school day. This requirement remains in effect when a student is in AID. Physical exercise is part of the instructional day in AID.

Out-of-School Suspension

The purpose of out-of-school suspension (OSS) is to separate disruptive students from the rest of the student body. OSS is used if the severity of the offense justifies the action or if other disciplinary actions have failed to produce the desired behavior. **Any student serving OSS is prohibited from being on campus during the time of the suspension.** Students will be allowed to serve their OSS at Central Davie Academy (CDA), where they will be provided with similar academic work offered at school and where they can be counted present for the instructional day. The school does not provide transportation for students serving OSS at CDA; transportation must be arranged by the parent to and from CDA.

William Ellis Middle School Discipline Matrix

Offense	X1	X2 092: Repeat Offender	X3 092: Repeat Offender	X4 092: Repeat Offender	X5 092: Repeat Offender
Insulting remarks, profanity, obscene gestures, or seriously disrespectful words 025: Harassment - verbal 032: Inappropriate Lang/Disrespect	Partial day up to 2 AID	1-3 AID	3 AID-1 OSS Possible MTSS Tier	1-5 days OSS	Repeated or serious = long term
Communicating Threats 019: Communicating threats- Law Enforcement Notification	1-10 OSS Possible MTSS Tier	1-10 OSS	1-10 OSS Referral to alternate setting	1-10 OSS Referral to alternate setting	Repeated or serious
Bullying 052: Bullying-Law Enforcement Notification	Partial day up to 2 AID MTSS Tier	1-3 AID	5 AID - 1 OSS	1-5 days OSS	Repeated or serious = long term
Pushing/shoving 027: Aggressive behavior	In school/partial day	1 AID	2 AID	1 OSS	2 OSS
Physical attack/hitting someone 044: Assault on student 090: Violent assault not resulting in serious injury Law Enforcement Notification	1 OSS	3 OSS MTSS Tier	5 OSS	10 OSS	Repeated or serious = long term
Fighting 025: Both offenders are actively engaged Law Enforcement Notification	3 OSS Notify law enforcement	5 OSS MTSS Tier Notify law enforcement	10 OSS Notify law enforcement	Repeated or serious = long term	Repeated or serious = long term

Possession of tobacco or vape products 041: Possession of tobacco	1-3 AID	3-5 AID/or 1 OSS	3-5 OSS	5-10/OSS MTSS Tier	5 - 10 Possible referral to an alternate setting
Use of tobacco or vape products 070: Use of tobacco	1-3 AID	3-5 AID/or 1 OSS	3-5 OSS	5-10/OSS MTSS Tier	5 - 10 Possible referral to an alternate setting
Possession of any illegal substance 051: Possession of chemical/drug 046: Possession of counterfeit item 086: Possession of prescription medicine	10 OSS Notify law enforcement	10 OSS & recommendation to attend CDA Notify law enforcement			
Distribution/sale of any illegal substance 055: Sale of marijuana 057: Sale of other substance 088: Distribution of prescription drug	10 OSS Notify law enforcement	10 OSS & recommendation to attend CDA Notify law enforcement			
Destruction, damage, or theft of property 039: Property damage 036: Theft Restitution Possible report to law enforcement	Partial day up to 2 AID	1-3 AID	3 AID - 1 OSS	1-5 days OSS	Repeated or serious = long term
Larceny (charge) 036: Theft:Restitution	1-3 OSS Report to law enforcement	3-5 OSS Report to law enforcement	5-10 OSS Report to law enforcement	10 OSS with recommendation for long term Report to law enforcement	
Defiance, disrespect 033: Insubordination 061: Disrespect of faculty/staff 114: Inappropriate behavior 035: Falsification of information	Classroom Consequence or Office Referral	½ to 2 AID Possible MTSS Tier	3-5 AID or 1 OSS	3-5 OSS	Repeated or serious = long term
Lewd interpersonal behavior 114: Inappropriate behavior 058: Other school defined offense or a sexual nature	1 AID Possible Notification to law enforcement	2 AID Possible Notification to law enforcement	1 OSS Possible Notification to law enforcement	3 OSS Possible Notification to law enforcement	Repeated or serious = long term

Cheating, Lying 028: Honor code violation	Grade consequences on assignment	½ to 2 AID Classroom Consequence or Office Referral	3-5 AID Grade consequences on assignment MTSS Process	1 OSS Grade consequences on assignment	3-5 OSS
Skippping 078: Late to class 066: Leaving class w/o permission 075: Skipping school 030: Truancy	Partial day up to 1 AID	1-3 AID	3 AID- 1 OSS 067: Leaving school w/o permission	1-5 OSS	Repeated or serious = long term
Inappropriate disruptive behavior 114: Inappropriate behavior 042: Disruptive behavior	Classroom Consequence or Office Referral	½ to 2 AID Possible MTSS Tier	3-5 AID or 1 OSS	3-5 OSS	Repeated or serious = long term
Inappropriate use of technology 091: Misuse of school technology	Grade consequences on assignment	½ to 2 AID Classroom Consequence or Office Referral	3-5 AID Grade consequences on assignment MTSS Process	1 OSS Grade consequences on assignment	3-5 OSS
Weapons, dangerous instruments, firearms 1UB: Threat of attack with a weapon 2RO: Possession of weapon (excluding firearm)	Level 1 Possession of non-firearm with no intent or threat - not shown or communicated with others voluntarily turned over AID to 1 OSS Report to law enforcement	Level 2 Possession of non-firearm with no intent or threat - not shown or communicated with others found upon search 3 OSS Report to law enforcement	Level 3 Possession of non-firearm with no intent or threat - shown or communicated with others 5-10 OSS Report to law enforcement	Level 4 Possession of firearm with or without intent Communication & possession of non-firearm with intent or threat 10 OSS with recommendation for long-term Report to law enforcement	

The consequences can be changed based on severity, prior offenses, and student discipline plans at the discretion of school administration. All minor or major offenses will result in parent contact by the reporting teacher. Administrators will also contact parents upon additional consequences.

Electronic Devices

Per DCS Board of Education Policy 4318, students may possess electronic devices during the school day for instructional use at teacher direction. Cell phones, iPods, tablets, etc. should be turned off when not in use for instruction. Permission must be obtained from a teacher or other school personnel to use the device for any purpose other than as directed by teachers. Students should not use these devices during the school day to contact or communicate with parents, other students, to access social media, or to engage in any activity that otherwise violates school rules. School employees may immediately confiscate any wireless communication devices that are on, used, displayed, or visible in violation of this policy. Parents will need to come to the school to pick up the student's communication device. The school is not responsible for lost, stolen, or damaged devices. **Student cell phones and book bags should be placed in the locker assigned to them.** Should there be a need for a student to call home, the student must come to the office to call parents and leave a message if there is no answer.

Dress Code

The expectations for dress at school are set at a higher standard than virtually any other place students attend in order to promote the understanding that our school is a place for learning. The freedom to express oneself has limitations that begin at the school door. In an effort to maintain safety, an orderly and non-disruptive learning environment, and focus on modesty, the following expectations will be in place for William Ellis students in regard to the apparel choices they can make. If in question, “appropriate” is decided by an administrator. If a student’s attire is determined to not be appropriate, the student will be directed to change into their PE uniform. If the student does not have their PE uniform at school, they will be loaned a PE uniform from the office. This will allow minimal loss of instructional time.

Clothing for all students must meet the following guidelines: [\(reference DCS Student Code\)](#)

- All clothing, skirts, shorts, and dresses are of an appropriate length when they fall at mid-thigh or longer. Shorts should have an inseam of at least 3 inches. The student can move comfortably without needing to compensate for their movements for their attire.
- Pants, shorts, skirts must be secured at the waist.
- There may be no holes in clothing that are above mid-thigh that expose bare skin. Leggings may be worn under jeans to cover bare skin. No holes in inappropriate places will be allowed in any clothing.
- At no time may undergarments be visible.
- No tank tops or spaghetti straps. Sleeveless shirts should have a 3-finger width or greater.
- Leggings, jeggings, biker shorts, and yoga pants may be worn when they are not see-through/sheer and worn with a shirt that covers the midriff without having to compensate and re-adjust.
- Shoes must be worn at all times and no shoes with wheels are allowed.
- Clothing must overlap at the waist at all times. No bare midriffs are allowed. This can be checked by extending your arms above your head with no midriff showing.
- No hats, bandanas, sunglasses, or head coverings are allowed to be worn in any building unless for religious reasons.
- Earpods/Earbuds, headphones, etc are only to be worn during class for instructional purposes with permission from the teacher.
- Any apparel that can be considered sexually, culturally, or institutionally offensive will be allowed. Clothing may not be offensive and have any reference to tobacco products, alcohol products, narcotics, or weapons, or causes a disruption to learning.
- Bulky outerwear such as overcoats, raincoats, or trench coats may not be worn during the school day.
- Blankets are not permitted at any time.
- Davie County Schools P.E. uniforms and tennis shoes are required for physical education activities and areas.
- Administrators have the right to address any dress code issues which go beyond the dress code articulated above but believe the dress code issue significantly violates the intent of School Board Policy 4316. This dress code applies to all WEMS students attending or participating in any school sponsored activities or events.
- All students with dress code violations will be required to correct the violation (change clothes and/or wear PE uniform). Principals will make reasonable accommodations for students involved in special activities or projects approved by the school, where such dress would not be conforming to this dress code. Individual schools may determine additional restrictions beyond those outlined in this code.

Bullying/Harassment

All students have the right to an educational atmosphere that is free from verbal and/or physical abuse. Bullying is defined as physical or verbal mistreatment of a person where an imbalance of physical or psychological power is created with the bully being stronger (or perceived to be stronger) than the victim and which causes a disruption to the learning environment. Some of these behaviors include, but are not limited to:

Physical: hitting, kicking, grabbing, spitting

Verbal: repeated name calling, racist remarks, put downs, extortion

Indirect: spreading rumors, wearing or possessing items or implying hatred or prejudice

Written: threatening emails, notes, and/or graffiti

Coercion: forcing other students into acting against their will

Reporting Bullying/Harassment

Students have the responsibility for reporting to an adult at school when they have been subjected to bullying or harassment. All such reports will be investigated and dealt with appropriately, but we cannot help a student if we are not aware that there is a problem. Students should report to an adult if they have a suspicion or knowledge of other major behaviors. In every instance the effort is made to protect the confidentiality of a student who reports a problem at school. Students can report serious issues to a staff member.

Consequences

Alternative Instructional Day - AID is supervised by a staff member and includes assigned work. Scheduled bathroom breaks, silence, and completed assignments are expectations for AID. Students may bring their lunch or choose from the school lunch menu without purchasing extra items. Students who disrupt AID will receive OSS.

Out-of-School Suspension - When students engage in frequent and/or significant misbehavior, they may be suspended from school.

Alternative School Suspension - Parents may choose to place their son/daughter at Central Davie Academy (CDA) during the days they are suspended from school. Parents must provide transportation to CDA as school transportation is not provided. Information regarding the CDA option will be shared in the event a student is suspended.

Lunch Detention - Students assigned to lunch detention are denied the opportunity to eat lunch with their class. Lunch detention is managed by the student's core teachers.

Long Term Suspension or Expulsion - Serious incidents of misbehavior may result in long term suspension or expulsion.

****All consequences are assigned at the discretion of the school administration. Other consequences may be added at the discretion of school administration****

School Bus Discipline

When transporting students, safety is our main goal. Riding a school bus is a privilege and WEMS students are expected to follow all bus rules.

William Ellis School Bus Rules	Students may not:
Remain seated properly at all times	Yell, verbally abuse anyone, or use profanity
Do not switch seats during the route	Throw paper or other objects on or out of the bus
Arrive on time at the scheduled bus stop	Horseplay, push, trip, pick at, or slap other students
Keep all body parts inside the bus at all times	Refuse to share your seat
Obey all requests of the driver	Ride another bus without an approved signed note
Avoid distracting the driver in any way	Get off the bus at a stop not assigned to you
No eating, drinking, or use of tobacco products	Have any distracting materials on the bus (ex: balloons, laser pointers, flashlights, etc)
Keep electronic devices in your bookbag	Use electronic devices

*Bus suspensions result in a level drop at the administrator's discretion

1st offense: consequence may range from a warning to a 1 day suspension off of the bus

2nd offense: consequence may range from 1-3 day suspension off of the bus

3rd offense: consequence may range from a 3-5 day suspension off of the bus

4th offense: repeat behavior may result in suspension from the bus the the rest of the year

DAVIE COUNTY SCHOOLS BOARD OF EDUCATION POLICIES

Please familiarize yourself with Davie County Schools' Board Policies listed below. A complete description of each policy can be located on the Davie County Schools' website @ <http://www.davie.k12.nc.us/admin/index.cfm>.

<u>Policy</u>	<u>Code</u>
I: Attendance	4400
II: Civility, Employees, Parents, Volunteers, Public	1330/5021/7320
III: Prohibition against Discrimination, Harassment, and Bullying	1718/4021/2230
IV: Administering Medicine to Students	6125
V: Drugs and Alcohol	4325
VI: Tobacco Products – Students	4320
VII: Short Term Suspension	4351
VIII: Long Term Suspension, 365 Day Suspension, Expulsion	4353
IX: Student Searches	4342
X: Internet and the Educational Program	3225/7320

William Ellis Middle School Student/Parent Handbook Certification

Dear Student and Parent/Guardian:

Please spend some time reading and reviewing this handbook together with your child. It will provide you with an enormous amount of information about William Ellis Middle School and the school system and answer many questions you might have. Your knowledge of the content of this handbook will be extremely valuable in helping all students have the most positive and productive educational experience possible here at William Ellis Middle School.

Please sign and date this page for school to **verify** that you have read the student handbook. Don't hesitate to call or email the school if you have any questions concerning the policies and procedures listed within this handbook.

Student: (print)_____

Student Signature:_____

Parent Name: (print)_____

Parent/Guardian Signature: _____

Date _____