

**2017/2018
ARCHDALE-TRINITY
MIDDLE SCHOOL**



**PARENT/STUDENT
HANDBOOK**

WELCOME TO ATMS

The staff and administration would like to extend a

“Bulldog Welcome”

We would like to welcome you to the 2017-2018 school year! Please use this handbook to help answer any questions you may have about the policies and procedures at Archdale-Trinity Middle School. ATMS is governed by the Randolph County Board of Education Policy Manual and the ATMS Student Handbook. I would encourage you as a parent to get to know your child's teachers and address any concerns that you may have regarding your child's education. We are dedicated to working hard to meet the needs of each student. Feel free to contact me if you have any questions or concerns.

Brian Hodgin, Principal

ARCHDALE-TRINITY MIDDLE SCHOOL
5105 ARCHDALE ROAD
TRINITY NC 27370
(336) 431 - 2589

ATMS VISION

We at Archdale-Trinity Middle School, are dedicated to providing opportunities for personal and educational growth through the fostering of a safe, orderly learning environment that is conducive to producing academic excellence, strong moral character, and productive citizens.

Administrative Offices		
Principal	Brian Hodgkin	<u>bhodgin@randolph.k12.nc.us</u>
Assistant Principal	Julie Lindsay	<u>jlindsay@randolph.k12.nc.us</u>
Assistant Principal	Joy Vest	<u>jseiboldvest@randolph.k12.nc.us</u>
Guidance Counselor	Leslie Lomax	<u>llomax@randolph.k12.nc.us</u>
Lead Teacher	Mark Dougherty	<u>mdougherty@randolph.k12.nc.us</u>
Athletic Director	Andrew Davis	<u>a4davis@randolph.k12.nc.us</u>
Media Specialist	Shannon Moser	<u>s2moser@randolph.k12.nc.us</u>
Secretary / Treasurer	Tami Manring	<u>tmanring@randolph.k12.nc.us</u>
Data Manager	Stephanie Cardwell	<u>scardwell@randolph.k12.nc.us</u>
Receptionist	Rose Lockhart	<u>rlockhart@randolph.k12.nc.us</u>
School Nurse	Penny Stewart	<u>p1stewart@randolph.k12.nc.us</u>
Cafeteria Manager	Susan Gardiner	<u>sgardiner@randolph.k12.nc.us</u>
School Resource Officer	Vanessa Moser	<u>vanessa.moser@randolphcountync.gov</u>

2017 / 2018 SCHEDULE							
7TH GRADE				8TH GRADE			
1ST PERIOD	7:45	8:40	CORE 1	1ST PERIOD	7:45	8:40	ELECTIVE 1
2ND PERIOD	8:44	9:39	CORE 2	2ND PERIOD	8:44	9:39	ELECTIVE 2
3RD PERIOD	9:43	10:23	REMEDIATION	3RD PERIOD	9:43	10:23	REMEDIATION
4TH PERIOD	10:27	11:52	CORE 3 (LUNCH)	4TH PERIOD	10:27	11:22	CORE 1
5TH PERIOD	11:56	12:51	CORE 4	5TH PERIOD	11:26	12:51	CORE 2 (LUNCH)
6TH PERIOD	12:55	1:50	ELECTIVE 1	6TH PERIOD	12:55	1:50	CORE 3
7TH PERIOD	1:54	2:50	ELECTIVE 2	7TH PERIOD	1:54	2:50	CORE 4

THE ABCs OF ARCHDALE-TRINITY MIDDLE SCHOOL

ATHLETIC EVENTS

All students who attend after-school athletic events are required to have a ride home immediately following the event. School dress code and behavior apply to all athletic events. Students planning to attend athletic events must leave school as a bus or car rider and return to event. Spectating students are not allowed to remain on campus, unsupervised between the conclusion of the school day and the beginning of the athletic event or activity.

ATTENDANCE

School attendance in North Carolina is a legal matter. The state recognizes three types of absences: Lawful, Unlawful, and Suspensions. To be considered present for the day, the student must be in school or at a school authorized event/activity for at least half of the school day.

Lawful: Illness, quarantine, death in immediate family, medical/dental appointment, Court, religious observance, absences of an educational nature (requires prior approval from principal).

Unlawful: Absences for any reason other than those described as Lawful or Suspension.

Suspension: Determined and administered by the ATMS administrative team only.

Students must deliver a note signed by a parent/legal guardian to his/her homeroom teacher within (2) days of an absence(s). If you do not bring a note, it must be counted as an unlawful absence. Family trips fall into the category of "absence of an educational nature" and require **PRIOR** approval to be counted as lawful absences.

Parents of students who accumulate unlawful absences may be prosecuted according to the North Carolina Compulsory Attendance Law. Please refer to the RCSS Parent/Student Handbook for more information and for the complete board policies.

If a student needs to check out of school before 2:50 p.m., a parent must come to the office and sign the student out. If someone other than a parent/legal guardian will be picking the student up, a note is required to be turned into the office during 1st period with the student's full name, reason for leaving, time of departure, parent signature and phone number, and name of person picking up the student. Identification will be required before the student is released.

Students must be in attendance at least a 1/2 day (11:30 a.m.) to be counted present for that day. Students leaving before 11:30 a.m. and who do not return to school to make up time missed for the day will be counted absent for the entire day. Students who check-in late to school must be present for at least a 1/2 day to be counted present for that day. Students must be present at least a 1/2 of the day to be eligible to participate in extra-curricular activities for that same day.

BETA CLUB

A student must be inducted into the club before becoming a member. In order to be eligible for induction into the Beta Club the following academic requirements must be met in the student's 7th grade school year: 1st semester average must be a 96 (no rounding up), no grades below a B, and all S's in behavior.

BULLYING

Bullying behavior is when a student is exposed, repeatedly and over time, to negative actions on the part of one or more other persons. - Olweus

ATMS **WILL NOT** tolerate bullying of any kind. The following Randolph County School System Anti-Bullying Rules will be followed:

RULE 1: We will not bully other students.

RULE 2: We will help students who are bullied.

RULE 3: We will make it a point to include ALL children who are easily left out.

RULE 4: When we know someone is being bullied, we will tell a teacher and an adult at home.

****If you are being bullied or see someone being bullied, please report it to an adult immediately. ****

CAFETERIA

Our cafeteria staff works hard to provide meals that are nutritious and appetizing. Parents are invited to have lunch with their children any time during the school year. All students will pay for their lunch as they go through the lunch line. Lunch can be prepaid. Once a student reaches \$6.00 in lunch charges, they will NOT be allowed to charge until their account has been paid in full. Beginning **May 15, 2017**, **ABSOLUTELY** no lunch charges will be allowed per Randolph County School System policy. Breakfast will be served in the cafeteria from 7:15 a.m. - 7:45 a.m.

Breakfast Prices: \$1.25 Reduced: No Charge
Lunches Prices: Students: \$2.45 Reduced: \$.40
 Adults: a la carte

Cafeteria rules for students include:

1. Talk to students at your own table.
2. Clean your area after you eat.
3. Students may go through the lunch line only once.
4. No food may leave the cafeteria.

DRESS CODE

Students in the public schools of Randolph County are expected to adhere to standards of dress and appearance that are compatible with a safe and effective learning environment.

Examples of prohibited dress or appearance include, but are not limited to, those listed below:

- Head apparel (hats, headbands, sweatshirt hoods, scarves, bandanas, picks, combs, etc.) or sunglasses may not be worn unless the headgear is worn based on a sincerely-held religious belief
- Exposed undergarments
- Halter tops, tank tops, spaghetti straps (no bare shoulders)
- Clothing that exposes the midriff or cleavage
- Pants that are baggy or drag the floor (pants/shorts must be worn around the waist). Absolutely no sagging pants allowed
- Short shorts or excessively short dresses/skirts - **Use index card rule: shorts and skirts/dresses cannot be shorter than 5" above the top of the kneecap**
- No excessively tight or excessively oversized clothing
- Sleepwear or bedroom slippers
- Bare feet
- Clothing that contains advertisements for tobacco, alcohol, or drugs; pictures or graphics of nudity; words that are profane, lewd, vulgar, or indecent or likely to be disruptive to the learning environment
- Items that are potentially dangerous such as fish hooks, chains, or spiked objects and any symbols, styles, or attire that would violate Rule 23, Gang Control
- Holes or frays that expose skin in pants, shorts, or skirts that are above the knee

If a student's dress, appearance or lack of cleanliness is detrimental to the health or safety of the student or others, substantially disrupts the school or work environment, or otherwise violates this policy, the principal may require the student to adjust his/her appearance or clothing. Failure to comply with this rule or a school dress code will result in the student being removed from the classroom and/or school until his/her appearance or clothing adheres to the rules. The student's parent/guardian will be notified prior to any removal from school.

ELECTRONIC DEVICES/CELL PHONES

Cell phones are only permitted before 7:45am and after 3:00pm unless permitted by the RCSS Bring Your Own Device Policy. See ATMS Code of Conduct for consequences.

ARCHDALE-TRINITY MIDDLE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOST OR STOLEN CELL PHONES OR ELECTRONIC DEVICES.

FEES

INSTRUCTIONAL SUPPLY FEE	\$12.00
ART	\$5.00
CHORAL MUSIC	\$5.00
BAND	\$5.00
GYM LOCK RENTAL	\$2.00
SCHOOL LOCK RENTAL	\$2.00

FLOWERS AND GIFTS

Students are not permitted to receive flowers or similar gifts at school due to the disruption this causes to the instructional day. The school policy is established in accordance with Board of Education Policy Code 3300.

FOOD/DRINKS

Students are not permitted to bring food or drinks into the classrooms except with a documented medical situation. **The only drink that is allowed in the classroom is water in clear bottles unless the team is doing a special activity. (NO sodas, Gatorade, energy drinks, fountain drinks, flavored water, etc. are allowed).**

All food not purchased in the cafeteria must be brought in by the students when he/she first arrives on campus. Parents, guardians, relatives, or friends will not be allowed to drop off outside food (Ex. McDonalds, Subway, etc...) for students during the middle of the school day due to disruption it causes during the instructional day.

HOMEWORK

Homework gives you the opportunity to practice concepts taught during the school day and is an extension of the regular instructional time. It will be checked by your teacher. Homework will affect your grades and may count up to 15% of your grade for any grading period. Be sure to set aside time each night to devote to your homework assignments. 7th grade may expect up to 70 minutes and 8th grade may expect up to 80 minutes of homework per night.

INTERVENTION CENTER

The Intervention Center is located between Braxton Craven and Trinity High School. It may be assigned instead of an out-of-school suspension or at the discretion of administrators. Students must complete all assigned days before returning to ATMS. Students assigned to the Intervention Center cannot attend after-school activities. During the period that a student is assigned to the Intervention Center, he/she **is prohibited** from entering the school grounds for any school-related functions without express permission from the principal. Bus transportation is provided to the Intervention Center.

LOCKERS

Student lockers are property of the school and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Searches by school officials may be conducted when reasonable grounds for believing prohibited substances may be concealed in the lockers. Periodic inspections may be conducted for any reason at any time without notice, consent, or search warrant. **Only school locks will be permitted on lockers.** They may be rented for \$2.00. Lost locks will cost \$6.00 for replacement. ATMS assumes no responsibility for items stolen from locker.

MEDICATION

If a student is taking prescribed or “over the counter” medication, the student must obtain an authorization form from the main office to be filled out and signed by a parent and physician. In no case will a staff member at ATMS give a child any type of medication without an authorization form. All medication will be kept in the main office. A record will be kept of date and time medication is given to students. It is the student’s responsibility to report to the main office at his/her scheduled time.

PHYSICAL EDUCATION

All students are required to dress out in acceptable clothes and participate in physical education. Acceptable clothes consist of a white or gray t-shirt, black shorts that must have at least a 7-inch inseam, and tennis shoes. These clothes must be different from the clothes the student wore to school that day. A PE uniform may be purchased for \$17.00 through Cook's Sporting Goods Online Store. If you do not have access to the internet, your student should see his/her PE teacher for an order form. Orders are due by September 10, 2017. Individual shirts may be purchased for \$9.00 or individual shorts may be purchased for \$8.00. A doctor's note must be presented to excuse you from PE.

REPORT CARDS/INTERIM REPORTS

A report card is given to you four times a year, at the end of each nine-week grading period. An interim report is sent at the midpoint of each nine-week period. Parent/teacher conferences will be held at the request of the parent and/or teacher. You are given an academic grade in each of your classes according to the following grading scale:

A = 100 -90	B = 80 – 89	C = 70 – 79	D = 60 – 69	F = 0 – 59
Interim Report Dates	September 28, December 7, February 23, May 8			
Report Card Dates	November 14, January 31, April 16, June 8			

SCHOOL BUS

See procedures and expectations under ATMS Code of Conduct section.

SCHOOL HOURS

Teachers Report: 7:20 a.m.

Students should NOT arrive on campus before 7:10 a.m. unless arrangements are made with a teacher regarding tutoring or make-up work. Early drop off is a privilege and will be revoked if student is not meeting behavior requirements. Students arriving before 7:30 a.m. must report to the cafeteria. Beginning at 7:15 a.m., students may eat breakfast if they wish. School begins at 7:45 a.m. and ends at 2:50 p.m. The dismissal bell at 2:50 p.m. will be for the bus riders. Bus riders will go directly to the bus lot in front of the school and board the bus. Car riders/walkers will be dismissed after bus riders. **Any car rider/walker who is caught dismissing at bus rider call could face disciplinary action.** All car riders will be required to go to the commons area, SIT DOWN, and watch for their rides. All car riders should be picked up by 3:20 p.m. unless arrangements have been made with a teacher.

TELEPHONES

The phones are for emergency use only. **Make your after-school plans in the morning before you leave home.** Students needing to make calls during the school day must secure permission and make the call in the office or the classroom. **Only emergency calls will be allowed.**

THEFT / PREVENTION

Do NOT bring large amounts of money, electronic devices, or any other items of value to school. Do NOT trade, buy, sell or let others borrow your things. You, not the school, are responsible for your personal property.

TOBACCO FREE POLICY

Effective July 1, 2008, all Randolph County Schools are tobacco free. See consequences under ATMS Code of Conduct section.

TRANSPORTATION CHANGES

Due to overcrowding, bus passes/notes **WILL NOT** be issued for students to ride on a bus different from the one he/she is assigned. If emergency arrangements for transportation are necessary, please contact the front office as soon as possible so that safe, appropriate plans can be made.

VISITORS

Visitors and parents are always welcome at ATMS. All visitors must report to the main office to sign in and obtain a visitor's pass in accordance with the school board policy. **Students from other schools will not be allowed to visit during regular school hours unless accompanied by a parent or having obtained permission from ATMS administration.**

ARCHDALE-TRINITY MIDDLE SCHOOL CODE OF CONDUCT

All students at Archdale-Trinity Middle School are required to conduct themselves in a manner that will generate an atmosphere conducive to learning. They will not be permitted to disrupt the rights and privileges of other students. Teachers, staff, administrators, students, and parents cooperate to maintain a pleasant and respectful atmosphere at ATMS. The school's disciplinary code helps to ensure success. Unacceptable behaviors are described below.

The following are rules for class behavior:

1. Show respect in all comments and actions - BE NICE!
2. Follow teacher's directions.
3. Be on time with all class materials.
4. Keep hands, feet, and objects to yourself.
5. Electronic devices are to only be used according to the Bring Your Own Device Policy signed and approved by a parent.
6. Students are not allowed to purchase items from vending machines in teacher's lounge.

The following statements are guidelines only, and an administrator may change the disciplinary action based on the unique facts/findings of the situation.

Discipline Defined: It is sometimes necessary to take disciplinary actions against students who have chosen to violate school rules and/or rules in the RCSS Parent/Student Handbook.

Choices - A "time-out" program utilized by the teachers. If a student is being disruptive, a teacher can send the student to the ISS room for the remainder of the block to complete work.

ISS - (In-School Suspension) Students may be assigned, by administrators only, on a short or long term basis for inappropriate behaviors. Students must complete all assignments.

IC/ICART - (Intervention Center) Students may be assigned, by administrators only, on a short or long term basis as an alternative to out of school suspension. Students must complete all assignments.

OSS - (Out of School Suspension) This measure is used only as a last alternative in response to repeated or severe behaviors. Students must complete all assignments.

Electronic Devices	(Refer to Administration after warning)
1 st Referral	Warning
2 nd Referral	Phone secured in main office for student to pick up at the end of the day.
3 rd Referral	Phone secured in main office for parent to pick up.
4 th Referral	1 Day ISS
5 th Referral	2 Days ISS

Dress Code	(Refer to Administration)
1 st Referral	Warning / Change into appropriate clothing (depending on violation)
2 nd + Referral	Administrators Discretion (Choices / ISS)

BUS CONDUCT

School bus transportation is provided as a courtesy by the State of North Carolina. Students who ride buses are expected to conduct themselves in an orderly manner.

Bus rules are as follows:

1. No food or drink is allowed on the bus.
2. Follow directions from the bus driver.
3. No horseplay or fighting.
4. No disrupting the bus or distracting the bus driver.
5. No throwing of any object.
6. No profanity or loud yelling.
7. No tobacco products.
8. No tampering with the bus in any way.

Violation of these rules may result in a warning, suspension from the bus (for one day up to the remainder of the school year), and/or school disciplinary action. The punishment depends on the frequency and severity of the infraction. Please remember that school bus transportation is a privilege and the safety of all children is the most important factor in providing safe and efficient travel.

School Bus Consequences	
1 st Offense	Warning / Student will be moved to a different seat depending on situation.
2 nd Offense	Student will be moved to seat behind the bus driver.
3 rd Offense	Student will be referred to Administration.

Category 1	The first of these infractions are to be handled by the teacher.
Sleeping or Talking in Class	
Eating and/or Drinking in Class	
Failure to come prepared to Class	
Lack of Effort to complete Assignments	
Minor Classroom Disruption (Failure to Raise Hand, Speaking out, etc.)	
Category 1 Consequences	
1 st Referral	Warning
2 nd Referral	Silent Lunch
3 rd Referral	Choices
4 th + Referral	Refer to Administration

Category 2	
Public Displays of Affection (PDA)	
Littering	
Refusing to dress out for PE (after 3 rd offense)	
Category 2 Consequences	
1 st Referral	Warning
2 nd Referral	Choices
3 rd Referral	Refer to Administration (1/2 day ISS)
4 th Referral	Refer to Administration (1 day ISS)
5 th + Referral	Administrator's Discretion

Category 3	
Inappropriate Behavior/Gestures	
Shanking	
Profanity	
Out of Area	
Minor Internet Violations (not indecent)	
Misbehavior for a Substitute	
Not completing Assignments for Class (after 3 rd offense)	
Category 3 Consequences	
1 st Referral	Choices
2 nd Referral	Refer to Administration (1/2 day ISS)
3 rd Referral	Refer to Administration (1 day ISS)
4 th Referral	Refer to Administration (2 days ISS)
5 th + Referral	Administrator's Discretion

Category 4	
Disrupting the Educational Environment	
Cheating	
Skipping / Leaving Class without Permission	
Inappropriate Behavior in Assembly or Cafeteria	
Possession of Indecent Material (including Internet Violations and Cell Phones)	
Lying, Failure to identify oneself to School Personnel	
Misuse or waste of School Materials, Equipment, or Property	
Refusing to follow reasonable request of School Personnel	
Category 4 Consequences	
1 st Referral	Refer to Administration (1/2 day ISS)
2 nd Referral	Refer to Administration (1 day ISS)
3 rd Referral	Refer to Administration (2 days ISS)
4 th + Referral	Administrator's Discretion

Category 5	
Leaving School without permission	
Forgery	
Possession/Use of Tobacco or Tobacco Products (Vaping Devices, Hookah Pens, etc...)	
Selling Items/Materials	
Vandalism/Graffiti	
Theft (under \$50) restitution required	
Disrupting or refusing to work in In School Suspension or Intervention Center	
Category 5 Consequences	
1 st Referral	Refer to Administration (1 day ISS)
2 nd Referral	Refer to Administration (2 days ISS)
3 rd + Referral	Administrator's Discretion

Category 6	
Inciting a Fight / Pushing / Shoving	
Harassment / Intimidation / Inflicting Injury / Bullying	
Verbal or Written Threats	
Verbal Disrespect or Profanity to School Personnel	
Open or Persistent Defiance of Authority	
Category 6 Consequences	
1 st Referral	Administrator's Discretion (ISS / Intervention Center)
2 nd + Referral	Administrator's Discretion (Intervention Center / Out of School Suspension)

Category 7	
Indecent Exposure	
Inappropriate Sexual Behavior	
Vandalism Over \$50 (Restitution Required)	
Theft Over \$50 (Restitution Required)	
Category 7 Consequences	(Law Enforcement Contacted)
1 st Referral	Administrator's Discretion (Intervention Center / Out of School Suspension)
2 nd + Referral	Administrator's Discretion (Out of School Suspension)

Category 8	
Fighting / Assault	
Category 8 Consequences	(Law Enforcement Contacted)
1 st Referral	Administrator's Discretion (Intervention Center / Out of School Suspension)
2 nd + Referral	Administrator's Discretion (Out of School Suspension)

Category 9	
Weapons / Weapon-like Items	
Bomb Threats / False Fire Alarm	
Firecrackers / Smoke Bombs	
Arson / Incendiary Devices	
Category 9 Consequences	(Law Enforcement Contacted)
1 st Referral	Administrator's Discretion

Category 10	
Possession / Consumption of Drugs / Alcohol or Related Paraphernalia	
Category 10 Consequences	(Law Enforcement Contacted)
1 st Referral	Administrator's Discretion

ASBESTOS NOTIFICATION STATEMENT

In 1988, all Randolph County Schools were inspected for Asbestos Containing Materials (ACM) according to the rules established by the Asbestos Hazard Emergency Response Act (AHERA). The inspection results and the Randolph County Schools plan concerning asbestos were compiled into a Management Plan for each school. Each school's Management Plan is available to the public for inspection upon request. Interested parties should contact the Principal or the LEA Designee to arrange for an inspection of the Management Plan. As requested by AHERA, a periodic surveillance of all remaining asbestos material must be made every six (6) months. The periodic surveillance results are located in Volume 2/3 of the AHERA Notebook. Any questions concerning this school's Management Plan can be directed to Allen Kerns, the Randolph County Schools System LEA Designee at 336-736-6588.