

# Ashley Chapel Educational Center

**STUDENT and FAMILY HANDBOOK  
2025-2026**



377 Mizpah Road  
Rockingham, NC 28379  
910-997-9800 (T)  
910-997-9864 (F)

# **Ashley Chapel Educational Center**

## **Administration**

Principal, Tiffany Spencer  
Assistant Principal, Benny Leviner

**School Colors-Royal Blue/Gold/White/Black**

**Mascot-The Tigers**

## **Mission Statement**

The mission of Ashley Chapel Educational Center, in partnership with students, parents, and community, is to prepare students academically and socially within a safe learning environment to become globally competitive in the 21st century.

## **Vision Statement**

All ACEC students will receive a 21st-century education, empowering them to lead productive lives in a complex and changing world.

## **Motto**

Where Every Student Matters!

## ACEC Schedules 2025-2026

Middle School Regular Schedule	High School Regular Schedule
<b>8:00-9:38 = HR/iReady/1<sup>st</sup> Block</b> <b>9:40-10:46 = 2<sup>nd</sup> Block</b> <b>10:48-12:43 = 3<sup>rd</sup> Block/Lunch/SEL</b> <b>[10:48-11:13 Lunch]</b> <b>[11:15-11:35 SEL/Major Clarity]</b> <b>12:45-1:51 = 4<sup>th</sup> Block</b> <b>1:53-2:50 = 5<sup>th</sup> Block</b>	<b>8:00-9:29 = HR/1<sup>st</sup> Block</b> <b>9:31-11:22 = 2<sup>nd</sup> Block/ SEL/Major Clarity</b> <b>11:24-1:18 = 3<sup>rd</sup> Block/Lunch</b> <b>[A Lunch = 11:25-11:50]</b> <b>[B Lunch = 12:00-12:25]</b> <b>12:0-2:50 = 4<sup>th</sup> Block</b>
Middle School Early Release Schedule	High School Early Release Schedule
<b>8:00-8:46 = HR/1<sup>st</sup> Block</b> <b>8:48-9:34 = 2<sup>nd</sup> Block</b> <b>9:36-10:22 = 4<sup>th</sup> Block</b> <b>10:24-11:10 = 5<sup>th</sup> Block</b> <b>11:12-12:24 = 3<sup>rd</sup> Block/Lunch</b> <b>12:25 = Dismissal</b>	<b>8:00-9:00 = HR/1<sup>st</sup> Block</b> <b>9:02-10:02 = 2<sup>nd</sup> Block</b> <b>10:04-11:04 = 4<sup>th</sup> Block</b> <b>11:06-12:29 = 3<sup>rd</sup> Block/Lunch</b> <b>12:30 = Dismissal</b>
Middle School Fantastic Friday Schedule	High School Fantastic Friday Schedule
<b>8:00-9:00 = HR/1<sup>st</sup> Block</b> <b>9:02-10:02 = 2<sup>nd</sup> Block</b> <b>10:04-11:04 = 3<sup>rd</sup> Block/Lunch</b> <b>[Lunch = 11:06-11:31]</b> <b>11:33-12:33 = 4<sup>th</sup> Block</b> <b>12:35-1:35 = 5<sup>th</sup> Block</b> <b>1:37-2:50 = FF Activity</b>	<b>8:00-9:15 = HR/1<sup>st</sup> Block</b> <b>9:17-10:32 = 2<sup>nd</sup> Block</b> <b>10:34-12:14 = 3<sup>rd</sup> Block/Lunch</b> <b>[One Lunch Staggered = 11:49-12:14]</b> <b>12:16-1:31 = 4<sup>th</sup> Block</b> <b>1:33-2:50 = FF Activity</b>
Middle School 2- hour Delay Schedule	High School 2-hour Delay Schedule
<b>10:00-10:51 = HR/1<sup>st</sup> Block</b> <b>10:53-11:44 = 2<sup>nd</sup> Block</b> <b>11:46-12:10 = Lunch</b> <b>12:12-1:03 = 3<sup>rd</sup> Block</b> <b>1:05-1:56 = 4<sup>th</sup> Block</b> <b>1:58-2:50 = 5<sup>th</sup> Block</b>	<b>10:00-11:05 = HR/1<sup>st</sup> Block</b> <b>11:07-12:12 = 2<sup>nd</sup> Block</b> <b>12:14-1:43 = 3<sup>rd</sup> Block/Lunch</b> <b>[A Lunch = 12:20-12:44]</b> <b>[B Lunch = 12:50-1:14]</b> <b>1:45-2:50 = 4<sup>th</sup> Block</b>



# ACEC Daily Schedule 2025-2026

Middle School Regular Schedule		High School Regular Schedule	
8:00-9:38	HR/iReady/1 <sup>st</sup> Block	8:00-9:29	HR/1 <sup>st</sup> Block
9:40-10:46	2 <sup>nd</sup> Block	9:31-11:22	2 <sup>nd</sup> Block/ SEL/Major Clarity
10:48-12:43	3 <sup>rd</sup> Block	11:24-1:18	3 <sup>rd</sup> Block
10:48-11:13	Lunch	11:25-11:50	A Lunch
11:15-11:35	SEL/Major Clarity (with 3 <sup>rd</sup> Block)	12:00-12:25	B Lunch
12:45-1:51	4 <sup>th</sup> Block	3 <sup>rd</sup> Block continues	
1:53-2:50	5 <sup>th</sup> Block	1:20-2:50	4 <sup>th</sup> Block

## STUDENT POLICIES

### GRADING SYSTEM

- A.....90-100
- B.....80-89
- C.....70-79
- D.....60-69
- F..... Below 60

- **Grades** should reflect the time and effort spent on the mastery of skills.
- **Makeup Work** should be completed within three days of returning to school to receive full credit. This includes suspensions as well as regular absences.

## ATTENDANCE

School attendance and class participation are an integral part of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. School administrators shall communicate attendance expectations to parents and guardians and work with students and their families to overcome barriers to attendance.

- **Parents/guardians must escort students who arrive at school after 8:10 to the front office to sign-in and receive a check-in slip.** Students will not be allowed to report to class without this slip. It is the only way the office can maintain accurate records. Doors will be locked and remain locked throughout the day. Adults must have an I.D. and be on a student's checkout list to check out a student.
- All student absences will default to unlawful status. It is the responsibility of the student to turn in absence notes **within 5 days** of returning to school. **Notes will not be accepted after 5 days.**
- **More than 20 absences for middle school students (excused or unexcused) may result in retention. More than 9 absences for high school students (excused or unexcused) may result in retention.**
- **Notification of Absences:** Parents/Guardians will receive daily notifications when a student is marked absent. Letters from the social worker are sent after 3, 6, and 10 days of absence. Any absences past 10 days, the School Social Worker may file truancy with the court. The Student Support team will initiate communication to assist with a plan to reduce absences. Home visits may be conducted in the event prior communication and plans have been unsuccessful.

G.S. 115C-378 [Policy Code 4400](#)

## ARRIVAL/ DEPARTURE

- Students arriving prior to 8:00 will report to the cafeteria for breakfast in the morning. **Middle School: Teachers will escort them to class following breakfast.**
- Car riders will be dropped off and picked up at the front. Please do not drop students off prior to 7:30 am.
- **Phone calls will not be accepted for transportation changes. Written notification must be provided and include the following information: student's full name, reason for leaving, time of departure, parent's/guardian's phone number, parent's/guardian's signature. Notes will be kept on file in the main office.**
- Students returning to school during the day will report to the front office and check-in procedures will take place once again.
- All bus riders will be dropped off and picked up in the designated area.

## CAFETERIA

- Students must have Student ID numbers ready.
- All students eat breakfast and lunch for free.
- Food does not leave the cafeteria unless permission has been granted to do so.
- If a student chooses to bring a bag lunch, it must be food that does not require refrigeration.

## CLASSROOM PHONES

- Classroom phones may be used by students only with permission from the school administration or the front office and if the teacher dials the number.
- Students must be escorted to the office to use the office phone.

## CELL PHONES AND SMART WATCHES

- Cell phones and smart watches (with cellular capabilities) are collected from students upon entering the building. They are stored in a locked cabinet until the end of the school day. **RCS is not responsible for lost, damaged, or stolen items if you choose to bring them to school.**
- Students found in possession of prohibited personal technology devices during the school day will receive 1 day OSS. Repeated offenses will result in additional OSS.

## CLEANLINESS

- Students and teachers should participate in keeping classrooms clean. Students are only allowed to eat in the classrooms when given permission by the teacher or if the student has a documented medical plan on file with the school nurse that indicates the need for food in the classroom. If food is eaten in the classrooms, it is the responsibility of the students and teachers to remove all trash and food from desks, floors, etc.

## DRIVER ELIGIBILITY PRIVILEGES AND CERTIFICATES

- Students **MUST** receive permission from administration **PRIOR** to driving and parking on campus. All driving rules must be followed or student's driving privileges will be revoked. Students should not linger at their cars upon arrival nor play loud music on our campus. **Students who transport themselves to school are still required to have parental permission prior to leaving campus.**

## STUDENT DRESS CODE POLICY

Each day teachers will observe students to determine if each student is following the dress code guidelines. Students with dress code violations will be removed from the classroom until the violation is corrected.

The Richmond County Board of Education seeks to create and maintain a safe, respectful, and inclusive school environment. The student dress code supports these efforts in collaboration with students and their families. The responsibility for the dress and appearance of a student rests primarily with the student and the student's family. Our expectation is for families to partner with the school district as we work together to uphold safety, respect, and inclusivity through our implementation of the student dress code policy during school hours and school activities. This policy is intended to maintain the benefits of the prior uniform policy while allowing families greater flexibility in student attire and to encourage an educational environment that supports studious engagement and focus in class.

General Guidelines:

- Students must wear clothing that covers their skin from shoulders to no more than 6 inches above the knee with non-see-through fabric in front, back and on the sides.
- Students must always wear shoes. Shoes must have backs or heel straps (K-5). Bedroom shoes are not allowed.

- Jackets/Coats may be worn in any color.
- Clothing must cover undergarments.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Students may not wear hats, sunglasses and/or head coverings except in the case of approved religious and medical exemptions.

Students may not wear or carry clothing, jewelry, book bags or other personal articles that:

- depict profanity, vulgarity, obscenity or violence;
- promote the use or abuse of alcohol, tobacco or drugs;
- are prohibited under Policy [4328](#) (Gang and Gang Related Activity)
- threaten the health or safety of staff or students; or
- are reasonably likely to create a substantial disruption of the educational process or operations of the school.

[Policy 4316](#)

## **EXTRACURRICULAR ACTIVITIES**

Studies show that students who are involved in after school activities are affected positively by academics, their social/emotional health, and their overall physical health. Get involved!

- Students who attend ACEC are allowed to participate in sports at other schools if their behavior, attendance, and academics meet the RCS requirements and that school's requirements for participation in such activities.
- The school reserves the right to ban students from extracurricular activities after receiving 5 days of OSS or more.
- Students who are not picked up following school activities may lose the right to attend.

## **FIELD TRIPS**

- Students must turn in a permission slip before each trip.
- All school rules and policies apply on all trips.
- OSS students will not be allowed to participate in field trips during their suspension.

## **HALL TRAVEL**

- Students must always be escorted by an adult on campus unless they are changing classes. Any student found roaming on campus unsupervised will face disciplinary action.
- When changing classes, students should travel directly from one class to the next, using the most direct route.

## **LOCKERS**

- Each student may receive a locker from the homeroom teacher.
- Teachers should keep a spreadsheet of lockers/combinations.

- **Classrooms are not lockers.**

## **MEDICINE**

- **ALL** student medication must be kept in the office. The exception to this rule is asthma inhalers.
- Medicine paperwork should be on file in the office with the school nurse.
- Teachers may not dispense medicine of any kind to include Tylenol, aspirin, or throat lozenges.
- **Noncompliance with these procedures may result in disciplinary action.**

## **TOBACCO FREE**

- Ashley Chapel Educational Center is 100% tobacco free.
- Smoking or any other form of tobacco is not permitted anywhere on the grounds of the school regardless of the time or the event.

## **SCHOOL SAFETY**

Ashley Chapel Educational Center has a school safety committee that determines any areas of need in providing a safe environment for all faculty, staff, and students. Safety is a critical part of any good learning environment.

## **TECHNOLOGY USE**

Students must use good judgement and follow general school rules for behavior and communication while using the internet. Access is a privilege, not a right. Individual users of the district computer networks are responsible for their behavior and communication over those networks. It is understood that activity is monitored and that users will follow district standards and honor the agreements they have signed. If a student is found in violation of the computer policies, they may have the privilege of using computers/ technology revoked.

## **SEARCH AND SEIZURE GUIDELINES**

School officials have the authority to conduct reasonable searches of students and to seize students' unauthorized materials for the purposes of maintaining a safe, orderly environment and for upholding standards of conduct established by the board or school. Any searches or seizures must be conducted in accordance with the standards described in this policy and any other applicable legal requirements. All school officials carrying out a search or seizure are expected to be knowledgeable about the legal rights of students and the appropriate procedures for conducting the search or seizure. Searches must be justified at its inception, permissible in scope, and conducted using methods that are narrowly tailored to be minimally intrusive. School officials shall make reasonable, good faith efforts to investigate allegations of misconduct before a student search is conducted.

[Policy Code: 4342](#)

## **LOCKDOWNS**

- Lockdown drills are practiced several times each year. Our staff is well trained in how to react to threatening situations. Please make sure that students know how to take a lockdown seriously and follow the procedures and directions of the teachers and staff.

## **FIRE DRILLS**

- North Carolina law requires that at least one fire drill be conducted each month. Drills may be conducted without prior notice to teachers or students.
- Doors should be free of all obstructions.
- At the sound of the alarm, classes should exit the building immediately.
- Move quickly and orderly. No running.
- Teachers should be the last to exit. Doors and windows must be closed.
- At the designated rally point, teachers should immediately take roll.
- The principal or a designee will signal when to return to class.

## **TORNADO DRILLS**

- At the alarm classes should move to their designated hallway areas.
- Teachers should ensure that all doors and windows are closed.
- Students should be on their knees with their heads between legs until the signal is given to return to class.

# **ASHLEY CHAPEL EDUCATIONAL CENTER CODE OF STUDENT CONDUCT**

The Code of Student Conduct lists behavior offenses and consequences for those behaviors. It has been set forth by the Richmond County Schools Board of Education. This code guides school administration as they determine appropriate consequences for students who misbehave or commit the listed offenses.

**Level I Violations**

Level I rule violations may be addressed with non-disciplinary interventions or non-exclusionary discipline consequences. Level I behaviors do not significantly violate the rights of others, and do not appear chronic.

- Honor code violation
- Truancy
- Dress code violation
- Inappropriate language/disrespect
- Insubordination
- Gambling
- Inappropriate items or unauthorized sale of items
- Disruptive behavior
- Other school defined offense
- Being in an unauthorized areas to include loitering and trespassing
- Unauthorized cell phone use
- Excessive display of affection
- Excessive tardiness
- Possession of tobacco
- Leaving class without permission
- Other to include non-compliance
- Cutting class
- Late to class
- Possession of student's own prescriptions
- Misuse of school technology
- Use of tobacco

Grade	1st through 3rd Offense	4th Offense	5th + Offense(s)
K-2	Warning/ Parent contact; Guidance and/ or Social Worker as needed	Parent Contact/ Timeout or 1 Day OSS	Parent Contact/ Timeout or 1-3 Days OSS
3-5	Warning/ Parent contact; Guidance and/ or Social Worker as needed	Parent Contact/ 1-3 Days ISS	Parent Contact/ 1-3 Days ISS/ OSS
6-8	Warning/ Parent contact; Up to 2 Days ISS	Parent Contact/ 1-3 Days ISS	Parent Contact/ 1-3 Days ISS/ OSS
9-12	Warning/ Parent contact; Up to 2 Days ISS/OSS	Parent Contact/ 1-3 Days ISS/ OSS	Parent Contact/ 1-3 Days ISS/ OSS

**Level II Violations**

Level II rule violations involve more serious misconduct that may warrant short-term suspension. In the judgment of the principal or designee, non-disciplinary interventions and non-exclusionary discipline consequences are typically insufficient to address the behavior and prevent its recurrence. These behaviors may significantly violate the rights of others and/ or puts others at risk of harm.

- Disorderly conduct (G.S. 14 288.4(a)(6))
- Extortion
- Harassment - verbal
- Hazing
- Aggressive behavior
- Insubordination
- Falsification of information
- Theft (restitution required)
- Harassment - sexual
- Property damage (restitution required)
- Disruptive behavior
- Possession of counterfeit items
- Use of counterfeit items
- Bullying
- Other school defined offenses to include but not limited to pyrotechnics/incendiary devices
- Disrespect of faculty/staff
- Leaving class without permission
- Leaving school without permission
- Other to include non-compliance
- Skipping school
- Misuse of school technology
- Cyber-bullying
- Harassment - Racial
- Harassment - Disability
- Threat of physical attack without a weapon
- Harassment - sexual orientation
- Harassment - religious affiliation

Grade	1st Offense	2nd Offense	3rd + Offense(s)
K-2	Parent contact/ Timeout or 1 Day OSS	Parent Contact/ Timeout or 1-3 Days OSS	Parent Contact/ 1-5 Days OSS
3-5	Parent contact/ Timeout or 1-3 Days OSS	Parent Contact/ Timeout or 1-3 Days OSS	Parent Contact/ 1-5 Days OSS
6-8	Parent contact/ 1-5 Days ISS or OSS	Parent contact/ 1-10 Days OSS	Parent contact/ 10 Days OSS; possible recommendation for ACEC
9-12	Parent contact/ 1-10 Days OSS; possible recommendation for ACEC or long-term suspension; contact law enforcement	Parent contact/ 1-10 Days OSS; possible recommendation for ACEC or long-term suspension; contact law enforcement	Parent contact 10 Days OSS; possible recommendation for ACEC or long-term suspension; contact law enforcement

\*POLICIES ARE SUBJECT TO CHANGE. UPDATED POLICIES ARE ALWAYS AVAILABLE ON OUR DISTRICT WEBSITE.

**Level III Violations**

Level III rule violations are more severe in nature and may support long-term suspension. The principal may impose a short-term suspension of ten (10) days or less or decline to impose any suspension based on mitigating factors. These are behaviors that significantly violate the rights of others and/ or put others at risk of harm, and violates RCS policies, or North Carolina policies or law

- Unlawfully setting a fire (G.S.14-60)
- Communicating threats (G.S. 14277.1)
- Alcohol possession (G.S. 18B)
- Affray (G.S. 14-33)
- Fighting
- Aggressive behavior
- False fire alarm
- Assault on student
- Assault – other
- Possession of a weapon (excl. firearm, explosives)
- Possession of another person’s prescription
- Possession of chemical or drug paraphernalia
- Other school defined offense
- Mutual sexual contact between two students
- Other instances comparable to a Level III Violation
- Assault on non-student w/o weapon
- Assault on student w/o weapon
- Gang activity
- Violent assault not resulting in serious injury
- Use of alcoholic beverages
- Use of narcotics
- Misuse of school technology
- Robbery without a weapon
- Under the influence of alcohol
- Under the influence of controlled substance
- Threat of physical attack with a firearm
- Threat of physical attack with weapon
- Possession of marijuana
- Possession of controlled substance Ritalin
- Possession of controlled substance - other
- Use of controlled substances

Grade	1st through 3rd Offense	4th Offense	5th + Offense(s)
K-2	Parent contact/ 1-3 Days OSS	Parent Contact/ 3-5 Days OSS	Parent contact/ 10 Days OSS; possible recommendation for long-term suspension
3-5	Parent contact/ 1-3 Days OSS	Parent Contact/ 3-5 Days OSS	Parent contact/ 10 Days OSS; possible recommendation for long-term suspension
6-8	Parent contact/ 1-10 Days OSS; possible recommendation for ACEC or long-term suspension; and contact law enforcement	Parent contact/ 5-10 Days OSS; possible recommendation for ACEC or long-term suspension; contact law enforcement	Parent contact/ 10 Days OSS; recommendation for ACEC or long-term suspension; contact law enforcement
9-12	Parent contact/ 5-10 Days OSS; possible recommendation for ACEC or long-term suspension; contact law enforcement	Parent contact/ 5-10 Days OSS; possible recommendation for ACEC or long-term suspension; contact law enforcement	Parent contact/ 10 Days OSS; recommendation for ACEC or long-term suspension; contact law enforcement

**Level IV Violations**

Level IV behavior indicates that the student’s continual presence in school constitutes a clear threat to the safety of other students and personnel. A level IV violation is always extremely serious and is treated as such.

- Assault on school personnel not serious
- Possession of controlled substance cocaine
- Possession of a firearm or powerful explosive
- Bomb threat
- Burning of a school building (G.S. 14-60)
- Sale controlled substance cocaine
- Sale of controlled substance marijuana
- Sale of controlled substance Ritalin
- Sale of controlled substance other
- Distribution of a prescription drug

Grade	1st Offense and Subsequent Offense(s)
K-5	<ul style="list-style-type: none"> <li>• Automatically result in a minimum of 5 days out of school suspension and possible recommendation for long-term suspension. Law enforcement will be contacted.</li> <li>• Possession of a firearm shall result in a suspension of 365 days based on G.S.115C-390.10(a). The local Board of Education, upon recommendations of the Superintendent, may modify this suspension requirement on a case-by-case basis.</li> <li>• Bomb Threats or Hoax, Firearms and Explosives: These violations may result in a recommendation for long-term suspension in accordance with G.S.115C-390.7.</li> <li>• Terrorist Threat or Hoax: These violations may result in a long-term suspension in accordance with G.S.115C-390.7.</li> <li>• Assault on school personnel: Any student who is found to have assaulted or seriously injured a teacher or other school personnel will be subject to the following discipline. The principal may recommend a long-term suspension based on mitigating factors. Any variation from short-term suspension will be reviewed and approved by the Superintendent, in accordance with G.S.115C 390.7.</li> <li>• Commission of a felony may result in long term suspension.</li> </ul>
6-12	<ul style="list-style-type: none"> <li>• Sanctions for Category 4 offenses will automatically result in a minimum of 10 days out of school suspension and may result in a recommendation for long-term suspension in accordance with G.S.115C-390.07. Law enforcement will be contacted.</li> <li>• Possession of a firearm shall result in a suspension of 365 days based on GS 115C-390.10(a). The local Board of Education, upon recommendations of the Superintendent, may modify this suspension requirement on a case-by-case basis.</li> <li>• Bomb Threats or Hoax, Firearms and Explosives: These violations may result in a recommendation for long-term suspension in accordance with G.S. 115C-390.7.</li> <li>• Terrorist Threat or Hoax: These violations may result in a long-term suspension in accordance with G.S.115C-390.7.</li> <li>• Assault on school personnel: Any student who is found to have assaulted or seriously injured a teacher or other school personnel will be subject to the following discipline. The principal may recommend a long-term suspension based on mitigating factors. Any variation from short-term suspension will be reviewed and approved by the Superintendent, in accordance with G.S.115C 390.7. For a violation of this provision, any student who is at least 13 years of age shall be assigned by the Superintendent to an appropriate alternative educational program in accordance with G.S. 115C-390.9. If the student is under 13 years of age, the student shall be suspended for the remainder of the school year or assigned to an appropriate alternative educational program approved by the Richmond County Board of Education.</li> <li>• Commission of a felony may result in long term suspension or expulsion for students who are 14 years of age or older under 115C-390.11.</li> </ul>

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**Level V Violations**

Level V behavior indicates that the student's continued presence in school constitutes a clear threat to safety of other students and/ or employees.

- Assault resulting in a serious injury
- Assault involving the use of a weapon
- Homicide
- Robbery with a dangerous weapon
- Rape
- Sexual offense
- Taking indecent liberties with a minor
- Kidnapping
- Robbery with a firearm or powerful explosive
- Physical attack with a firearm

Grade	1st Offense and Subsequent Offense(s)
K-5	<ul style="list-style-type: none"><li>• Sanctions for Category 5 offenses will automatically result in a minimum of 10 days out of school suspension and possible recommendation for long term suspension. Law enforcement will be contacted.</li></ul>
6-12	<ul style="list-style-type: none"><li>• In accordance with NC General Statute 115C-390.11, a local board of education may, upon recommendation of the Principal and Superintendent, expel any student who is 14 years of age or older whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or employees.</li><li>• Commission of a felony may result in long term suspension or expulsion for students who are 14 years of age or older under 115C-390.11.</li></ul>

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# **ACEC FIVE Non-Negotiables**

**Fighting  
Assault**

**Threats, false threats, and acts of terror**

**Leaving campus without permission**

**Illegal activity (including gang activity)**

Any infractions related to the above behaviors may result in a 10-day suspension with recommendations for long term suspension. Legal charges may be filed against the student at the discretion of the School Resource Officer.

Manifestation meetings will be held at this time for EC students to determine if the suspension can be upheld.

Please note: In the event a student displays behavior considered harmful or dangerous to self or others, North Carolina De-escalation and Communication Intervention (NC-CDI) may be utilized by trained staff members. Administration will be notified, and the incident will be documented. Parents will be contacted at the time of the incident.

## **Expectations for Campus Visits**

At Ashley Chapel Educational Center, it is critical that we cultivate and maintain a mutually respectful and effective learning environment that is safe, civil, and free from disruptions. Ashley Chapel encourages positive communication and prohibits volatile, hostile, or aggressive interactions. All adult members of the school community are expected to contribute positively to this effort.

Any individual who disrupts or threatens to disrupt school operations, threatens the health and safety of others, willfully causes property damage, uses loud and/or offensive language, harasses, or who has otherwise established a pattern of unauthorized entry on school property, will be directed by the Principal or designee to cease the behavior and may be directed to leave the campus promptly under G.S. 14-159.13, G.S. 14-132, and [Board Policy 5020](#).

These responsibilities promote mutual respect, civility, and orderly conduct among all members of the school community. Thank you for your support and cooperation in this matter.

# Ashley Chapel Educational Center

377 Mizpah Road

Rockingham, NC 28379

910-997-9800 • (Fax) 910-997-9864

August 21, 2025

## **RE: Outside food and drinks in the cafeteria**

Please be advised that **no take-out food** from restaurants will be allowed in the cafeteria. Additionally, no restaurant food deliveries will be accepted for students. Moreover, *soft drinks* or *any glass bottled drinks* are **not** allowed in the school cafeteria.

Our cafeteria staff works hard to serve nutritious meals planned from federal nutrition guidelines, and we want to encourage healthy eating. If you choose to get your children breakfast on the way to school, they should finish eating before arriving at school. Please remember that all our students eat free breakfast and lunch as part of community eligibility.

I appreciate your support and understanding.

Sincerely,

Tiffany Spencer, Principal

# Ashley Chapel Educational Center

377 Mizpah Road

Rockingham, NC 28379

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# Parent/Student Transportation Agreement

Our goal is for you to have a safe and enjoyable school year. Students are expected to conduct themselves properly while riding on a school bus. Bus transportation is provided as a courtesy service for students living in a transportation zone. This courtesy may be revoked or suspended if a student becomes uncooperative, unruly / distracting, or disrespectful towards any school employee or another student. Also, it should be noted that all school rules apply to the school buses as well. Following the rules listed below will help ensure your continued service and contribute to a safe, pleasant ride to school and back home.

1. Students are to comply with the authority of the driver. They are not to argue or be disrespectful in any way; students are to be in their assigned seats and remain seated while the bus is in motion.
2. Students are not to make any type of distracting noises. Shouting, loud talking, and loud laughing are not allowed. Radios or other electronic devices are not allowed to be played, unless headphones are used, and permission has been given from the driver. Cell phones must be turned off or the ring turned silent.
3. No public displays of affection will be tolerated.
4. Food, candy, drinks, or tobacco products are not allowed on the bus or at the bus stop. Do not litter, harass, trespass, vandalize or damage any property (including the bus) while on the bus or at the bus stop. Bus stops may be moved or eliminated at any time, especially if severe or frequent problems occur at that stop.
5. Students should load and ride the bus in an orderly manner. Specifically, do not shove, shout, push, fight, spit, litter, throw objects, use obscene language or inappropriate gestures; please keep arms, hands, and head inside the bus at all times.
6. Passengers that interfere with the safe and orderly operation of the bus will have their transportation privileges suspended. Depending on the severity of the infraction, warnings may or may not be given. If requested by the driver, students are to give their correct name. Students must ride only their assigned bus. Guest riders may be allowed but must have a parent note to ride home with a registered passenger.
7. Students should be at their bus stops at least ten minutes before the scheduled pick-up time. Students should stand back at least 10 feet from the curb / stop and should not approach the bus until it has come to a complete stop. The driver will open the door for students to enter when appropriate. Do not chase a bus if you miss a pick-up; the driver cannot make a special stop once the doors have been closed and the bus is moving.
8. After exiting the bus, the students should remain visible to the driver as they cross the street or walk away from the bus; students never crawl under the bus or bend down in front of the bus for any reason.

It is expected that students will behave the same or better on the bus than they do in the classroom due to safety issues in transporting children. The driver will review these general rules, along with any additional rules specific to that bus, with the passengers.

Student Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Parent Name \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Designated Bus Stop \_\_\_\_\_ Bus # \_\_\_\_\_

\*Must have an authorized note to get off at another stop.

I have read these transportation rules and understand them. I agree to abide by these rules and follow the driver's instructions.

I have reviewed the ACEC Student Handbook as well.

Parent Signature \_\_\_\_\_ Student Signature \_\_\_\_\_