

EAST FORSYTH MIDDLE

STUDENT/PARENT HANDBOOK

2018-2019

Positive Behavioral Interventions and Supports

(PBIS)



Raven Pride

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Ravens are in the right place, doing the right thing, at the right time, with the right people because we are...

Our “Core Values”

Prepared, show

Respect, have

Integrity, display

Discipline, and soar in

Excellence!

“Five Keys for Success”

1. Bring a positive attitude to class daily
2. Comply with teacher’s seating arrangement
3. Listen quietly
4. Complete assigned work
5. Wait politely for instructions to move or talk

East Forsyth Middle School

810 Bagley Road
Kernersville, NC 27284
336-703-6765

Mr. Dossie Poteat, Principal

Assistant Principals

Mr. Todd Nelson
Ms. Deborah Smith

Guidance Counselors

Mrs. Bianca Williams
LyTonya Harrison-Shoffner

Home School Coordinator

Barry Ross

Guidance Clerk

Julia Young

Curriculum Facilitator

Mrs. Shiwanah Bangham

Testing Coordinator/Office Assistant

Mrs. Ilsa Zavala

Financial Secretary

Mrs. Judy Orchard

Data Manager

Dorothy Garcia

Second Secretary

Ms. Mandy Tuck

Telephone Numbers

Main Office: 703-6765
Guidance Office: 703-6769
Fax: 607-8531
Cafeteria: 703-6770
Heather Morgan: (336) 703-6765

Office Hours

Main Office: 7:00 A.M. – 4:30 P.M.
Guidance Office: 7:00 A.M. – 3:30 P.M.

School Social Worker

PTSA OFFICERS 2018 – 2019

President: Shawan Gabriel
Vice Pres.: Selena McLaughlin
Secretary: Patricia Watson
Treasurer: Crystal Ferguson

Student Day

7:25 A.M. – 2:00 P.M.

Web Addresses

WS/FCS District: <http://wsfcs.k12.nc.us>
School Site: <http://web2k.wsfcs.k12.nc.us/eforsythms/>

Home of the Ravens!

The mission of EFMS is to prepare our students for a life of leadership, good citizenship, and learning in a safe and supportive environment. Therefore, we embrace multiple intelligences (MI), where our scholars will engage in a rigorous curriculum that will cultivate their different learning styles whether it is linguistic, logical-mathematical, musical, bodily-kinesthetic, interpersonal, intrapersonal, spatial or naturalist. As a best practice in education, we will continue to incorporate different modes of communication to serve our diverse population. East Middle is also a PBIS (Positive Behavioral Interventions and Support) School where we teach behavior expectations that will foster student success in and outside of the classroom as we prepare our scholars for the world in which they will live. Our goal is to make 2018-19 the best year ever for all students academically, socially and emotionally.

East Forsyth Middle School

DAILY SCHEDULE 2018-2019

WARNING BELL	7:20 AM
TARDY BELL	7:25 AM
MOMENT OF SILENCE	7:26 AM
RAVEN PLEDGE	7:27 AM
ANNOUNCEMENTS	7:28 AM

6TH GRADE

HOMEROOM	7:25 AM - 7:35 AM
ENCORE	7:35 AM - 12:12 PM
RELEASE FOR ENCORE	12:12 PM
6.5 (5th period encore)	12:15 PM - 1:05 PM
6.6 (6th period encore)	1:08 PM - 1:58 PM

7TH GRADE

HOMEROOM	7:25 AM - 7:35 AM
CORE TIME	9:24 AM - 2:00 PM
RELEASE FOR ENCORE	7:35 AM
7.1 (1st period encore)	7:38 AM - 8:28 AM
7.2 (2nd period encore)	8:31 AM - 9:21 AM

8TH GRADE

HOMEROOM	7:25 AM - 7:35 AM
CORE TIME	7:35 AM - 9:30 AM
RELEASE FOR ENCORE	9:30 AM
8.3 (3rd period encore)	9:33 AM - 10:23 AM
8.4 (4th period encore)	10:26 AM - 11:16 AM

ENCORE SCHEDULE

7.1	7:38 AM - 8:28 AM
7.2	8:31 AM - 9:21 AM
8.3	9:33 AM - 10:23 AM
8.4	10:26 AM - 11:16 AM
6.5	12:15 PM - 1:05 PM
6.6	1:08 PM - 1:58 PM

Calendar

- Orientation for Sixth Grade (12:30 - 3 p.m.) Aug. 21
- Open House/Middle Schools (5:30 p.m. – 7:30 p.m.) Aug. 21
- First Day of School for Students Aug. 27
- Labor Day Sept. 03
- Early Release Day Oct. 17
- End of 1st Quarter Oct. 26
- Teacher Professional Day Oct. 29-30
- Veteran’s Day Nov. 12
- Thanksgiving Holiday Nov. 21-23
- Early Release Day Dec. 12
- Winter Holiday Dec. 24-Jan. 02
- School Resumes Jan. 03
- End of 2nd Quarter Jan. 18
- Martin Luther King Jr.'s Birthday Jan. 21
- Teacher Professional Day Jan. 22
- Early Release Day Feb. 27
- End of 3rd Quarter Mar. 28
- Teacher Professional Day Mar, 29
- Spring Break April 15-18
- Good Friday April 19
- Early Release Day May 01
- Memorial Day May 27
- Last Day of School June 06
- Teacher Professional Day June 07-12

Early Release Days: Students will be dismissed two hours early.

Makeup Days will be used in the following order if necessary: Nov. 21;
June 7; June 10; June 11; March 29

Student Fees
EFMS/Winston-Salem/Forsyth County Schools

Fees are paid to the homeroom teacher during the first week of school or parents may pay online on the school's website at school online payment. <http://osp.osmsinc.com>

A. FEES* gym clothes are **REQUIRED.**

(Sneakers must be worn during PE class)

- | | |
|--|---------|
| 1. Physical Education Uniform (not required) | \$16.00 |
|--|---------|

*PE uniforms are not required but all students must dress out

Required fees may be waived for students who are approved for free lunch (School Board Policy 3250.1). Subject to change

B. REPLACEMENT FEES

- | | |
|---|--------|
| 1. Lock replacement fee - | \$5.00 |
| 2. All school Lock Rental | \$0.50 |
| 3. Book – Cost depends on condition of book when issued | |
| 4. iPad – Cost depends on whether it is lost or damaged | |

C. INSURANCE

Accident and Dental Insurance will be made available to interested parents. Information will be given to students to take home on the first day of school.

D. SCHOOL MEALS

- No cost for breakfast or standard lunch
- A La Carte items must be purchased
 - Parents may prepay at [My School Bucks](#).

E. MIDDLE SCHOOL FEES

- | | |
|-------------------------------|---------------|
| 1. Athletics Admission Fees | \$3.00 |
| 2. General copying of records | 0.25 per page |

F. BAND AND CHORUS FEES

- | | |
|-------------------------------|---------|
| 1. Shirt | \$25.00 |
| 2. Instrument Lock rental fee | 0.50 |

G. OTHER FEES

Also, remember that fees paid for an event that has already been purchased or paid out (tickets, reservations, etc.) cannot be refunded.

Media Center Student Services

The EFMS Media Center offers students an inviting place to read, research, study and think. Resources and materials available for student use include the following: books, electronic databases, magazines, newspapers, reference materials, computers, and curriculum-related software.

Libraries provide students, teachers, and staff a place to enjoy and use the resources of our school. Respect for an individual's right to work and study in an environment free of distraction is honored.

Hours: 7:00 A.M. – 2:15 P.M.

Students may visit the media center before, during, and after school with prior approval. Students should have a specific purpose for coming to the library. "Searching on the Internet for non-school related subjects" such as "playing games," looking up lyrics to favorite songs and other non-school related use is not permitted.

Using the Media Center

- Two books may be checked out at a time
- Loan period is ten school days
- Bring books to media center to renew
- Magazine = 1 week checkout
- Students are responsible for the books they check out. If a book is **lost** or damaged, the student will be billed a damage fee or **must pay for the cost** of the book. If the book is later returned, the money would be refunded to the student.
- Return all books to the appropriate location.
- 15 minutes is allowed for individual check out.
- The media center is another classroom at East. Rules of the classroom apply in the media. Students who do not respect the rights of others will not be able to work in the media center.

Your Job/ Media Center Manners

- Return items to front desk
- Be polite to others and respectful of their need to work without distraction
- Use your quiet, inside voice (**volume 0 to volume 1, a whisper**)
- Leave backpacks, fanny packs and oversized coats in lockers
- Push in chairs and clean-up work area before leaving
- Place pulled books on cart for re-shelving

MIDDLE SCHOOL PHYSICAL EDUCATION

P.E. students must change from the clothes worn to school to their gym uniform which can be purchased from the school or brought to school from home. Complete PE clothes (top and bottom) must be worn in gym class by 6th, 7th, and 8th graders.

MIDDLE SCHOOL ATHLETICS

To be eligible for athletics, a student must not have any discipline issues, passed all of his/her courses, maintain a 1.75 grade point average, and have no more than 10 absences, all from the previous semester. Various sports are offered for all grade levels at different times during the school year in cooperation with our interscholastic athletic programs. All grade levels may participate in softball, baseball, soccer, volleyball, basketball, golf, tennis, cross country and track. Updated information and rules for participation in interscholastic sports will be distributed by the East Middle Athletic Committee.

INTRAMURAL ATHLETICS and OPEN GYM

An intramural athletic and open gym program is offered after school for interested students. Some examples of intramural activities are bowling, flag football, basketball, soccer, and open gym. Students must meet the criteria shown below for participation.

1. Must not be tardy to school that day.
2. Must not have any discipline issues during the school day.
3. Must be picked up by 3:30 pm or you will not be allowed to stay for other activities.

INTERSCHOLASTIC ATHLETICS

All eligible students may participate in interscholastic athletics. Basketball, cross country, tennis, softball, baseball, golf, soccer, track and volleyball are offered. Students must meet the criteria shown below for participation.

1. Students must be properly enrolled/assigned to a school and have been in attendance for at least 85% of the previous semester at an approved school.
2. Students must meet state and local promotion standards and maintain passing grades each semester. The first semester grades are used for athletic eligibility for baseball, golf, tennis, track and girls' soccer. The second semester grades from previous school-year are used for athletic eligibility for boys' soccer, cross country, softball, volleyball, and basketball. This means that the previous year's grades are used for eligibility. Students must maintain passing grades in each class (no grade below a "D") and meet local school system requirements to participate in interscholastic sports at East Forsyth Middle School.
3. Students must not become 15 years of age on or before October 16 for all grade levels.
4. Students must receive a medical examination conducted by a licensed physician.
5. Students must have proper insurance.

Students cannot participate in intramural, interscholastic or other after-school activities if they have been absent, assigned ALC, In-School Suspension (ISS) or Out-of-School Suspension (OSS) on the day of the activity.

SPORTSMANSHIP

East Forsyth Middle School students are expected to demonstrate good sportsmanship at all times. Regardless of their status as an athlete or as a spectator at a sporting event, all students are expected to show respect to all participants. We will not tolerate bad language or other inappropriate actions. Students, as well as athletes, will be removed from the event if poor sportsmanship is observed by a coach, staff member, or other adults present for the event.

PARENT COMMUNICATION INFORMATION

Communicating with your Child

- Please give your child all information needed before coming to school if possible.
- In case of an emergency, notify the office and we will do our best to accommodate.
- Please do not call your child's cell phone during school, as cell phones are locked in lockers during the school day.
- Students will be called to the office for appointments only when the parent is present in the main office to sign them out.
- Students leaving school prior to the end of the school day must have a parent or guardian report to the school office and sign him/her out.
 - Only persons designated in the student's PowerSchool info are allowed to take a student from the building.
 - A note authorizing another party to pick up your child will suffice if parents wish to have their student signed out early by someone else. School personnel may call to verify this written authorization.

Avenues for Communication Used at East Middle

- School issued iPad
- Electronic systems such as the "Remind" app
- PowerSchool/Parent Portal (Data manager can provide your code.)
- PTA meetings
- Arts and athletic events
- E-mail
- FAX messages, permission slips or absence/doctors' notes to school
- Appointments (Made in advance to confer with teachers, guidance or administration.)

ATTENDANCE

- Student attendance will be confirmed daily in homeroom and in each class. Eight or more days of absences per quarter can raise serious questions about the student's ability to make a passing grade during that grading period. Remember that there is a correlation between the number of days a student is in attendance and achievement.
- A student who is present at school for less than one-half the regular day will not be permitted to participate in any of that day's after school activity. (Example: school dance, intramurals, interscholastic games, club activities, etc.) Any student who leaves school before 11:00 A.M. is considered absent for that day. Any student who leaves campus without being signed out by a parent will be considered skipping class or school.
- Each day of instruction is important and necessary to the total learning opportunity. Meaningful work will be planned and offered through the last day of the school year. It is suggested that vacation plans be made after the last possible day of the school year. If it is necessary for a family to schedule a trip during the school year, the parents should send a note to the grade level administrator prior to the trip, and the child and family must agree to make up all work within the normal timeline (one-day make up time for each day of absence). It may be necessary for the child to remain after school to complete missing work.
- Work missed due to excused or unexcused absences should be made up promptly after returning to school. Students are given one-day make up time for each day of absence. It is the responsibility of the student to request make-up work as soon as he/she returns to school. Parents may call the guidance office to request work when students are out of school.
- Pupil absences shall be classified in accordance with the laws of North Carolina.
 - EXCUSED ABSENCE: Personal illness, doctor appointments, and death in the immediate family (parents, grandparents and siblings, etc.).
 - UNEXCUSED ABSENCES: Absences that occur with the knowledge and approval of the parent, but the reason is not acceptable under state laws.
 - TRUANCY: Intentional absence without parent knowledge and/or in violation of state laws.
- PREARRANGED ABSENCES: If a student is out of school due to family business, the parent should notify the office in writing before the absence occurs. The absence will be unexcused unless prior approval is granted.
- STUDENTS REPORTING TO SCHOOL AFTER 7:35: Report to the office for an admission slip. Those reporting late will be recorded as TARDY for that day.
- The classification for EXCUSED (lawful) or UNEXCUSED (unlawful) will be determined by the same standards as listed in "a" and "b" above.
- Excessive unexcused tardiness (3 or more per quarter) to school may result in after-school detention for student.
- Excessive absences contribute to a student's failure in school. A WS/FCS school official will investigate these absences. This could result in judiciary action if student and parent are found out of compliance with N.C. compulsory School Attendance laws. Parents can be taken to court if student exceeds normal tardiness and absences (10 or more).
- Students attending East Middle and NOT living in EFMS' residential zone who have ATTENDANCE OR TARDY problems will be reassigned to their residential school.

WITHDRAWAL PROCEDURES

Parent should consult with the Guidance Office for proper withdrawal procedures. If procedures are not followed, parents will be asked to return to EFMS or current school, if in our county, to properly checkout.

Students who move are to report their new address and telephone number to the Guidance Office. If the address is outside of the EFMS district, the student must do ONE of the following:

1. Obtain a withdrawal form from the Guidance Office and:
 - Return iPad and all school property to the appropriate teacher.
 - Return all library books to the Media Center.
 - Clear all fees owed to the office.
 - Completely clean out locker.
2. Finish the year at EFMS, if parent can provide transportation, student has good attendance, acceptable grades, and is **no** discipline problem.

Withdrawal of Transfer Students: Students who have requested and received permission to attend East Middle will automatically return to their home schools if they do not adhere to the following WS/FCS transfer policy:

1. Exhibit acceptable conduct
2. Maintain the academic progress necessary for promotion
3. Provide their own transportation
4. Comply with the district's attendance policy

Expectations for Students

The following procedures are established to maintain a congenial, safe, and orderly educational environment.

- **MORNING ARRIVAL:** School begins at 7:25 A.M. Students who are not in first period by this time are tardy.

Students arriving to school prior to 7:00 A.M. must report to the cafeteria until the 7:00 A.M. dismissal to go to homeroom. Students who report to the cafeteria are supervised by staff from 6:45 A.M. to 7:00 A.M. **No student should be dropped off before 6:45 A.M.**

- **START OF THE DAY:** The school day will start with a warning bell at 7:20 A.M. At 7:25 our tardy bell will sound, from 7:26 until 7:27 students will observe the Moment of Silence , and at 7:28 all students will recite the Raven Promise and our Core Values:

Ravens are: **In the right place, doing the right thing, at the right time, with the right people...** because we are

Prepared, show

Respect, have

Integrity, display

Discipline, and soar in

Excellence!

- **BREAKFAST:** Breakfast is free for all students. Students desiring breakfast should report directly to the cafeteria from the bus or car before going to homeroom. Students will line up as designated by the adult supervisor. Once food is obtained, students will report directly to homeroom. Students not following the “**PRIDE**” core values may be removed from the cafeteria.

- **LUNCH:** Lunch is scheduled with the academic teachers for each grade level. **Lunch is free for all students.** Yet, students may purchase chips, drinks and other various items or bring a lunch from home. Parents may prepay for food on a weekly or monthly basis with cash or check made payable to school the cafeteria. The WSFCS Child Nutrition Department is excited to provide parents a convenient, easy, and secure online prepayment service to deposit money into your child’s school meal account at any time. This service also provides a parent the ability to view her child’s account balance through [My School Bucks](#).

- **REMAINING AFTER SCHOOL:** School ends at 2:00, and for safety reasons, all students must be picked up by 2:20, unless they are participating in tutoring, intramurals, interscholastic sports, sponsored clubs, or are staying after school with a specific teacher. Staff cannot provide supervision or be responsible for students who remain after 2:20 unless arrangements are made in advance.

If your child cannot ride the bus and you are unable to pick him/her up by 2:20, you must make alternate arrangements to ensure that your child is picked up on time.

- **BUS PROCEDURES:** Students need to learn their bus numbers for AM and PM buses. During the first ten days of school, students are asked not to ride different buses. This is due to the need to have accurate bus counts during the first ten days. **If you need to change buses for the day, either morning or afternoon, a note from the parent is required.** The note needs to state the reason for changing the bus, the date that such change is to be made, a telephone number at work or home for verification must be provided, and the parent or guardian must sign the note. This note must be brought to the guidance office by 7:30 A.M. so that it can be approved, if possible, and given to the bus driver. **If a bus is overcrowded or admin. deems necessary, the bus note may NOT be approved.** If this occurs, the child will be allowed to contact a parent or guardian prior to the end of the day so that other arrangements can be made for transportation. **Riding a school bus is a privilege, not a right.** Students who continue to display inappropriate conduct on the bus can lose bus privileges due to misbehavior and frequency of bus notices. Please talk with your child about the importance of safety and appropriate behavior while riding the bus.
- **BACKPACKS:** backpacks or over-sized purses are to be left in student lockers.
- **OVERSIZED HEAVY COATS/JACKETS:** Because of safety, are to be left in lockers. Students may bring lightweight jackets or hoodies to wear during class. (Students may not bring blankets to school.)
- **BALLOONS/FLOWERS:** Balloons, flowers or gifts delivered to school are not allowed in classrooms or on buses. These items will be held in the office until the end of the school day. Students will not be allowed on school bus with these items.
- **CANDY/GUM:** Students may have gum or candy when **permission** is granted.
- **FOOD/DRINKS:** Students shall not take food or drinks out of the cafeteria unless it's placed in that student's lunchbox or bag.
- **INJURIES:** Any student injured at school should report to the office for assistance, insurance information, and to assist in the completion of an **official injury report**.
- **LOCKERS:** Hallway lockers and locks are assigned by the team teachers. A lock rental fee is charged at the beginning of the year. If the lock is lost during the year, the student must pay \$5.00 for a replacement. Students are responsible for keeping their lockers neat, organized, and secured with a school lock. Students who have no lock on their lockers must carry all their books, supplies, and coats with them at all times. The administration reserves the right to inspect lockers and contents at any time it is felt that there is just cause. (School Board Policy). If students leave valuables in lockers without a lock, the school is not responsible.
- **LOCKS: Personal locks are not allowed without administrative approval.** Only locks rented from the school may be used on school lockers, band/orchestra lockers or physical education lockers. School personnel will immediately remove any other lock and the locker will be secured.

- **COLOGNE:** Due to our many student and staff allergies, cologne, sprays and perfume are not permitted at school. You may not spray fragrances in the classroom, on the school bus or on another student at any time.
- **MEDICATION:** [Students needing to take medicine of any kind during the school day must first, obtain an authorization for medication administration form from guidance.](#) Once this form is completed and signed by both parent and physician, the student can then take the medication in the guidance office where the medication will be given to the student at the appropriate time. The medicine must be in the original bottle or container which is labeled with the student's name, the name of medication, dosage, time, and method of dispensing. Please alert the homeroom teacher and the grade level administrator if your child has any special allergies or other health conditions. Parents must pick medicines up at the end of the school year. **The cafeteria manager should be alerted to any food allergies as well.**
- **STUDENT ORGANIZATION:** This school year we will be teaching our students how to use the calendar, notes and memos on the iPad to organize deadlines, notes home, events, etc.
- **STUDENT HANDBOOK:** Parents and students are asked to read the student handbook which will be located on the student issued iPad.
- **SUPPLIES:** Students are responsible for basic supplies such as paper, pencils, notebooks, and other materials as required by teachers. See class supply lists for specific and detailed listing of required supplies. All students will be responsible for the issued school iPad and charger.
- **SCHOOL HOURS:** **For safety and custodial reasons, all students are expected to be out of the building no later than 2:20 p.m.** If staying for a teacher, the student must be in that teacher's classroom and not wandering the halls. If you are unable to provide transportation at dismissal, alternate arrangements must be made in advance or your child will need to take his/her bus home.
- **CLASS DISMISSAL:** Dismissal is determined through team agreement. The bell is a signal for teachers to dismiss class. **The bell IS NOT a signal for students to leave or walk out of the room.**
- **STUDENT TRAFFIC:** Students are to walk quietly to the right in all hallways, use voice volume "1", close lockers gently being careful not to slam or kick locker doors and refrain from blocking the flow of traffic by congregating in large groups.
- **PHONES:** **Cell phones should not be in back pockets, fanny packs, purses, jackets or in any way visible but turned off and placed in a student's locker.** In cases of illness and emergency, **teachers will call parents from the classroom** for the students to speak to them. **Cell phones are prohibited for general use and will be confiscated for parent pick-up** (see WSFCS AR5131). We ask that parents call the office to reach a student during the school day since cellphones will be confiscated if used without permission. **There will be no use or display of cell phones at school during regular**

school hours (7:00 am -2:00 pm) except as approved by the principal or his designee. “At school” includes in hallways, classrooms, restrooms, cafeteria, and bus lot. (All arrangements for the end of the day such as after school plans, tutoring, athletic activities, etc. are to be made prior to the beginning of the school day or as soon as possible.)

- **ELECTRONICS:** Use of cell phones, iPods, tablets, Bluetooth earbuds (class use only) and other such electronic equipment are prohibited during the school day. Such devices should remain “Off” and stored in student lockers. All visible items will be confiscated by staff for parents to pick up later. **Cellphones will be left in the student locker during the school day. The administration assumes no responsibility for loss or theft of personal cell phones, iPods, tablets, Bluetooth earbuds and other such electronic equipment, etc. The confiscated items will be secured in the main office. A parent or an adult must retrieve all items confiscated by staff. **See WSFCS policy AR5131*****
- **DISTRACTIVE DEVICES:** Students are not to bring items that will disrupt the learning environment unless it is documented by school administration, a doctor’s note and placed in guidance.
- **VISITORS:** Visitors are welcomed. However, conferences must be scheduled during a teacher’s planning time so that all class time can be devoted to instruction. Teachers will not be called out of class for a conference. **Please call the office to request an appointment with teachers and/or administration.**
- **VISITOR’S PASS:** Our primary obligation is the smooth and safe operation of school and an effective learning environment; therefore, all visitors who appear in the halls should be wearing a “Visitor’s Pass” to indicate clearance through the main office. Visitors must enter the building via the main front entrance and get a badge from the office secretary. Please note that official identification such as a driver’s license is required.

GENERAL DISCIPLINARY PROCEDURES

It is the belief of the Winston-Salem/Forsyth County Schools that students should not exhibit behaviors violating the rules of student conduct set forth in Board policy nor behaviors detracting from a student’s ability to profit from instruction or behaviors that infringe upon the rights of others at school, any school activity or on a school or activity bus. Such behaviors will warrant disciplinary action. It is also the belief that the intent of any disciplinary action is to bring about a positive change in the student’s behavior. Please take time to review the Code of Student Conduct-AR 5131 on the school’s districts website.

At EFMS, each teacher and/or team of teachers will follow a classroom intervention plan. Teachers will make phone calls, schedule student/parent conferences, assign after-school detention, and attempt other strategies to improve student discipline when needed. In order for these strategies to work, East Middle needs the help and support of all parents/guardians. Yet, if staff members are not successful with these attempts and interventions, students will be referred to the office where an administrator will become involved in this process.

Positive Behavioral Interventions and Supports (PBIS) is an approach to behavior support in schools that emphasizes outcomes such as academic gains, social competence, and safety. PBIS supporters believe that teaching positive behavior is more effective than assuming that students already have these skills. In addition, PBIS brings schools, parents and the community together to support the teaching and learning of successful school behavior for all students. This program involves implementing interventions that will create an environment where students can learn responsible behavior and achieve academic success. PBIS helps schools to become safer, more enjoyable, and more productive.

STUDENT CONDUCT AND INFORMATION

- A. Each teacher and/or team of teachers will follow a classroom intervention plan. Each individual teacher will complete a discipline log (DL), make phone calls, schedule student/parent conferences, assign after-school detention, and attempt other strategies to improve student discipline when needed. If such attempts are not successful, students will then be referred to the office after 3 different misbehaviors have been logged on a discipline log (DL). At this time, an administrator will become involved in the process.
- B. Disciplinary actions at the administrative level could range from parent-student conferences, after-school detention, in-school suspension, out-of-school suspension, or other appropriate actions. **Severe disruptions or misconduct, which presents a danger to others will result in an immediate action.** It will be the practice at East Forsyth Middle School to follow the guidelines as stated in School Board Policy 5131.
- C. **Suspension Procedures**
A parent/student conference will be scheduled by the administration before he/she is scheduled to return.
- D. **BULLYING/CYBERBULLYING:** Students shall not bully other students. Bullying is the repeated and deliberate verbal and/or physical abuse of a student by one or more students. This aggressive behavior is unwelcomed, unprovoked and intended to do emotional harm. It generally occurs in a context where there is a real or perceived imbalance of power (either physical or social) between the bully and the victim.

Types of prohibited bullying behaviors include but are not limited to the following:

- 1) Physical bullying includes the repeated and deliberate making of obscene gestures, pushing, shoving, hair pulling, and any other unwelcome physical contact intended to create an intimidating and hostile environment.
- 2) Verbal bullying includes, but is not limited to the following:
 - a) hurtful name-calling, teasing, or intimidating;
 - b) defaming or spreading rumors about another person to cause them to be disliked, humiliated or disrespected by their peers;
 - c) persuading, encouraging or leading other students to exclude or socially isolate the victim to cause emotional harm;
 - d) extorting money, property or services from another student; and/or
 - e) making derogatory, demeaning or hostile comments about another student's race, disability, ethnicity, or gender.

PBIS (Positive Behavioral Interventions and Supports)

The PBIS Team is excited to start a new school year. Once again, we have an opportunity to positively impact the students of EFMS. One goal of the PBIS Team is to support the staff throughout the year with information and strategies that will encourage positive behaviors.

PBIS (Positive Behavioral Interventions and Supports) simply put, is a **proactive approach to norming school-wide positive behaviors**. This is done by consistently **defining, teaching, reinforcing, and monitoring positive behaviors at both home and school**.

This initiative is meant to reinforce the positive behaviors of students who are doing what is expected as well as supporting students who need extra assistance in following our core values of being *Prepared*, showing *Respect*, having *Integrity*, displaying *Discipline*, and soaring in *Excellence!*

One of our goals, is to dig deeper into our discipline data while reflecting on research and best practices that will guide us in modeling our Raven Pride through The Raven Promise, our core values of PRIDE and the Five Keys for Success. If used regularly and appropriately at both home and school, PBIS is truly a win-win for all involved. The challenge is to be consistent and creative while keeping the excitement and engagement going for all students as we embark upon another middle school year.

EFMS SCHOOL-WIDE PBIS UNIVERSAL EXPECTATIONS

➤ ARRIVAL EXPECTATIONS

Bus Riders Will:

- Follow the Raven Promise and Core Values
- Follow all EFMS and WSFCS rules.
- Exit bus at 7:00 AM.
- Remove all headgear before entering the building (i.e. hats, bonnets, earbuds, scarves, sun shades)
- No blankets will be allowed on the bus or at school.
- Enter building on grade level hallway unless eating breakfast.
- Use voice volume 1 in hallway.
- Breakfast eaters will enter building from encore hall and follow cafeteria procedures.
- Report directly to homeroom before going to lockers.
- Get permission to bring bus note to office.

Car Riders Will:

- Follow the Raven Promise and Core Values
- Follow all EFMS and WSFCS rules.
- Remove all headgear (i.e. hats, bonnets, earbuds, scarves, sun shades)
- No blankets will be allowed at school.
- Enter building at front door no earlier than 6:45 AM and go directly to the Cafeteria.
- Use voice volume 1 in hallway.
- Breakfast eaters will get in line when directed by staff at 7AM.

➤ CAFETERIA EXPECTATIONS

Students Will:

- Follow the Raven Promise and core values of “PRIDE”.
- Follow all EFMS and WSFCS rules.
- Know your lunch number.
- Have money ready for A La Carte order.
- Make food choices politely, quickly and quietly using a voice level 2.
- Stay in assigned line using voice level 1 – “Whisper”.
- Keep your food and trash on your tray.
- Walk in front of stage and not on steps of stage.
- Have permission to get other items once seated.
- Place trash in receptacle when given permission.
- Clean your area.
- Stay with your teacher.
- Table washers should return to class promptly.

➤ CLASSROOM EXPECTATIONS

Students Will:

- Follow the Raven Promise and the core values of “PRIDE”.
- Follow all EFMS and WSFCS rules.
- Treat teachers and classmates with respect.
- Adhere to procedures of the classroom teacher.
- Observe the honor code in every way even when completing assignments and during test situations.
- Leave backpacks, large coats, fanny packs, electronic devices (except iPads), etc. in your locker at the beginning of each day. Such items cannot be carried from class to class.
- Cell Phones are the student’s responsibility and must be placed in locker during the school day.
- iPads must be brought to class daily.
- Headphones will be used only in class as needed.
- Use school issued iPad to record assignments, events and notes for home.
- Use the classroom hall pass.

➤ HALLWAY EXPECTATIONS

Students Will:

- Follow the Raven Promise and our core values of "PRIDE".
- Follow all EFMS and WSFCS rules.
- Follow the universal hand signal from adults to get quiet.
- Line up single file before leaving class.
- Walk on the **right side of hall**.
- Follow adult directions.
- Speak at Voice level 1 (whisper) with peers and adults.
- Go directly to your next class.
- Be on assigned grade level hall unless otherwise instructed.
- Keep your hands and feet to yourself.

- Enter and exit classroom quietly.
- Cellphones are placed in student lockers during the school day.
- Ignore inappropriate behaviors.

➤ TECHNOLOGY EXPECTATIONS

Students Will:

- Follow all EFMS and WSFCS rules.
- Follow the Raven Promise and core values for “PRIDE”
- Return the school issued iPad if you withdraw from EFMS.
- Use of school district technological resources is a privilege not a right.
- Take care of school iPads that are checked out to them. This includes:
 - bringing iPads to school daily fully charged.
 - using iPads in ways that are ethical, respectful, academically honest and supportive of student learning.
 - connecting iPads to the internet only through the **WSFCS Public network** or **Verizon cellular data plan**.
- Use the district issued technological resource in a manner that is ethical, respectful, academically honest and supportive of student learning.
- Comply with the rules for responsible technology usage.
- Comply with Policy 6161, **Responsible Use of Technology**.
- Comply with the “**no cell phone policy**” by **not using or displaying cell phones at school during regular school hours (7:00 am -2:00 pm)** except as approved by the principal or his designee. **“At school” includes in hallways, classrooms, restrooms, cafeteria, and bus lot. Cell phones should not be in back pockets, purses, jackets or in any way visible but in a student’s locker.**

➤ TESTING EXPECTATIONS

Students Will:

- Follow all EFMS and WSFCS rules.
- Follow the Raven Promise and core values for “PRIDE”.
- Use of school district technological resources is a privilege not a right.
- Be at a Level 0 during testing and follow the universal hand signal from adults to get quiet.
- Make sure that iPad is charged and brought to school daily.
- Use the district issued technological resource in a manner that is ethical, respectful, academically honest and supportive of student testing.
- Students must comply with the rules for responsible usage.
- Students violating the WSFCS testing policy or administrative testing policy will be disciplined according to WSFCS and EFMS procedures.
- Cellphones will be placed in lockers during the school day.

➤ **RESTROOM EXPECTATIONS**

Students Will:

- Follow the Raven Promise and our core values of "PRIDE".
- Follow all EFMS and WSFCS rules.
- Follow the universal hand signal from adults to get quiet.
- Keep restroom clean and as you found it.
- Use bathroom only when permissions is given.
- Use restroom on your grade level hallway (unless permission granted).
- Use toilets, sinks and other equipment properly.
- Voice level 1 while in restroom.

➤ **DISMISSAL EXPECTATIONS**

Car/Bus Riders Will:

- Follow the Raven Promise and our core values of "PRIDE".
- Follow all EFMS and WSFCS rules.
- Follow the universal hand signal from adults to get quiet.
- Line up according to staff directives in classroom.
- Walk on right side of hall or as directed by teacher.
- Walk single file at a moderate pace, leaving no gaps.
- Use voice volume 1 in hallway.
- Report to your designated area for bus riders or car riders.

➤ **ASSEMBLY EXPECTATIONS**

Students Will:

- Follow the Raven Promise and our core values for "PRIDE".
- Follow all EFMS and WSFCS rules.
- Follow the universal hand signal from adults to get quiet.
- Line up according to staff directives in classroom.
- Walk on right side of hall or as directed by teacher.
- Walk single file at a moderate pace, leaving no gaps.
- Use voice volume 1 in hallway.

➤ **AFTER SCHOOL EXPECTATIONS**

Students Will:

- Follow the Raven Promise and our core values for "PRIDE".
- Follow all EFMS and WSFCS rules.
- Follow the universal hand signal from adults to get quiet.
- Line up according to staff directives in classroom.
- Walk on right side of hall or as directed by teacher.
- Walk single file at a moderate pace, leaving no gaps.
- Use voice volume 1 in hallway.
- Go directly to designated location.

➤ FIELD TRIP EXPECTATIONS

Students Will:

- Follow the Raven Promise and our core values for "PRIDE".
- Follow all EFMS and WSFCS rules
- Follow the universal hand signal from adults to get quiet.
- Go to designated area for bus riders.
- Observe all bus, assembly, field trip and school expectations.
- Always remain with your group and group leader.
- Stay focused, alert and listen.

➤ DRESS CODE EXPECTATIONS

Student dress should be appropriate and not a disruption to the school learning environment. Our school will use the Dollar Bill Test for determining length of shorts, skirts and dresses. The length of the dollar bill will be placed at the top of the knee cap for measuring shorts, dresses and skirts. When placed at the top of the knee, the dollar bill must touch fabric automatically at the other end. Students dressed inappropriately will be sent to the office with a **“Clothing Violation Form.”**

Students Will:

- Follow all EFMS and WSFCS rules.
- Follow the Raven Promise and core values for “PRIDE.”
- Wear tennis shoes, sandals or leather shoes at all times.
- Wear pants with holes or skids that comply with the dollar bill test. (dark tights/compression shorts or shorts may be worn underneath)
- Wear pants that fit the waist (no visible undergarment or sagging).
- Wear shorts, skirts, or dresses that comply with the dollar bill test.
- Wear jeggings or leggings with a top long enough to cover crotch and buttocks.
- Wear tops that cover undergarments, midriff, chest area when standing, sitting or raising arms.
- Wear shirts with straps that are as wide as a dollar bill (no strapless or see-through tops).
- Wear clothing that does not advertise tobacco, gangs, alcohol or drugs; have pictures/graphics of nudity, and words that are profane, lewd or vulgar.
- Leave bedroom slippers and pajamas at home.
- Place fanny packs, oversized/heavy coats and backpacks in lockers.
- Wear clothing that does not display symbols, styles or attire associated with gangs, intimidation, bullying or violence.
- Blankets are not allowed at school or on the bus.
- Have no items hanging from their pants (chains, hat, bandannas, shirts, etc.)
- Not wear hoods during the school day.
- Remove all headgear (headphones, head wraps, hats, combs/picks, sunglasses, bandanas) before entering the building.
- Wear head covering if deemed by their religion.

Parents: PLEASE discuss the above expectations, and whenever possible, check your children before they leave for school to assure they are properly dressed. If at any time, the dress code is violated, the student will be removed and asked to make adjustments. If further actions need to be taken, you may be called to assist.

Dress Code Violation Form Check Your P.R.I.D.E

Student _____ Staff Member _____ Date _____

I have completed the dress code check; I am still unsure about the appropriateness of this student's clothing in cooperation with the EFMS dress code. Therefore, I need your assistance in this matter. Once the DCV form is returned to me, I will record this incident on a (DL) Discipline Log form if the student has violated the dress code. Our clothing closet only provides tee shirts and emergency items for accidents.

Issue:

Shorts/Skirt/Dress/Top Length Holes/Skids Strap Width
 Visible Undergarments Sagging No top
 Too Revealing Top Skin Showing around midriff
 Other: _____

Administrative Decision and/or Resolution:

Clothing complies with EFMS dress code Student changed to other clothing (DL completed by teacher)
 Parent called to bring clothing (DL completed by teacher)
Person making the final decision _____ Time returned to class _____

VOICE VOLUME LEVELS

Level 0 = Not Talking, Silent

Level 1 = "Whisper" Voices

Level 2 = "Conversational" Voices

Level 3 = "Outside" Voices

Raven Pride

East Forsyth Middle School Celebrates Raven PRIDE

Expectations	Bus	Classroom	Hallway	Restroom	Cafeteria	Assembly	After School Activities
P Prepared	Know your bus number. Be on time-exit building & go directly to bus.	Go to class. Be on time. Have all needed materials. Organize materials.	Walk facing forward, in a straight line on right side of hall. Line up single file before leaving room.	Keep restroom clean or better than you found it.	Have your money ready. Know your lunch number.	Get permission to use restrooms prior to leaving the classroom.	Only stay after school if you are with an adult & have permission.
R Respect	Obey & respect bus driver. Follow EFMS/WSFCS rules.	Follow teachers' directions. Follow EFMS/WSFCS rules.	Voice volume 1 when talking to adult. Follow adult directions. Follow EFMS/WSFCS rules.	Use bathrooms only when given permission. Give privacy. Follow all EFMS/WSFCS rules.	Make food choices politely, quickly, & quietly. Follow EFMS/WSFCS rules.	Be respectful to others. Follow EFMS & WSFCS rules.	Follow adult instructions. Follow EFMS & WSFCS rules.
I Integrity	Board your assigned bus unless permission granted to board alternate bus. Sit in your assigned seat.	Comply with teacher's seating arrangement.	Go directly to your next class. Be on assigned grade level hall.	Use restroom on your grade level hallway (unless permission granted). Use equipment properly. No texting or picture taking.	Be in assigned line. Keep your food & trash on your tray. Do not walk on steps of stage.	Raise your hand if the adults are raising their hands. Acknowledge all attention signals.	Wait for activity bus orderly. Wait for ride orderly. Go to assigned activity area.
D Discipline	Voice vol. 2. "Conversational" Keep body parts & belongings inside windows.	Listen quietly. Enter & exit room with permission. Wait politely for instructions to move or talk.	Voice vol. 1. Keep your hands & feet to yourself. Enter & Exit classroom quietly.	Voice vol. 1. "Whisper" Wait your turn quietly—Vol. 1 (hallway) No horseplay. Follow dress code before exiting.	Get everything needed the 1st time . Sit at assigned table. Voice vol. 2 "Conversational"	Sit with assigned class & group. Voice vol. 0 "No Talking" while speakers are presenting.	Be with your assigned group. Voice vol. 2 "Conversational" unless directed otherwise
E Excellence	Take care of your property.	Complete your work. Assist in keeping room neat and orderly.	No electronic devices or earbuds out during school day Ignore inappropriate behavior.	Wash hands/place trash in proper receptacle. Return to class promptly.	-Clean up after yourself -Throw away trash when dismissed	Enter & exit quietly.	Have food & drink in designated areas only .

Student Incentives

The **Raven of the Month** (ROM) program has been established to recognize the many ways that students strive to uphold the Righteous Raven Pledge (Being in the right place, doing the right thing, at the right time, with the right people). On a monthly basis, teachers will nominate students whom they feel best exemplify one or more of those areas. They will do this by filling out the ROM nomination form and then placing the form in the appropriate box in the front office. (There will be a 6th, 7th, and 8th grade box.)

All students who are nominated will be recognized over the intercom and will be provided certificates to acknowledge this accomplishment. The School Spirit committee will then draw one student name from each of the boxes (6, 7, and 8) of nominated individuals to be the Raven of the Month; that student will receive a special certificate and an appropriate reward. Their picture will also be displayed in the front lobby for all faculty, students, and visitors to see.

PRIDE Bucks will be awarded by school staff to students who exemplify **Raven Pride** daily through the Raven Pledge in the classroom, the hallways, the cafeteria, and other areas of the building. Raven Bucks are awarded to encourage and reinforce positive behaviors among our students. School staff members can award **PRIDE Bucks** to students, whether they teach them or not. When students receive **PRIDE Bucks** they should put their name in ink on the back.

“I Noticed” cards may be used by individual teachers, at their discretion, as a student motivator:

Ex: “I noticed that you have really improved over the last few weeks”

Or as a tool of encouragement:

Ex: “I noticed that you haven’t been completing your homework lately, can I help?”

Teachers are encouraged to add their own personal “touch” along with the note, such as an extra bathroom pass, candy, or pencil.

Other possible school-wide and classroom incentives:

Behavior: Raven of the Month, dances, social time, student raffle, monthly movies, fieldtrips, intramurals, athletic events

Academic: Honor Roll, Spelling Bee, NAL, Science Fair, Monthly Attendance Recognition, etc.

CHECK YOUR *PRIDE!*

Students will complete this form when their actions do not match the values held in class or in our school. Students will answer the following questions as a way to make the situation better with the teacher, administrator and/or other students. Once the student completes the form, the teacher can use it during a conference with the student.

Student

Teacher

Date

Period/Time

Please complete on your own paper and be ready to discuss your answers.

1. Where and when did, the problem occur? What happened that caused your removal from the class/activity?

2. Which Key to Success did you violate? Explain what this means to you.

3. Which core value of “PRIDE” could you have used to prevent this situation?

4. Since you are in control of only yourself, what is your plan to change your behavior so that this does not happen again?

Potential Clubs and Activities

Battle of the Books is for middle school students, grades 6-8. Students participating read books from a list established by the state Battle of the Books committee, and then compete in quiz-bowl-style tournaments to test their knowledge of these books.

Board game Club – open to all students who enjoy playing board games, interacting with peers outside of technology, and developing basic board game strategies. We play a variety of popular strategic board games and some that are just plain fun.

Chess Club – Chess Club is open to all students, 6th graders are welcome. Learning/playing chess helps students with strategy, problem solving skills, and critical thinking skills. We usually meet weekly after school to play chess. Periodically we also play against other Forsyth County schools and participate in tournaments.

Crosby Scholars - A program designed to help students prepare for college and for life. Students must maintain a 2.0 GPA, perform at least 2 hours of community service and attend one Crosby Scholar Saturday Academy where academic and personal development workshops may be taken.

DREAM A mentoring program for girls, grades 6-8. We are future focused, with time spent on academics, physical wellness, and social skills. DREAM meets after school weekly, with special whole group activities at least 2x per month. This is a one-on-one mentoring program, so space is limited. Girls are invited to remain in DREAM for each of their years at EFMS. As girls exit, new girls are invited in. We love DREAM days!

Kernersville Cares for Kids (KCK) and NoBacco - Open to all grade levels! KCK and NoBacco spread the positive message to say “NO” to drugs, alcohol and tobacco. We use positive peer pressure and leadership training to help our students spread this message to our school and their communities. We meet once a month and participate in activities in the community throughout the year.

Latino Achievers Club Latino Achievers program addresses the growing group of Hispanic/Latinos students. This is a program by the YMCA in partnership with the WSFCS system, and Hispanic and/or bilingual community professionals, whom we call adult achievers, a career-base curriculum is used to show students the value and importance of a high school diploma, build character, career exploration, cultural enrichment, service learning/volunteer, etc. We meet one grade level per month (all grades participate)

NAL – National Academic League - 6-8 graders who excel in all academic areas may be invited to participate after being nominated by one of their teachers. Compete with other Middle Schools. EFMS’s team has consistently made semifinals and finals since the school opening in 2005.

NJHS This club promotes recognition of students who reflect outstanding accomplishments in the areas of scholarship, leadership, service, citizenship and character. Members must maintain a 3.5 GPA and complete the required individual volunteer hours and participate in our group project.

Robotics Team - The East Middle Robotics Team competes in First Lego League tournaments with robotics teams from other schools. Teams are given problems to solve and missions for their robots to execute. Practices are held on Tuesdays, and tournaments take place on Saturdays.

Step Team – open to 6th – 8th graders. Students practice and learn steps. They perform at home games, assemblies, and sometimes outside of school.

Should there be a discrepancy in rules in the Student Handbook; the interpretation of the rules will be at the discretion of the administrator. Should there be a discrepancy between Student Handbook and Winston-Salem/Forsyth County School Board Policy, and then the administrator will adhere to the School Board Policy.

