

Enfield Middle S.T.E.A.M. Academy
Parent-Student Handbook
2024-2025



Ms. Linda Cooper, Principal
Dr. Ashley Dozier, Assistant Principal

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"Every Child. Every Day. Whatever It Takes."



ENFIELD MIDDLE S.T.E.A.M. ACADEMY

EVERY CHILD. EVERY DAY. WHATEVER IT TAKES.

Principal: Ms. Linda Cooper

Assistant Principal: Ms. Ashley Dozier

Dear Enfield Middle S.T.E.A.M. Academy Parents/Guardians,

Welcome to Enfield Middle S.T.E.A.M. Academy, where our mission is "Every Child. Every Day. Whatever It Takes." This parent-student handbook for the 2024-2025 academic year is your comprehensive guide to our school's policies, procedures, and expectations. Enfield is committed to providing a nurturing and innovative learning environment focusing on Science, Technology, Engineering, Arts, and Mathematics (S.T.E.A.M.) education.

Under the leadership of Principal Ms. Linda Cooper and Assistant Principal Ms. Ashley Dozier, our dedicated faculty and staff work tirelessly to ensure each student receives the support and opportunities they need to thrive. Our campus is designed to inspire creativity and foster academic excellence. We encourage parents and students to familiarize themselves with this handbook, which contains vital information about our educational programs, extracurricular activities, code of conduct, and communication channels.

We offer numerous opportunities for parent involvement and community engagement throughout the year. A strong partnership between home and school is essential for student success. Should you have any questions or concerns, please don't hesitate to contact us at (252) 445-5455 or visit our administrative office. Together, we can make the 2024-2025 school year a remarkable journey of growth, discovery, and achievement for every Enfield Middle S.T.E.A.M. Academy scholar.

Sincerely,

Ms. Linda Cooper

Principal

At Enfield Middle S.T.E.A.M. Academy, We Believe:

- Fostering supportive relationships with all stakeholders is essential; we cannot do this alone. We must support each other and solicit support when needed.
- We should assume responsibility for student learning and ensure that students learn what we want them to know.
- Every child has the right to a quality education. We are responsible for providing a rigorous curriculum and teaching them to utilize every resource to enhance their learning.
- Educators must create a positive, nurturing environment that enables all students to learn. We should demonstrate the behavior we want from our students.
- All children can and will learn; therefore, our responsibility is to encourage our students' learning. This belief in their potential empowers us to foster their growth and development.
- All students have strengths and skills that benefit their education and should have opportunities to utilize and cultivate these personal strengths.
- As educators, we possess the resources and expertise to support every child. Therefore, we must consistently reflect on our practices and commit to improvement.
- Students are the most critical stakeholders in their education and must take responsibility for their learning. We must teach them to reflect on their knowledge and commit to improvement.

Enfield Middle S.T.E.A.M. Academy

"Home of the Panthers"



Mission Statement

We aim to provide a challenging and relevant learning environment based on student needs, preparing them to be successful and responsible global citizens.

Vision Statement

Enfield Middle S.T.E.A.M. Academy will be a school where families and the community work together to foster a positive attitude towards learning, academic excellence, and a prosperous future for all students.

Motto

"Every Child. Every Day. Whatever It Takes."

School Colors

Hunter Green and Black

Halifax County Schools

“Charting A New Course”



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Board of Education Members

Charles Hedgepeth, Chair
Carolyn Hawkins, Vice-Chair
Joyce Lashley
Claude Cooper
Terri Silver
Michael Hawkins Sr.
Barbara Wilkins

Central Office Administration

Dr. Eric Cunningham, Superintendent
Dr. Tyrana Battle, Assistant Superintendent

Our Vision for Halifax County Schools: Charting a New Course

Halifax County Schools will focus on the needs of the students by empowering them to be successful global residents.

Mission/Core Purpose

To create a supportive and positive learning environment to address the needs of the whole student in partnership with educators, staff, parents, and communities.

Start of School Year/ Return from Break	Holiday; schools closed	Mandatory Teacher Workday (MW) non-student day	PLC Day; early Release for students	Early Release Day Early Release for Students & Staff
End of School Year	Annual Leave (AL) schools closed	Optional Teacher Workday (OW); non-student day	Staff Professional Development (PD); non-student day	PR - Progress Reports GP- Grading Period Ends

Halifax County Schools 2024-2025 School Calendar Elementary & Middle Schools

August 2024 5/16						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	OW	10
11	MW	PD	PD	MW	OW	17
18	MW	MW	MW	MW	MW	24
25	26	27	28	29	30	31

September 2024 20/20						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	PLC	14
15	16	17	18	19	20	21
22	23	PR	25	26	27	28
29	30					

October 2024 21/23						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	PLC	12
13	14	15	16	17	18	19
20	PD	OW	23	24	GP	26
27	28	29	30	31		

November 2024 14/15						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	OW	6	7	PLC	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	OW	OW	OW	28	29	30

December 2024 15/15						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	PR	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	ER	21
22	23	24	25	AL	AL	28
29	AL	AL				

January 2025 19/20						
Su	Mo	Tu	We	Th	Fr	Sa
			1	AL	OW	4
5	6	7	8	9	10	11
12	13	14	15	16	PLC GP	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025 19/20						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	PLC	15
16	MW	18	19	20	PR	22
23	24	25	26	27	28	

March 2025 20/20						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	PLC	15
16	PD	18	19	20	21	22
23	24	25	GP	27	28	29

April 2025 16/16						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	AL	19
20	21	AL	AL	AL	AL	26
27	28	29	30			

May 2025 21/21						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	PR	7	8	ER	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025 3/5						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	GP	MW	MW	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Enfield Middle S.T.E.A.M. Academy

Roles & Responsibilities

<p>Linda Cooper, Principal</p> <ul style="list-style-type: none">➤ <i>Activities/Scheduling Events</i>➤ <i>Field Trips</i>➤ <i>Building/Grounds</i>➤ <i>Disciplinary Procedures (OSS)</i>➤ <i>Scheduling (Approval)</i>➤ <i>SAS EVAAS</i>➤ <i>NC Education Effectiveness System (NCEES)</i>	<p>Nicole Claude, Data Manager</p> <ul style="list-style-type: none">➤ <i>Address changes</i>➤ <i>Attendance</i>➤ <i>Scheduling</i>
<p>Ashley Dozier, Assistant Principal</p> <ul style="list-style-type: none">➤ <i>Disciplinary Procedures (OSS)</i>➤ <i>Transportation</i>➤ <i>Testing (Benchmark, EOG)</i>➤ <i>Scheduling (Approval)</i>➤ <i>NC Education Effectiveness System (NCEES)</i>	<p>Tiffany Williams, Nurse</p> <ul style="list-style-type: none">➤ <i>Health Concerns/First Responders</i>
<p>Detrick Smith, Behavior Coach</p> <ul style="list-style-type: none">➤ <i>Disciplinary/Restorative Procedures</i>➤ <i>Athletic Director</i>	<p>Jennifer Mills, Receptionist</p> <ul style="list-style-type: none">➤ <i>Accident Reports</i>➤ <i>General Concerns</i>
<p>Paulette Johnson-Hedgepeth, Counselor</p> <ul style="list-style-type: none">➤ <i>504/Behavior Plans</i>➤ <i>Enrollment/Withdrawals</i>➤ <i>Social Emotional Learning</i>➤ <i>Scheduling</i>➤ <i>MTSS/PBIS</i>➤ <i>Academics</i>	<p>Tamey Knight, Social Worker</p> <ul style="list-style-type: none">➤ <i>Attendance/Home Visits</i>➤ <i>McKinney Vento</i>

Enfield Middle STEAM Academy Master Schedule

Grade 6		Grade 7		Grade 8	
Homeroom	7:40-8:10	Homeroom	7:40-8:10	Homeroom	7:40-8:10
Block 1	8:10-9:25	Block 1	8:10-9:25	Block 1	8:10-9:25
Panther Time	9:28-10:13	Panther Time	9:28-10:13	Panther Time	9:28-10:13
Block 2	10:16-11:31	Block 2	10:16-11:31	Electives (A/B)	10:16 -11:16
Block 3/Lunch	11:34-1:14	Block 3/Lunch	11:34-1:14	Block 2/Lunch	11:19-12:59
Electives (A/B)	1:17-2:17	Block 4	1:17-2:27	Block 3	1:02-2:17
Block 4	2:20-3:30	Electives (A/B)	2:30-3:30	Block 4	2:20-3:30

Teacher Planning Periods

6th-Grade	7th-Grade	8th-Grade
1:17-2:17	2:30-3:30	10:16 -11:16

Teacher Meeting Schedule

Ensuring your child's academic success and maintaining regular communication with their teachers is essential. To avoid disrupting classroom instruction, we kindly request that parents schedule meetings with teachers during their planning periods. Please be mindful that teachers may have team meetings, professional development sessions, or other obligations, so it is best to call ahead and confirm their availability before arriving at the school.

Academic Information

Core Subjects

- Grade Level English/Language Arts
- Grade Level Mathematics
- Grade Level Science
- Grade Level Social Studies

Elective Courses

- Band/General Music
- Health/Physical Education
- STEM (Science, Technology, Engineering, and Mathematics)
- CTE (Career and Technical Education)
- READ 180
- Art

Change of Schedules

Student schedules will be changed when such action improves the student's welfare. The student needs the principal's approval before making any changes.

Homework Policy

We believe that homework assignments should be an extension of the instructional program and appropriate for the student's developmental level. Assigning homework can assist students in developing skills such as responsibility and self-direction, which can enhance their academic success and provide opportunities for reinforcement. The following procedures are in place to govern homework at Enfield Middle S.T.E.A.M. Academy:

- Homework may be assigned each day, including weekends.
- All homework assignments will be clear and relevant to the current goals and objectives covered in class.
- All homework assignments are allotted a minimum of 1 hour to a maximum of 2 hours for completion.
- Students are required to complete all homework assignments.
- Students needing assistance with homework should inform their teacher at the beginning of class.

Report Cards/Progress Reports

Report cards will be issued quarterly, four times a year. Progress reports will go home at the end of every grading period's third week. All students will receive a progress report that must be signed by a parent and returned to their teacher.

Grading System

In grades 6th – 8th, the student's performance in all courses, including elective courses, will be reported as follows:

A	Excellent Performance	100-90	Level V
B	Good Performance	89-80	Level IV
C	Satisfactory Performance	79-70	Level III
D	Weak Performance	69-60	Level II
F	Unsatisfactory Performance	59	Level I

Performance evaluation shall consider all activities during an evaluation period, including homework, classroom activities, projects, tests, and quizzes.

Honor Roll

The honor roll is a vital tool in boosting students' academic performance. The Principal's List will include all students with a 4.0-grade point average (all A's), while high honors will consist of students with a 3.5 to 3.9-grade point average and no grades lower than "C." Honors will consist of students with a 3.0 to 3.4-grade point average. PowerSchool generates the honor roll.

Promotion Criteria

In grades 6-8, local promotion requirements are based on successful course completion of English/Language Arts, Mathematics, and Science or Social Studies. In addition, students must pass at least fifty percent (50%) of the remaining courses. In grades 6-8, the teacher and principal shall document that the student is on grade level and is receiving a final grade of A, B, or C or a grade comparable to his or her ability as documented by the End-of-Grade test.

Attendance Requirements for Promotion

To be eligible for promotion and to receive credit for a course, students in grades 6-8 must be present at least 80 days in a semester course and at least 160 days in a yearlong course. Absences for the following reasons are EXEMPT from the 160-day rule:

- Religious holidays and observances are adhered to by the student or the parent, provided that the number of absences does not interfere with the student's education.
- Quarantine is ordered by the local health department or State Board of Health.

- A doctor's statement confirms illness or injury.
- Court or administrative proceedings where the student is a party to the action or is under subpoena as a witness.
- A student can take up to five days of leave due to a death in the immediate family or the student's household.

K-8 Review and Waiver Procedures

Promotion shall be based upon mastering critical knowledge and skills, including reading, writing, and mathematics, and considering social, emotional, and physical needs.

When students fail to meet grade-level proficiency standards, the principal must decide on grade placement. The principal shall review the student's performance to guide the decision to retain pending intervention or promote pending intervention.

Ongoing assessment is crucial for developing appropriate instructional plans. Intervention strategies may include alternative learning models, modified schedules, adjusted instructional programs, parental involvement, and summer school/interventions.

Review Process in Grades 6 and 7

The procedural steps for monitoring the progress of students who do not demonstrate grade-level proficiency are as follows:

- Timely communication is essential to apprise parents of the potential implications of their child's academic promotion.
- An additional parent-teacher conference must be arranged with the third-quarter progress assessment.
- Should the decision be made to retain a student with intervention after the academic year, the teachers must furnish documentation of the student's performance during a review conference with the parents. The documentation for intervention includes student work samples, test data, information provided by parents, teachers, and principals, details from the IEP for students with disabilities, and any other evidence confirming a student's grade-level proficiency. Students with disabilities must be at grade level or making sufficient progress to meet requirements at upper elementary levels.
- Based upon a review of existing student performance documentation, the principal's decision is final.

Regulations and Procedures

Attendance

Regular school attendance is crucial for a student's success. Even if a student tries to "make up" missed work, it's nearly impossible to replicate the experience of being in class. Students are responsible for getting makeup work and completing all missed assignments, a vital part of their education. If a student is absent for three or more days, parents should contact the school counselor to arrange to pick up class and homework assignments.

Attendance Policy (Policy Code: 4400)

School attendance and class participation are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school.

Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. School administrators shall communicate attendance expectations to parents and guardians and work with students and their families to overcome barriers to attendance.

All students with exemplary attendance for a semester will be recognized by the school and awarded a certificate signed by the superintendent and the principal. Absence for a religious observance approved by the principal will not prevent a student from receiving such an award. Principals and teachers are also encouraged to utilize other means of recognition in accordance with federal and state laws and regulations and board policies and regulations to promote regular attendance.

Lawful Absences

Following an absence, the student must provide a signed statement from a parent or guardian. The statement should include the date and reason for the absence. Students must bring this statement to school when they return. The principal/designee will determine if the absence is lawful or unlawful and code it accordingly. No note results in an unauthorized absence. However, the absence will be documented if the note is provided on the second day.

A lawful absence will allow the student to make up the work missed while they were away. To determine what assignments must be made up, students in grades 7-12 with lawful absences are responsible for contacting their teachers the day they return to school. Teachers in grades K-6 are responsible for informing students of make-up assignments. The student shall be entitled to five school days to make up all missed work. Missed

assignments would include time for testing the student arranges at the teacher's convenience. Any work missed by the student while absent and not turned in will result in no credit for that assignment. Lawful absences include the following:

- Illness or injury (statement from a physician may be necessary, based on the principal's judgment)
- Quarantine
- Death in the immediate family
- Medical or dental appointments (documentation from physician required)
- Court or administrative proceedings
- Religious observances
- Educational opportunity (prior approval/documentation by the principal is mandatory)

Unlawful Absences

Our absence policy is fair and supportive of students' academic progress. Any absence not defined or determined lawful by the principal/designee is unlawful. A student may complete missed work or evaluations within five days of an absence, regardless of excuse. Work missed during a prolonged absence is managed case-by-case. The principal and teacher will schedule the time and place for makeup work. Students who miss the makeup test will receive no credit for it.

Excessive Absences (both lawful and unlawful)

- A student in grades K-8 must be in attendance for a minimum of one hundred sixty (160) days.
- Students who wish to appeal for special consideration due to extenuating circumstances can follow the regular grievance procedure policy established by the Halifax County Schools.

Late Arrival/Early Pick-up

The school day starts at 7:30 am and ends at 3:30 pm. It is essential for their education that they arrive on time and remain in class for the entire day unless there is an emergency. However, if you need to bring your child to school late or pick them up early, please follow these guidelines:

- If a student arrives late, the parent or the responsible adult must sign the student into school so that they can receive an official admit slip to class.
- The office will not call students for early checkout after 2:45 pm.
- If a student needs to leave early, their parent must sign them out. If someone other than the parent will be picking up the student, the parent must send a signed note with the person's identity and a phone number where we can reach the parent.
- An identification (ID) must be presented at checkout.

Withdrawal from School

Students who plan to transfer to another school must do so through the Guidance Office. They should go to the Guidance Office three to five days before leaving and inform the counselor. The Counselor will tell the student the proper steps to take to transfer. Students must take care of all obligations before leaving.

Campus Visitation

Students' safety is monitored in the building and on school grounds to ensure thorough supervision. Visitors shall enter the school through the main front entrance of the building. Visitors should report to the main office and check in at the front desk to receive a Visitor's Pass. The Visitor's Pass should be worn or displayed during your stay. Only visitors with legitimate school business, such as parents of students in attendance, PTSA or community volunteers, approved vendors, or others with confirmed appointments, will be allowed to remain in the building.

Fire Drills and Evacuation Procedures

Fire drills prepare students and staff to deal with any emergency requiring a rapid mass exit safely. The signal for a fire drill is the fire alarm. During fire drills and other emergencies, the following rules should guide your actions:

- Follow all directions given by the teacher or staff member.
- Consider all drills to be "real" and treat them seriously.
- Leave the building through the nearest exit indicated on the classroom evacuation chart.
- Walk rapidly in a single file. Do not run.
- Talking is not permitted.
- Once outside, line up in a single file in the area designated by the teacher.
- After the fire drill, walk back to your classroom in a single file as directed by the teacher.

Student Dress Code

The Board requests that parents outfit their children in clothing conducive to learning and display good judgment regarding age, developmental stages, and body type. Student school attire should be neat, clean, properly fitted, and suitable for the learning environment. The following are acceptable under the dress code policy:

Bottoms, Jumpers, Dresses, Pants, Capris, Walking Shorts, Skorts, and Skirts

- Bottoms should not show excessive skin. Distressed jeans are allowable.
- Bottoms should be sized appropriately, including waist and length, with undergarments NOT exposed.
- Dresses, jumpers, shorts, skorts, and skirts must be modestly long. When the student's arms are relaxed at their side, the length of these items may not be above the student's fingertips.
- If belts are worn, they should be of an appropriate size and properly fastened.
- Leggings and jeggings are not appropriate.

Shirts and Tops

- Undergarments should not be visible at any time. Students may wear solid-colored T-shirts or camisoles underneath their tops.
- Shirts and tops should have an appropriate neckline and an obvious shoulder line.
- Clothing displaying obscene language or promoting illegal activity is not allowed.
- See Halifax County Schools Board Policy 4326, Gang-related Activity Section A, for restrictions on gang-related clothing.

Shoes

- Footwear should fit securely on the feet and must be worn at all times.
- Shoes should be appropriate for school activities such as P.E. classes, recess, and science labs.
- No bedroom slippers or slip-on shoes are allowed.
- *CROCS can be worn with the straps on the heels at all times.*

Outerwear

- Hoodies and hooded jackets may not have the hood covering the head in the school building. Violation of this may result in not being allowed to wear hoodies to school.
- Hats, toboggans, headscarves, sunglasses, etc., must not be worn in the school building.
- Bandanas, skull caps, sweatbands, etc., should not be worn to school.

Exceptions to Dress Code Policy

Religious or Medical Waivers

- Students who request a waiver of a particular dress or appearance requirement due to sincerely held religious beliefs or medical reasons will be respected, and their request will receive reasonable consideration.

- Please ensure that written waiver requests are submitted annually. When considering a waiver, the principal or designee may request supplementary documentation from medical or religious authorities.

Special Activity Accommodation

- The principal shall make reasonable accommodations for students involved in special duties, activities, or projects approved by the school. Such special duties, activities, and projects include, but are not limited to, athletics, P.E. classes, and other activities requiring non-conforming dress on a school campus during the day.
- Students taking classes with specific dress codes may wear that clothing to other courses.

Enforcement

Each principal or designee shall ensure this policy is enforced consistently with other Halifax County schools and applied consistently within their assigned school building.

Compliance Measures

- Each school should strive to achieve full compliance through incentives and positive reinforcement measures and resort to disciplinary action only when positive measures fail to ensure compliance. In addition, schools shall communicate with parents so that the students and their families fully understand the expectations, rationale, and benefits.
- Before initiating any disciplinary action against a student not complying with the policy, a conference with the parent must be held with a school administrator or counselor to solicit parental cooperation and support.
- Disciplinary action may only be initiated after the student has been out of compliance for two (2) school days and all previous attempts to secure support and cooperation have failed. The school support staff is to employ a "progressive discipline" approach to encourage full and consistent compliance with the least amount of disciplinary action.
- Disciplinary consequences for students who fail to comply after being offered this opportunity shall be consistent with Section D of policy code [4300](#), Student Behavior Policies. The superintendent or designee shall include in the Code of Student Conduct the consequences imposed on a student for violating the dress code.

Textbooks/Library Books

Students are loaned textbooks for each subject and library books with the understanding that they must take proper care of them. It is every student's responsibility to prevent damage or loss of books. There will be a charge for lost or excessively damaged books.

Use of Telephone

Students are not permitted to use the school telephone for personal reasons, such as making arrangements to go to another student's home or staying over for a game. However, exceptions will be made in case of unexpected changes in the school schedule. Students will not be excused from class to attend phone calls as we value instructional time. The school telephone should only be used by students in case of emergencies.

Student Cell Phone Policy ([Policy Code: 4318 Use of Wireless Communication Devices](#))

Students will not be allowed to use their cell phones during instructional time. Students at Enfield Middle S.T.E.A.M. Academy can bring their electronic devices to school. However, as per school policy, we will collect these devices upon arrival and return them to the students at the end of the day.

Any student refusing to turn in their cell phone will face the following consequences:

1st offense - call parent, and parent has to get phone

2nd offense - call parent, a parent has to get phone, and the phone stays home

3rd offense - OSS due to non-compliance, and the phone stays home

Chromebook Policy

Students are expected to use their Chromebooks at school every day. In addition to using them for class, they can access school messages, announcements, calendars, and schedules. Students should bring their Chromebooks to all classes unless their teacher tells them not to. It's important to remember that the Chromebooks are the property of Halifax County Schools. The Chromebook will give students access to educational web-based tools and other valuable websites. The Chromebook is an educational tool and should not be used for gaming or social networking. Students must return the Chromebook and charger in good working condition at the end of the school year.

Staff Lounge Area/Vending Area

Students are not allowed to use the staff lounge or vending area for any reason.

Hall Passes

Students must have a hall pass from their teacher to be in the halls during class time. It is the student's responsibility to obtain a pass from the teacher before leaving the class.

Smile, You're on Camera!

To help ensure student safety, Enfield Middle S.T.E.A.M. Academy is monitored by security cameras throughout the common areas of the campus 24 hours a day.

Appropriate and Legal Searches

The principal or specifically authorized designee may conduct searches of students, desks, and lockers under certain circumstances.

- All students will be wanded and bookbags searched upon arrival on campus.
- A pat-down search of a student's person or personal effects may be conducted when there is "reasonable suspicion" that the student has any illegal, unauthorized, or contraband item.

Selling Items on Campus

Selling items for personal gain on campus is strictly prohibited for all students, and any solicitation must comply with the district policy guidelines. Any student found in violation of this policy will have their items confiscated, and their parents will be notified. The policy will be followed for further violations.

Medication Administration

School personnel will not administer medication without a "Medication Authorization Form" properly completed and signed by the parent and the child's physician. A new form must be completed annually and whenever the medication's timing or dosage changes. Medication must be brought to the school in a container labeled by the pharmacy. It must be removed from the school at the end of the school year or when it is no longer needed. You can get authorization forms for medication from the school nurse.

Immunization Requirements

All students must be immunized according to state law. Immunizations are mandatory for school attendance.

Communicable Disease

When a student is suspected of having certain communicable diseases, the parent must take the student to the local health department or the family physician for verification or treatment before returning to school. The student should have a note from the doctor confirming that they are clear of the disease before returning to school. These infectious diseases include chickenpox, measles, strep throat, pink eye, and ringworm.

COVID-19 Policy

All students must follow the CDC COVID-19 prevention guidelines for the 2024-2025 school year.

Chronic Disorders

The parents are responsible for informing the school of any student with asthma, diabetes, severe allergies, seizures, other disabilities, conditions, or hospitalizations.

Inclement Weather/School Closing Announcements

The Superintendent will determine when schools are closed because of severe weather conditions. School closings and delays will be announced on Alert Now and on the following television and radio stations:

Television Stations

WRAL-TV Raleigh
WITN-TV Washington
WTVD-TV Raleigh/Durham
WNCT-TV Greenville

Radio Stations

WSMY-Weldon
WYAL-Scotland Neck
WCBT-Roanoke Rapids
WVSP-Warrenton
WRSV-Rocky Mount

Because School Messenger will be our first means of communicating school closings, please ensure that we always have a current phone number. If you need to add or change a phone number during the year, please communicate the change to your child's teachers or our school's data manager.

Make-Up Days

The Superintendent will determine the necessary makeup days, and parents will be promptly notified of any changes to the calendar.

Bus Regulations ([Policy Code: 4317 Student Conduct on School Vehicles](#))

School bus transportation is a privilege that a student maintains by demonstrating self-discipline that contributes to the safe operation of a bus. When a student's behavior is such that it interferes with good discipline and order on the bus, the student may be denied this privilege (6250).

Taking a bus can be a pleasant and secure experience. However, this requires everyone to work together and follow safety guidelines. Here are some expectations for bus travel:

- Students must obey the bus driver.
- Students are to be on time for the bus in the morning.
- Students should look both ways before crossing the road to board or exit the bus.
- Students should always cross in front of the bus and never behind the bus.
- Students are to occupy assigned seats. They may move to another seat only with the driver's permission. Students refusing to sit in assigned seats will lose riding privileges.
- All body parts are to remain inside the bus when transported.
- Students must get on and off the bus only at their designated stops.

- Students are to converse in normal tones. Loud, obscene, or profane language will result in losing riding privileges.
- Windows and doors must not be opened or closed without the express permission of the driver.
- Students must refrain from littering by throwing paper or other objects or eating on the bus.
- Students are reminded that violation (while on the bus) of school rules of fighting, use of tobacco, alcohol, drugs, or possession of a weapon carries the same penalty as stipulated in the school conduct code.
- Defacing or damaging a school bus will result in losing riding privileges from the bus and restitution of damages.

Riding Another Bus

If a student needs to take a different bus for a specific reason, such as going home with a friend, they must follow a particular process. Obtain a signed note from their parent, including permission and a phone number for verification purposes. The student must bring this note to the office in the morning to be allowed to ride the bus. The administration or an authorized representative must sign the note to grant permission. Your request cannot be approved if the bus is already full.

Violations of Bus Regulations

Bus drivers shall report to the principal or designee any misconduct on the bus or any violation of the driver's instructions.

Penalties for bus offenses are as follows:

- | | |
|-------------------------|--|
| 1 st Offense | Conference with the student, bus driver, and principal or designee with a warning letter to the parent |
| 2 nd Offense | Exclusion from the bus for three days |
| 3 rd Offense | Exclusion from the bus for five days |
| 4 th Offense | Exclusion from the bus for ten days |

The penalty for more severe or repeated offenses is as follows:

- Recommendation of a long-term suspension from the bus.
- Should the principal deem it necessary to exclude a student from the bus longer than ten days, the principal shall suspend the student for ten days and recommend long-term suspension. This form shall indicate the recommended total number of days for suspension from the bus. The parent and the Superintendent will be notified of the recommended long-term suspension. A copy of the Student Grievance procedure also should be sent to the parent.

- The principal reserves the right to deny riding privileges to any student for up to 10 days, regardless of the number of offenses.

School Counselor

Public school guidance is an integral part of the total educational experience. We cannot separate the academic growth from the child's social-emotional development. Ms. Paulette Johnson-Hedgepeth, the school counselor, is dedicated to nurturing the holistic development of each student and personalizing the educational experience for all. She collaborates with students, school staff, and parents to help students understand the opportunities, responsibilities, and choices that education and life offer.

Counseling Services

Under the Standards of Quality, each school shall make reasonably available, with available resources, to all students the following counseling services:

- Academic guidance assists students and their parents acquire knowledge of the available curriculum choices.
- Career guidance, which allows students to explore career choices.
- Personal social counseling assists students in developing an understanding of themselves, the rights and needs of others, how to resolve conflict, and how to define individual goals that reflect their interests, abilities, and aptitudes.
- Short-term problem-solving counseling assists a student in developing an understanding of self and the rights of others to resolve an emergency problem. Such individual counseling will follow these guidelines:
 - The counselor will meet with the student once to discuss the issue. If further sessions are needed, the counselor will inform the parent. No student shall be required to participate in any counseling program to which the student's parents object. Parents should write to the principal of their child's school requesting that the student not participate in any or all of the services listed above.

Health and Safety

Rest assured that our authorized personnel or the school nurse will provide immediate first aid if an accident occurs. Every effort will be made to contact the parents during a severe accident or illness. The school will follow the instructions on the emergency card provided by the parents if they cannot be reached and the child requires more than first aid. Your child's safety is our top priority.

Testing Program

Enfield Middle S.T.E.A.M. Academy follows the district, state, and federal testing programs. The state of North Carolina mandates end-of-grade (EOG) tests in grades 3-8. Students

must score at least a Level III proficiency in reading and math to be promoted to the next grade.

Special Education Classes

Resource and inclusion classes are provided for students who qualify. If you have any questions concerning this area, please make an appointment with the administration or the exceptional teacher coordinator.

Drugs and Alcohol

No form of drugs, alcoholic beverages, or controlled substances, as defined in the General Statutes, are allowed to be in the possession of a student during the school day, on school property, or off the school property if involved in a regular school activity. If any of these items are found in a student's possession during these times, the student will be subject to 10 days of suspension or expulsion, including coming to school under the influence.

Any student selling or in any way dispensing alcoholic beverages, narcotic drugs, controlled substances, or misrepresentations of these on the school premises or at any school-related function is subject to suspension or expulsion. Students will be held on campus and turned over to the proper authorities.

Drugs in school

Possession of a controlled substance, imitation controlled substance, or marijuana on school property or at a school-sponsored activity is prohibited. A student determined to have brought a controlled substance, imitation controlled substance, or marijuana onto school property or to a school-sponsored activity shall face discipline per the Halifax County Schools Code of Student Conduct Policy. Based on the facts of the particular case, the school board may determine that exceptional circumstances exist and that another form of discipline is appropriate.

Possession or use of weapons

Each student has the right to learn in a safe environment where others respect their well-being. Carrying, bringing, using, or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school or the school division is prohibited.

Any student who brings a weapon to school, as defined in this section, shall be referred to Law Enforcement. Violation of this policy shall require that the principal immediately initiate proceedings to discipline the student involved, as stated in the Standards of Student Conduct.

Halifax County Schools-Tobacco Policy

Enfield Middle S.T.E.A.M. Academy is a 100% Tobacco-Free School. No student, staff member, or visitor is permitted to use any tobacco product on school property, including outside of school hours (Policy Code: [4320](#)).

Discipline

Every student has the right to receive a high-quality education in a peaceful and favorable learning environment. It is equally essential for every student to respect this right and not obstruct others from obtaining it. The Student Conduct Standards aim to encourage responsible behavior and discourage any actions that may harm the school's work, discipline, or the well-being of fellow students. These standards also seek to define the rights and obligations of parents, students, and school personnel concerning student conduct and to establish consistent procedures for addressing disciplinary matters.

Students are subject to these standards at all times while they are under the jurisdiction of school personnel, including such times as they are:

- on school property during school hours
- waiting for the school bus at designated bus stops
- on the school bus
- participating in school-sponsored or school-related activities

In the classroom, you are expected to adhere to the following guidelines:

- cooperate, behave, and be polite
- treat your schoolwork as if it were your job
- prepare assignments neatly and on time
- do your work
- listen in class and do your best work
- be considerate of the feelings and rights of others
- not leave without permission
- do not fight or intimidate others
- help keep the classroom clean and sanitary
- do not misuse, abuse, or deface school property

Enfield Middle S.T.E.A.M. Academy Discipline Matrix & Procedures

At EMSA, transparency and proactiveness are the best approaches to providing a safe, orderly, and positive learning environment. We encourage students to display appropriate behavior at all times. A consistent schoolwide approach will maintain the integrity of stakeholders. Please familiarize yourself with the explanations, matrix, and terms below.

The discipline matrix has five levels. It lists the behaviors and resulting consequences students will face. By incorporating the EMSA Discipline Matrix, students will learn to respect the rights of others, be responsible for their actions, and have an opportunity for redemption.

General Overview:

1. Any extreme infractions may warrant the most severe disciplinary action.
2. EMSA administrators may recommend alternative interventions as they see fit.
3. EMSA administrators will assign consequences for any other infractions not listed on this matrix to ensure the safety of students and staff and protect the right to an education free from disruption for all students.
4. Students suspended from school may request make-up work for the missed days of class. Students are responsible for submitting work upon returning to school.
5. Students with IEPs will receive appropriate disciplinary action under IEP laws.

Where School Rules Apply:

1. While on school premises
2. While engaged in any school-sponsored activities including, but not limited to, field trips, social events, and extracurricular

Parents are strongly encouraged to contact their child's teacher about concerns. If the parent and teacher cannot resolve an issue, please contact the school administration as soon as possible.

**Enfield Middle S.T.E.A.M. Academy
Discipline Matrix**

Offense	1st Infraction	2nd Infraction	3rd Infraction
Level One: Loitering; Littering	<u>Teacher/Staff</u> Warning, Parent Contact, & Document; refer to admin as necessary	<u>Teacher/Staff</u> 1 Day Lunch Detention, Parent Contact, & Document; refer to admin as necessary	<u>Admin</u> 1. 1-2 days of Restorative Justice 2. 1 Day OSS
Level Two: Insubordination; Disrespect; Use of Electronic Device (AirPods/earbuds included); Vandalism; Skipping Class; Profanity; Cheating/Plagiarism; Public Display of Affection	<u>Teacher/Staff</u> Warning, Parent Contact, & Document; Refer to Admin as Necessary	<u>Teacher/Staff</u> 1 Day Lunch Detention, Parent Contact, & Document; Refer to Admin as Necessary	<u>Admin</u> 1. 1-2 days of Restorative Justice 2. 1-3 Days OSS
Level Three: Dress Code Violation; Instigating a Fight; Theft; Bullying	<u>Admin</u> 1-3 Days Restorative Justice	<u>Admin</u> 1-3 Days OSS	<u>Admin</u> 3-5 Days OSS
Level Four: Communicating Threats; Vaping; Smoking	<u>Admin</u> 1-3 Days OSS	<u>Admin</u> 3-5 Days OSS	<u>Admin</u> 5-10 Days OSS
Level Five: Fighting; Assault; Possession of a Weapon; Possession of a Controlled Substance; Possession of Alcohol; Gang Related Activity; Sexual Misconduct	<u>Admin</u> 1-10 Days OSS or Recommend for Long-Term Suspension	<u>Admin</u> 1-10 Days OSS or Recommend for Long-Term Suspension	<u>Admin</u> 10 Days OSS & Recommend for Long Term Suspension

ENFIELD MIDDLE S.T.E.A.M. ACADEMY BEHAVIOR EXPECTATIONS

What is PBIS? Positive Behavior Intervention Support (PBIS) is a proactive approach to school-wide discipline. It is a collaborative, data-driven approach to developing an effective intervention for problem behaviors. The initiative aims to promote positive behaviors by defining and teaching core behavioral expectations while establishing consistent consequences for problem behavior. PBIS acknowledges and rewards appropriate student behaviors, as well as supports students who need extra assistance to reach the following school-wide expectations:

Be Prepared, act Respectful, demonstrate Integrity, are Disciplined, and strive for Excellence - **P.R.I.D.E**

PBIS is the application of evidence-based strategies and systems to assist schools in increasing academic performance and safety, decreasing problem behavior, and establishing a positive school culture. Positive Behavior Interventions and Supports (PBIS) and Response to Intervention (RtI) work from the same multi-tiered model of instruction and intervention.

The Mission of Enfield Middle S.T.E.A.M. Academy PBIS is:

To support and assist Enfield Middle in establishing and maintaining a safe and supportive school environment that maximizes all learners' academic achievement and social-emotional competence.

Vision Statement of Enfield Middle S.T.E.A.M. Academy PBIS is:

All our students will become productive members of society through a sound educational background and intense preparation for social existence that will be passed from one student generation to the next.

Five Big Ideas

1. All children can learn and are constantly learning! Children are learning all the time. If you work around children, you are a teacher.
2. School is responsible for preparing students for life and should teach essential life lessons.
3. School expectations must be explicit and taught to all students.
4. The only way to change student behavior is to change adult behavior. We create the environment in which behaviors arise.
5. Things aren't always as they appear, and human perception is often flawed. Therefore, it is crucial to use data.

“If a child cannot learn in the way we teach, we must teach in a way the child can learn.” – Unknown.

Incentives of PBIS:

Panther Bucks: Students can earn up to five (5) Panther Bucks per week, which can be redeemed every two weeks in the Panther Store if they have a minimum of five bucks to make a purchase.

Star Panther: PBIS Student of the Month will participate in a celebration every quarter (nine weeks).

**Enfield Middle S.T.E.A.M. Academy
PBIS Matrix**

Guideline for Success	Classroom	Hallway	Bathroom	Cafeteria	Bus
Panthers are Prepared	-Arrive on Time -Have class materials -Organize materials for class.	-Hallway Pass -Keep hands and feet to yourself -Helpful when needed	-Wait your turn -Freshen up quickly -Use appropriate resources	- Uses inside voice -Prepared to place the order -Get needed items while in line	-Stand at the appropriate stop. -Sit in the assigned seat.
Panthers are Respectful	-Refrain from using cell phones. -Dress appropriately -Accepts and values differences -Take care of the classroom environment	-Use an inside voice -Participate in appropriate conversation -Walk on the right side -Keep hallways clean and neat	-Clean up behind themselves -Remember to flush -Respect privacy -Use an inside voice -Keep hands and feet to self	-Uses inside voice -Walks to the lunch line -Honor others' place in line -Remain seated -Polite and friendly	-Respect others belonging and space -Listen to and respect the driver -Use appropriate language
Panthers have Integrity	-Be honest -Speak up for yourself and others -Meet assignment expectations	-Report bullying -Respect poster display(s) -Be kind -Report vandalism	-Wash hands -Use only as needed -Return to class promptly -Report any inappropriate behavior	-Keep the conversation with others positive -Use good table manners -Be polite -Remain seated	-Walk directly to the bus -Be kind and courteous to others
Panthers are Disciplined	-Uses polite language (NO PROFANITY) -Keep hands and feet to self -Follow directions	-Walk quietly on the right side of the hall -Speak quietly and politely	-Keep restrooms clean and litter-free -Leave promptly	-Use proper table manners -Talk quietly at your table -Keep all food in the cafeteria	-Inform the bus driver of any problems -Keep the bus clean -Remain seated -Use an inside voice

Panthers Strive for Excellence	-Challenge yourself -Work to the best of your ability -Strive for your best	-Help others in need -Walk at a respectful pace	-Report messes and vandalism -Use for intended purposes	-Sit by those sitting alone -Respect supervision -Eat a healthy meal	-Arrive at the bus stop on time
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Parent Organizations/Involvement

Athletic Booster Club

Purpose: Work with the administration, athletic director, and coaches to provide opportunities for students to be successful while participating in sports within the school.

Band Booster

Purpose: Work with administration and the Director of Bands to provide opportunities for students to be successful while participating in the music program.

Parent Academy

Purpose: This program will allow parents, guardians, and stakeholders to receive training on ensuring their son or daughter's success as a middle school student. Participants will also be abreast of resources available to develop the whole child.

Parent Advisory Committee

Purpose: Collaborate with administration and school leaders to develop a plan of action for success with all stakeholders to unite the school and the community.

Parent Teacher Student Associations (PTSA)

Purpose: PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.