

Mount Airy Middle School
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www.mtairymiddleschool.org

STUDENT HANDBOOK
2017-2018



After School Events:

If you stay after school, you must be attending an activity such as a club or sporting event. While on our campus, you must be under the direct supervision of a teacher, club sponsor, or coach. You may not stay after school to ride home with another student who may have permission to stay after school. Violations will result in disciplinary action. Please tell your parents when to pick you up if you stay after school for events such as clubs or sports. We will announce the time when events will be over, and it is your responsibility to tell your parents. If your ride is repeatedly late in picking you up, you may lose your privilege of staying for after school events.

After School Detention:

If you violate certain classroom or school rules, or accumulate excessive tardies to school, you will be assigned to ASD (After-School Detention). ASD begins at 3 p.m. and ends at 4pm or 5:00 p.m. each afternoon depending on assignment. ASD for students who are assigned for excessive tardies will be held from 3 to 4:00 p.m. Failure to report to an assigned ASD will result in suspension from school.

Arrival at School:

Car riders can be dropped off at school at 7:15 am. Students must follow early morning drop off procedures. Students should report to the gymnasium upon arrival and students will not be allowed to go into the classroom areas of the building due to safety reasons. Teachers will dismiss students accordingly to the cafeteria if they wish to eat breakfast. When you have finished breakfast, please report back to the gym. The teachers on duty will release the students to go to their homebase at the appropriate time.

Assemblies:

You are expected to behave appropriately at all assemblies. Your teacher will direct you as to where to sit, and your teacher will be sitting with you. If you do not follow the rules at assemblies, you will be removed from the assembly and will be assigned ASD.

Attendance:

See Attendance Policy in Parent's Guide to Mount Airy City Schools. Attendance will be taken in each class. You should give notes for absences to your 1st period teacher. Students have 2 days to bring a note for an absence. If you do not bring in a note for an absence, the absence will be recorded as unexcused.

Behavior:

Mount Airy Middle School students will be held accountable for school and classroom expectations. School-wide expectations are outlined as:

Be Respectful

Effort

Accountable

Responsible

Safe

Classroom expectations will be aligned to these school-wide expectations and will be shared with students and parents on the first day of school.

Bus Behavior: Rules and Policies:

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. You may only ride the bus to which you are assigned unless you have an appropriate bus note from the office. The driver will pick you up and let you off only at your designated stop. The driver is in complete charge of the bus. You must obey the driver and the following rules:

- All students will have an assigned seat at all times on the bus.
- Enter the bus and sit down QUIETLY.
- Observe classroom conduct while riding.
- Get permission from the driver to open windows.
- Keep your hands to yourself.
- Keep your head, arms, and hands inside the bus.
- Do not throw objects within or from the bus.
- Keep the aisles of the bus clear.
- Do not use tobacco or bad language on the bus.
- Keep the bus clean.
- Do not disturb the driver.
- Do not take food or drinks on the bus.
- Do not bring glass objects or containers on the bus.
- Do not bring bulky or large objects on the bus.
- No cameras are allowed to be used on the bus (i.e. Cell phones have cameras and still should not be used). The camera flash may affect the driver's vision by reflecting off the windows.
- If you have to walk along the road to your bus stop, you should walk on the left side of the road, facing the traffic. When cars are coming toward you, get well off of the road to avoid danger of being hit.
- Be at your bus stop on time, and wait for the bus in a safe place, off the road. Buses will not stop unless you are at the bus stop.
- If it is necessary to cross the road at the bus stop, do so only when the way is clear and the bus has stopped. Be sure that all traffic has stopped, and look both ways. Cross in front of the bus, and be far enough in front of it so that you can see the driver and the driver can see you. Always WALK- never run- when crossing the road at the bus stop.
- Use the handrail when entering or leaving the bus.
- If you live on the right side of the road, you should immediately move away from the bus, out of danger, after unloading.
- In the event of an accident or emergency, you may have to get off the bus. You should go to a safe place well off the highway. Another bus will pick you up or other suitable arrangements will be made to take you to school or home.

Consequences: Violations of bus rules will be reported to school administration and consequences will be assigned such as ASD or expulsion from bus.

Bus Notes:

You should also bring notes for permission to ride a different bus or to get off the bus at a different place to the office by 9 a.m. **The school cannot accept telephone calls, or faxes from parents to make changes in afternoon transportation. For safety reasons, changes in afternoon transportation must be communicated in person or in writing by your parents or guardians.** Students may not call home regarding transportation from the office or classrooms.

Cafeteria:

The cafeteria will begin serving breakfast in the cafeteria at 7:30 a.m. each morning.

- You are expected to report to and from the cafeteria at lunch in an orderly fashion with your teacher.
- Please do not take food and/or drinks out of the cafeteria.
- Students are not allowed to share their lunch number with others.
- Any fast food that is brought to school must be changed into a plain bag. Federal Guidelines do not allow fast foods in the cafeteria unless they have been rewrapped in plain paper and plain bag.
- Observe the expectations of the Mount Airy Middle School School-wide and Classroom Expectations at all time.
- If you qualify for free or reduced meals, you should get a lunch form from your 1st period teacher and bring the completed form back to that teacher, who will turn it into the office. The forms will go to the central office for processing. Please turn them in as soon as possible.
- Use good manners in the cafeteria at all times, and leave your area clean for the next students who will eat there.
- Students may eat outside during the times of August - October and April- June. Teachers will be on duty in the courtyard area at all times.

2017-2018 Meal Prices

Grades 6-12	Lunch	\$2.75
Adult	Lunch	\$3.60
Students	Breakfast	\$1.25
Adult	Breakfast	\$2.00

Cancellation of School:

Cancellation of school takes places only during extraordinary circumstances such as extreme weather, equipment failures, or public crises. The school board and administrators are aware of the hardship that can be caused by a sudden cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. In case of snow, announcements concerning school closings will be made on local radio and television stations, our school website, Facebook and Twitter. If snow begins during the school day, please stay tuned to the previously mentioned media outlets for closing announcements.

Change of Plans:

Please plan your day carefully before coming to school. You will not be able to call home to arrange a change in plans such as deciding mid-day to stay after school for a ball game. Also, for safety reasons, please tell your parents not to call the school with a change in plans for you during the school day. **For safety reasons, we can only accept written notes for a change in plans**, such as riding a different bus home. Once again, please plan in advance.

Chromebooks / Devices at MAMS

Mount Airy Middle School is a “One to One” school.

“One to One” means that there is a computer for every student to use everyday in his or her core classes. Most of the MAMS student use computers are Chromebooks.

As you may expect, there are rules governing the use of our devices and there are consequences for breaking the rules. All use of devices must be in accordance with Mount Airy City Schools policies.

Introduction

Legal title to the device remains with Mount Airy City Schools at all times. A student’s right to use the device is limited to and conditioned upon full and complete compliance with the board policies.

Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines.

Students and families may be required to pay for loss or damage of the device, in addition to disciplinary action.

This list of device use and behaviors is not a limiting list. If at any time other behaviors arise, MAMS can adjust the rules for device use as needed to conform to the MACS mandates and student safety.

MAMS Chromebook Use & Behavior Rules

1. Students will log-in with the school issued username and password to log-on through the MACS servers. DO NOT share passwords. Students are responsible for anything done using their login information.
2. Do Not log into a device/application using someone else’s login.
3. Students are responsible for the devices they have been issued. If a devices needs repair or is damaged, the student must report it *immediately* to the teacher. **It will be the responsibility of the staff to contact on-site technical support.**
4. Data, email and student work stored on MACS servers Is Not confidential and may be monitored at any time by designated staff to ensure appropriate use. Student devices will be subject to routine monitoring by teachers, administrators, and technology staff.
5. Never use profanity while communicating on school devices. No profanity toward other students, staff, or people outside the MACS community.
6. Do Not video or tape on school property unless your teacher gives you specific one-time permission as part of an assignment
7. Do Not email, chat, message or share during class when not related to an assignment.
8. Do Not use a MACS device for cheating.
9. Do Not use a MACS device to deliver threats and/or cyber-bullying.
10. Do Not use a device to plan a fight, cause harm or commit a crime.
11. Do Not access bootleg movies or music.

12. Do Not access pornography of any kind, real life or cartoon.
13. Do Not access images of weapons.
14. Do Not access gang related files - including music.
15. Do Not use proxy sites.
16. As required by the Children's Internet Protection Act, a current filtering solution is maintained by the district for school use on this device. The district can not guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the Internet. Use of any information obtained through the Internet is at the user's own risk.
17. All users of the devices must follow copyright law. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and Web information), graphics, art, photographs, music and software are examples of types of works protected by copyright. Copying, distributing, downloading and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. It is plagiarism if a student does not explain or cite where they got the information/material he/she is using.

MAMS Chromebook Hardware Care Rules

1. Always close the Chromebook lid before moving your device.
2. Do Not eat or drink anything (including gum) while you have a Chromebook. Do Not have food or drinks anywhere near a Chromebook. Do Not play with toys around an open Chromebook.
3. Do Not leave your Chromebook unattended. Do Not touch a Chromebook assigned to another student.
4. Do Not place the Chromebook on floor or in a sitting area such as couches or chairs. Do Not leave the Chromebook near edges of tables or desks. Do not place in racks under desks.
5. Do Not remove any of the stickers on the Chromebook & Do Not decorate the machine in any way.
6. Do Not take Chromebook to the restroom OR the cafeteria.
7. Never attempt to repair or reconfigure the hardware of the Chromebook. Under no circumstances are you to attempt to open or tamper with the internal components or hardware of the Chromebook. You should not remove or tighten any screws.
8. Never attempt to repair or reconfigure the software of the Chromebook. Under no circumstances are you to attempt to tamper with the software of the Chromebook for any reason.
9. Never sit on the Chromebook or place any weight on top of the device. Do Not use the Chromebook as a "desk" for writing on papers.
10. Take extreme caution with the screen of the Chromebook. Do Not pick up the Chromebook by the screen or place your finger directly on the screen with any force.

Consequences MAY include the following:

Warning

Trip to the Office with a call home

After School Detention

Parents invited to school for a talk with you and the Principal or Assistant Principal

Suspension

If any broken rule results in damage to a Chromebook, the student will have to pay for repair parts or, if necessary, a replacement Chromebook.

If it is determined that damage is the result of an accident, that will be taken into consideration when a consequence is assigned.

Communication:

We encourage your parents to remain in close contact with your teachers. If your parents have access to email, it is very easy for them to email your teachers. Email addresses may be obtained from the school's web page at www.mtairymiddleschool.org. Parents will also have access to Schoology and Powerschool. Information on how to access this will be shared with parents.

Custody:

If your parents are separated or divorced, and one of them has been granted custody of you through a court order or deed of separation, your parents need to advise us of this fact and see that we are given a copy of the custody order.

Dances:

Rules on student behavior will be in effect at all dances. As at any other school event, not following the rules will result in disciplinary action. Students who violate school rules at dances will not be allowed to attend dances for the remainder of the school year. Parents/Guardians who are to pick up the students after the dance may be called to take you home if you misbehave. You may not bring guests to dances. You will not be allowed to leave dances early unless parents come inside to pick you up. In order to come to the dance, you must have had exemplary behavior since the time of the last dance. This means that you must have had no major infractions or office referrals, or visits to ASD. **Absence from school on the day of the dance will prevent you from attending the dance.**

Debts Owed to School:

If you owe money to the school from club sales, fundraiser sales, lost or damaged books, failure to return school property, damage to the school property, fees set by the school board, etc.; you are expected to pay promptly. Students, who wish to participate in extracurricular events, including sports, should not owe the school any money.

Deliveries:

At some time you may receive a delivery of flowers or balloons. These may be picked up in the office at the close of the school day. You will be notified to come to the office during afternoon announcements. Please note that glasses vases and balloons are not allowed on the bus.

Dismissal from School:

School will adjourn at 2:55 p.m. Bus riders will leave the building from the 8th grade hall onto the sidewalk, under the canopy, to wait for the buses. If it should be raining or any type of unsafe weather conditions, the students will remain inside the 8th grade hallway until the bus comes. Car riders will leave the building from the main entrance next to the office and wait in front of the building to be picked up. If you ride a car home, your ride must be at school by 3 p.m. to get you. If your ride is repeatedly late to pick you up, you will need to plan on riding the bus home.

Dress Code:

Mount Airy Middle School dress code is published in the MACS Student Handbook. The dress code is outlined below:

DRESS CODE for MAMS

Students are expected to adhere to standards of dress that are compatible with the requirement of a positive school environment. Please refer to Policy 4316 online and local school rules.

The following dress code, for Mount Airy Middle School and Mount Airy High School, is aligned with School Board Policy.

- Students will not wear hats, head coverings, and sunglasses
- Students must keep their pants up around their waist
- Students will not wear shirts that display violence, profanity, suggestive or vulgar language or pictures
- Students can't wear pants that have holes in them. Holes must be covered by a patch
- Students may not wear spaghetti straps
- Tank tops shall not display cleavage, nor be loose around the armpits
- Students can't wear tops that show cleavage
- Students can't wear see-through clothing
- Underwear must be covered at all times, this includes bra straps
- Shorts or skirts must be no shorter than five inches from the knee
- Leggings and jeggings must have a top over them that covers the bottom
- Students may not display any piercings other than in the ear. Piercings may not be covered with Band-Aids nor have spacers. Spacers are still piercings. It does not matter that they are clear
- Students may not wear bandanas
- Students can't display gang affiliation

Students in violation of this policy will be required to change clothes. Any time missed to take care of clothing violation will be considered an unexcused absence. Continued issues will be dealt with by school administration.

Please see Mount Airy City Schools Board of Education Policy Code 4316 (Student Dress Code) for additional information.

Early Dismissals:

If you must leave school early, remain in your classroom until your parent or guardian arrives to get you. You will then be called to the office. Only people designated on your pick up list will be allowed to pick you up from school. If a person who is not on your list must pick you up, you will be required to bring a handwritten, signed note from your parent to confirm. **(Remember that the person picking you up will be required to show photo identification for safety reasons.)** If you return to school before the end of the day, you must sign in the office before returning to class and receive a note. Please ask your parents to schedule doctor and dentist appointments after school, if at all possible.

Electronic Devices:

Students are allowed to bring cellphones to school; however, these items may only be used during non-instructional times (lunch- as specified by grade level, before and after school). Administration and teachers reserve the right to have students put away devices at any time. The school cannot be responsible for these items if they are lost or stolen. Cell phones should **not** be visible or audible during the instructional day including class changes and restroom breaks. Students caught using these items during instructional times without the teacher's consent will be subject to the following consequences:

1st Offense: Teacher will take cell phone to office and student can pick it up at the end of the day.

2nd Offense: Teacher will take cell phone to office and parent will need to pick it up after school.

3rd and Subsequent Offenses: Teacher will take cell phone to office and parent will need to pick it up after school and student will be assigned ASD.

Emergency Information:

In case of emergency, you are required to have on file at the school office the following information:

- Name(s) of parent(s) or guardian(s)
- Complete and up to date address
- Home phone and work phone of parent(s) or guardian(s)
- Emergency phone number of friend or relative
- Doctor's name and phone number
- Medical alert information (allergies, etc.)

Extracurricular Program:

There are a number of different after school activities, including athletics, at our school. You may wish to participate in several of these. If you do, you must follow the rules and regulations of each sport or activity. Coaches in each sport will make sure that you get a copy of the Eligibility Regulations to share with your parents/guardians. Additionally, each coach will meet with you to ensure that the policy for eligibility is understood. Participants in extracurricular activities are expected to meet all academic requirements during participation. Homework and assignments must be completed even if assigned on the same nights as scheduled events. Failure to comply will result in ASD and/or suspension of participation in extracurricular activity.

The following sports are available: baseball, basketball, football, golf, soccer, softball, swimming, tennis, track, volleyball, cheerleading and wrestling. Participation in these activities is a privilege, not a right. You will be expected to maintain good grades and good behavior at school. Failure to do so may prevent you from participating.

Field Trips:

Field trips are an important part of the education program. Students on field trips are representatives of Mount Airy Middle School. Therefore, students must have a history of excellent behavior to participate in field trips. **This means that students who have been suspended out of school or have disciplinary infractions may not be allowed to participate in field trips.**

Fighting:

Fighting is considered a serious offense at Mount Airy Middle School. It threatens the safety of other students and school personnel. It interferes with the educational process and it is a violation of accepted standards of student behavior. Charges may be pressed against students who choose to fight at Mount Airy Middle School. *Please see Parent's Guide to Mount Airy City Schools for additional information.*

Fundraising:

The Principal and Mount Airy City Schools Board of Education must approve all fundraising activities for any organization with the school (class, club, and athletic groups). In addition, you should not sell fundraising items from outside organizations at school or on the bus.

Grade Reporting:**Mount Airy Middle School**

Progress reports and report cards will be sent home on the following schedule. These schools operate on a six (6) week grading period.

Progress Reports**End Date**

September 15
November 1
December 20
February 12
March 26
May 18

Progress Reports Distributed By:

September 19
November 6
January 3
February 14
March 28
May 22

Report Cards**End Date**

October 10
November 28
January 19
March 5
April 26
June 8

Report Cards Distributed By:

October 17
December 5
January 29
March 14
May 3
June 22

Note: Dates may change if the school calendar changes. Students participating in online courses or courses taken outside of the school district may follow a different course calendar; therefore, reporting of associated grades could be delayed.

Grading Scale:

A (90-100) B (80-89) C (70-79) D (60-69) F (59 & Below)
INC (Incomplete)

Guidance:

We have a guidance counselor who is available to work with you. Guidance services include assistance with educational planning, occupational information, schedule questions, help at home, school, or social concerns, or any questions you may feel you would like to discuss with a counselor.

Handbook Changes:

The school reserves the right to make changes in the student handbook at any time that it becomes necessary. These changes will be communicated to you and/or your parents through a letter and possibly the phone message sent out in the evenings to parent(s) or guardian(s).

Homelessness:

Under the McKinney-Vento Homeless Assistance Act, special provisions are in place for students who are homeless.

Illness or Injury at School:

If you become ill or if you are injured, you should notify a teacher or the office immediately. Minor illnesses and injuries will be treated in the main office. Parents of seriously injured or seriously ill students will be notified and the Emergency Medical Service (EMS) will be called.

If your doctor asks that you take medication at school, you will need to bring the medication in its original prescription bottle to the office with a completed medication form (which you may get from the office). You may not have any type of medication in your possession on school grounds.

Insurance:

School insurance will be offered at the beginning of the school year. The cost of the school insurance is small compared to the potential cost of medical care. Information concerning premiums will be provided for you at the beginning of the year.

Internet Use:

Students and parents must sign an Internet Acceptable Use Agreement. Once the school has this agreement on file, the student may use the internet. Using the Internet inappropriately will result in loss of Internet privileges at a minimum. The penalty can be out-of-school suspension if there is a serious violation.

Lockers:

Lockers are available **by request only**. Do not bring your own lock for your locker. The school will provide a lock for your locker. In the event that a lock is lost or not returned, replacement combination locks will be available for \$5.00. **The school cannot be responsible for the contents of unlocked lockers.** Do not share your locker combination with anyone. You are responsible for all items in your locker. Lockers are school property and can be searched at the discretion of the administration at any time.

Lost and Found:

Lost articles other than clothing should be turned in at the office. If you lose an item, check at the office.

Media Center:**Student Check-Out Rules:**

- Students may check out up to three items at a time.
- Most items may be checked out for two weeks; however some items may have shorter circulation periods.
- Students with two or more overdue books will only be allowed to check out one book at a time (never going over the three book rule).
- Students with books that are overdue for more than two months will not be allowed to check out any materials until the books have either been returned, or paid for. Remember, we really would like the book back, not the money.

Office Hours:

School office hours are from 7 a.m. until 4 p.m. If you need to contact the school by phone, please do so during these times.

Out-of-School Suspension:

The administrators at Mount Airy Middle School realize the importance of your being in school. However, we will not tolerate chronic or severe misbehavior. You must learn to accept responsibility for your actions, and we must ask you to abide by reasonable rules of order and discipline. Therefore, you may be suspended out of school if the severity or frequency of the misconduct merits this action.

Physical Education:

Please wear athletic shoes to school or bring athletic shoes to class so that you may participate in all activities. Failure to participate in activities due to improper dress will affect your grade. All students are required to “dress out” in gym clothes that abide by the MAMS dress code in order to participate in physical education.

Sexual Harassment:

The Mount Airy City Schools Board of Education believes that all students are entitled to be free from sexual harassment in school related environments. Students who engage in sexual harassment on school premises or off school premises at a school related activity will be subject to appropriate discipline, including suspension. *Please see Parent’s Guide to Mount Airy City Schools for additional information.*

Student Planners: 6th and 7th grade students will be assigned planners at the beginning of the year. If a student loses their planner, they will be expected to pay \$5 for a replacement. Students will be required to take planners home each night and bring them back each day. This will be used as a communication tool for parents.

Tardy Policy:

You are responsible for being present in homebase by 7:55 a.m. If you arrive at school after 7:55 a.m., you must check into the office and get a slip to check into class. Incidents of tardiness will be handled as a disciplinary matter. You will need a note to be admitted to class from the office. Five (5) unexcused tardies or unexcused early dismissals will equal one day unexcused absence, and will be considered for promotion or retention purposes. **Students with five or more unexcused tardies or unexcused early dismissals will not be considered for perfect attendance awards.**

Five or more unexcused tardies or unexcused early dismissals will result in the student being assigned to ASD for every subsequent tardy.

Telephone and Messages:

If you need to make an emergency phone call from school, your teacher will make the call for you. Students are not allowed to directly make calls from the classrooms. **If you make phone calls yourself, it becomes a disciplinary issue.** Unless it is an emergency, you will not be called out of class to receive a phone call.

School Materials & Textbooks:

Textbooks or other school materials issued to students are school property; therefore, you are responsible for all books and technology issued to you by the school. Please do not leave issued materials unattended. Students may be charged for damaged or lost materials. If you are caught damaging other students' books or property, you will be subject to disciplinary action and will be charged for the damage.

Tobacco Products:

All tobacco products are banned from our campus, both during the school day and at any school sponsored events.

Visitors:

Parents/Guardians are always welcome. When they get to school, they should report to the main office, sign in, and get a visitor's pass. This includes visitors arriving after school hours who would like to meet with a staff member. Teachers frequently work with groups or students after school, or they may be involved in meetings or other activities, so please make sure to make the main office your first step.

Classroom visits and conferences must be scheduled in advance.

Weapons on School Property:

The unauthorized possession of a weapon on public school property is prohibited by both State Law and Mount Airy Board of Education Policy. The mere presence of a weapon, whether real or facsimile, threatens the safety of all students and school personnel, substantially interferes with the mission of the school, and is a violation of accepted standards of behavior. *Please see Parent's Guide to Mount Airy City Schools for additional information.*

Web Page:

The school website is www.mtairmiddleschool.org. If you wish to get in touch with school personnel through email, you can access these email accounts through the web page. Check out the web page and links frequently for school information.

Please sign this page and return to school.

My parents and I have read the Mount Airy Middle School Handbook.

We certify that we know and understand the policies, rules, and directions in the handbook.

Specifically, my parents and I have reviewed the Chromebook/Device Rules.

We understand how the machines should be used and consequences for misuse.

Please Print Student Name

Student's Signature

Date

Parent's Signature

Date