

Clyde A. Erwin Middle School  
2019-2020  
Student Handbook



Engage to Empower!  
Every student. Every day.

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Clyde A. Erwin Middle School  
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<https://caems.buncombeschools.org>

Mascot: Warriors  
Colors: Red and White

School Day: 7:40-3:05  
First load/Car Rider/YMCA: 3:05  
Second load/Walkers Dismissal: 3:20  
Athletes Dismissal: 3:05

### Introduction

The information presented in this handbook, is offered to acquaint you with the expectations, regulations, and basic information necessary to be successful at Erwin Middle School. It would not be feasible to cover every situation that may arise during the course of a school year. In all cases, it is expected that respect and proper treatment of others will be our standard operating procedure. Our goal is to provide opportunities for each student to develop to her/his maximum potential. Should you have any questions about the information contained here please don't hesitate to call.

### ❖ VISITORS

Many visitors may normally be expected on the campus during the school day. Visitors, particularly parents, are welcome. In the interests of providing a safe, secure, and orderly environment, all visitors must report to the school office and receive a visitor pass.

### ❖ PAYMENTS

Make checks payable to Erwin Middle School.

### ❖ ACCIDENTS

It is important that students report injuries to their teacher or coach immediately. Every effort will be made to contact a parent or guardian if medical attention is necessary. For this reason, parents are to notify the school of any changes in telephone numbers, or other contact information, throughout the school year.

### ❖ AFTER SCHOOL SUPERVISION

Students who remain after school for any of the following reasons listed, should be picked up at the designated time. They will not be supervised after the time listed.

- ***All students are to be off school grounds by 3:30 if they are not participating in a supervised activity or riding a second-load bus.***
- After school tutoring assistance or detention students are to be picked up by 4:00.
- Club participants meeting after school will be notified in advance of the specific time that the meeting will end.
- Students who attend school-sponsored dances (at the school) are to be picked up at 5:00. **Students who are not picked up on time will not be allowed to attend the next dance.**
- Students who are involved in athletics will be given prior notice for the time that they will need to be picked up.
- **Students should not be dropped off or picked up behind the school.**

### ❖ ARRIVAL TO SCHOOL

Students who arrive by car should not arrive at school before 7:00. **Exterior doors will remain locked until 7:00. Supervision is not available before that time.** At 7:00 7<sup>th</sup> and 8<sup>th</sup> grade students are to report to the auditorium. Students who eat breakfast will be dismissed to the cafeteria. At **7:40** all students are dismissed to their lockers then to homeroom. ***Students are to be in the classroom ready for the educational day by the 7:50 tardy bell. Students arriving at or after 7:50 must have a parent sign them in at the main office and are tardy.***

Once students have reported to homeroom, ***they must have a hall pass (red pass w/ lanyard)*** to go to the restroom, media center, or any other part of the building.

In the event of a two or three-hour delay the building will open at 9:00 a.m. (two-hour delay) or 10:00 a.m. (three-hour delay). Information on delays and closings can be found on the Buncombe County Schools website or on local radio or television.

### ❖ **ATHLETIC PARTICIPATION**

As a member of the French Broad Conference, teams compete in: football, volleyball, soccer, tennis, basketball, wrestling, softball, baseball, track, golf, and cheerleading. The opportunity to be a member of these teams is open to all students. Tryouts will be conducted at the beginning of each season and participating students should attend all tryout sessions.

Each athlete must have a physical examination by a doctor before being allowed to tryout or participate. All students participating on any athletic teams must pay a one-time fee for athletic insurance and transportation charges, paid to the coach before the first athletic event.

### ❖ **ATHLETIC ELIGIBILITY**

A student must meet academic and attendance standards to participate in athletics:

- Students must pass two or more core classes each nine weeks report period or they are ineligible through the end of the next nine weeks.
- Students must be in attendance 85% of the previous nine weeks.
- Students must have a completed and signed physical/participation packet on file.

### ❖ **ATHLETE DISCIPLINE POLICY**

- ISS day of: no game or practice
- OSS 1st offense: 2 game suspension after the return from OSS; may return to practice after suspension is served.
- Admin has discretion for any offenses where SRO is involved.
- OSS 2nd Offense-Off the team.

### ❖ **Attendance and Tardies**

It is important that students are in school every day. Poor attendance is the chief cause of poor performance in school.

If a student is absent they must turn a note in to their homeroom teacher upon their return to school. The note must include the date(s) of student absence, reason, and parent/guardian signature. All absences are coded unexcused until the homeroom teacher receives communication from a parent/guardian.

Middle school students may only have a combined total of fourteen (14) excused and unexcused absences per school year. Any absences over 14 must be made up. Excessive absences may result in the school filing a truancy petition with the District Magistrate's Court against the parent and/or student.

Students missing more than 14 days must attend one attendance summer school at a cost of \$50 per session.

Students enrolled in Math 1 will not get credit if they miss more than ten (10) days of school.

In cases of extreme attendance issues Clyde A. Erwin Middle School can require students bring doctors' notes to excuse absences.

***Students arriving after 7:50 must have a parent sign them in at the main office.***

Students must be in attendance one half (1/2) of the day to be counted present for the day. Students with over five tardies are in violation of the discipline policy.

To be eligible for Perfect Attendance status for a nine-week period a student must have zero absences and no more than four combined tardies or early sign-outs, excused or unexcused.

### ❖ **Bus Guidelines and Regulations**

Students are assigned to bus routes based on home address. For the bus to pick up a student, the student must be at the bus stop prior to the bus' arrival. Allow the bus 10 minutes before or after designated stop time.

Students are not allowed to ride other buses unless it is an emergency or a dual residency within our district. If a student needs to ride home with another student **both** students need to turn signed notes from families in to the office at the start of the school day. Bus changes must be made in writing, they cannot be made over the phone.

When the bus driver reports instances of misconduct, the school will investigate and take appropriate disciplinary action. The bus driver is in charge of the students while they are on the bus. The driver will respond to minor disciplinary issues. Major disciplinary issues will be dealt with by the school administration. Students are subject to short term (2-10 days) or long-term (10+ days) bus suspension depending on the type of offense or frequency of misbehavior. Misconduct can result in a yearlong suspension from the bus.

All of our buses have been equipped to use video cameras and GPS.

A student suspended from a bus cannot ride any Buncombe County School buses. The administration reserves the right to adjust this policy as situations warrant. A school administrator may suspend a student from riding a school bus for, but not limited to, the following reasons:

1. Delaying the bus schedule.
2. Creating ANY distraction to the driver, including but not limited to: disrespect, playing, throwing objects, standing, fighting, smoking, using profanity, indecent exposure or refusing to obey instructions.
3. Being under the influence of or having in their possession tobacco, alcoholic beverages or illegal drugs.
4. Tampering with or doing damage to the bus (student/parents are responsible for damages).
5. Refusing to meet the bus at designated stops or being in the designated second load waiting area.
6. Unauthorized exiting the bus.
7. Failure to observe established safety rules and regulations.
8. Eating or selling items on the bus.
9. Not riding the assigned bus.
10. Not going directly to and boarding assigned bus.

## **Cafeteria**

A Buncombe County free/reduced lunch application will be sent home at the beginning of the school year. Regardless of previous status, everyone must reapply each school year. Free/reduced status will transfer between Buncombe County Schools. Students transferring from outside of Buncombe County must fill out a Buncombe County lunch application upon entering this school and turn it into the cafeteria as soon as possible.

If students have an excessive cafeteria fine, the school nutrition office, along with the parents/guardians/students, will need to communicate and work together collaboratively to address the situation so that students are free to participate in school activities. The CAEMS School Nutrition Office is more than willing to help families based on their guidelines/procedures. The intent is NEVER to embarrass/shame/humiliate any student or family; communication from the CAEMS cafeteria is expected to be confidential and respectful. Parents/Guardians are respectfully asked to contact Principal Steve Molinari should they have concerns and/or complaints so that he can efficiently and quickly address the needs for all stakeholders. The expectation is that school lunch accounts are appropriately addressed by both the school cafeteria and each family.

- **Universal Free Breakfast**
- **Regular Lunch - \$2.75**
- **Reduced Lunch - \$0.40**
- **Student Extreme Meal - \$3.20**

Students may bring money daily, or deposit funds (cash or checks) into their account in order to pay for their meals. Payments may also be made through: [www.lunchprepay.com](http://www.lunchprepay.com)

**\*\*\*NOTE - Students are NOT ALLOWED to do the following:**

- Charge any items in the cafeteria
- Purchase a la carte items if they owe cafeteria fees

### ❖ **CELL PHONES AND ELECTRONIC DEVICES POLICIES**

Buncombe County Schools allows students to possess and use cell phones **before and after regular school hours**. 1:1 devices are now being used to support educational activities and cell phones are not needed for educational purposes.

- Students who bring any electronic devices to school will follow these guidelines:
- Students may not have any devices out from 7:40-3:05.
- Students may have devices before 7:40 and after 3:05.
- All devices must be turned off and placed in lockers.
- If a student needs to call home, the student must follow the school protocol. They may use the classroom phone.
- If an emergency or transportation change occurs, you will need to contact the front office.
- If a student fails to follow the electronics policy, the student device will be taken and a referral written. The parent will have to pick up the device.

### **Notes:**

- This does not include devices provided by the school.
- Earbuds: only in the classroom per teacher direction.
- Students can access all academic related work from their school issued device. They do not need phones.

- Prohibited devices include: cell phones, smartwatches, and any other device that is not school issued.
- Buncombe County Schools Board Policy 490 (next page)

**School staff is not responsible for the safekeeping of cell phones/electronic devices.** They must be kept in student lockers.

Students using cell phones during school hours will have the cell phone confiscated and held for parent/guardian pick up. Continued violation of cell phone use will result in further disciplinary action.

Students are not to bring speakers or any other item that can disrupt the school or bus. These items will be confiscated.

Students are discouraged from bringing any electronic devices to school. **The school administration and staff are not responsible for the safekeeping of these items.**

The office phones are not for student use except in case of emergency. Students should use the classroom phones to call home if they are sick. A teacher may allow students to use personal phones to communicate with parents. Students will only be called out of class to receive messages if there is an emergency situation. Otherwise all messages will be announced during afternoon announcements or given to the student at the end of the school day.

## **CONTROL OF PERSONAL COMMUNICATIONS DEVICES ON SCHOOL PROPERTY**

A student in a public school shall not possess a personal communications device (PCD) during regular school hours except under specific limitations and circumstances.

### **Prohibited Use**

- **Instructional Classroom Time:** Students may not possess or use a PCD during any classroom
- time or when teachers specifically prohibit their use.
- Students may not possess or use a PCD when prohibited to do so by the school principal.

### **Allowed Use**

- Student may possess and use a PCD before and after school hours.
- Students may possess and use a PCD while participating in extra-curricular activities, especially to keep parents informed about times to pick up students at school.

### **Storage**

- It will be the responsibility of the student to safeguard and store PCDs during school hours. Lockers or personal vehicles are preferred.
- The school is not responsible for the safekeeping or security of PCDs. Students will use such devices at their own risk.
- Improper use of PCDs will result in loss of privilege or disciplinary measures or both

### **Definition**

- A PCD is defined as any telecommunications device that emits an audible signal, vibrates, displays a message, allows communications between individuals, or otherwise summons or delivers a communication to the possessor.

## ❖ **DRESS CODE**

Buncombe County School Board Policy 4316 states that each school must develop “guidelines that balance the needs for individuality with the needs of maintaining safety, orderliness, and good taste for the school community.” Erwin Middle School believes that certain articles of clothing, while appropriate in casual settings, are not appropriate for the educational environment. We believe that adherence to our dress code policy helps to prepare students for future success.

To help students, parents, and faculty members understand what is an appropriate length for school the following guideline has been provided: if the student’s arms are placed beside the outer thighs, the garment is to be no shorter than the tip of the student’s middle finger. These guidelines are also posted on our school’s website.

1. Clothing will cover all undergarments, students’ backs, sides, shoulders, chest and stomach areas. Pants will be worn around the waist – no shorts or undergarments should be visible.
2. Straps on shirts must be at least three fingers wide). See-through lace/mesh clothing must be layered with another garment that meets dress code requirements. Tube tops, halter tops, backless tops, and strapless shirts are not permitted.
3. Skirts, dresses and shorts will adhere to the tip of the middle finger rule as stated above.
4. **Leggings or other form-fitted leg coverings are ONLY permitted IF worn with appropriate length shirts (backside covered).**
5. All skin must be covered if pants have holes or slits and must adhere the middle finger rule as stated above.
6. Students are not to wear any type of head covering including sweatshirt hoods, hats, toboggans, and/or headphones while in the school building – unless for religious observances or as a PBIS award.
7. Students are prohibited from wearing any metal chains, bullets, fish hooks, or metal spiked apparel and accessories.
8. Students may not wear any garment or accessory displaying language or images (profanity, sexual suggestions/insinuations, alcohol, tobacco, drugs, bodily functions, ethnic slurs, slogans or symbols) that are inappropriate for a school setting.
9. Any item deemed to be gang related will be subject to ban according to BCSB Policy #4328. Parental notice will be given.
10. Pajama-like clothing, slippers and blankets are not permitted.

***\*\*Administrators have final discretion of the dress code\*\****

***Buncombe County School Board Policy states “before being punished, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance.” Violations of the dress code policy should be corrected as soon as possible. Students who are not dressed appropriately for the educational environment should be advised privately and will be given an opportunity to make corrections.***

**It is the responsibility of all staff to monitor and address student dress code. Students shall comply with directions from any staff member in regards to this policy.**

## ❖ **CUMULATIVE RECORDS**

Parents have the right to view their child's cumulative record. Please contact the grade level counselor for an appointment.

## ❖ **INTERNET USE**

All students will be required to follow the Buncombe County Schools Board policy for Internet use. Students who do not have permission to access the Internet must have a signed form on record. All middle and high school students in Buncombe County have individual computer log-ins. These logins allow school district technology technicians to monitor individual use. Students will be held accountable for their computer/Internet use while at school.

## ❖ **GANG AND GANG RELATED ACTIVITY**

Per District Policy 4328, Buncombe County Schools ("BCS") do not support or condone gang membership or gang activity and believes that prohibiting such activity serves as a legitimate goal of the health and safety of the school environment. The Superintendent or his/her designee shall regularly consult with local law enforcement officials to identify gang-related items, symbols and behaviors, and provide each principal with this information.

No student shall commit any act that furthers gangs or gang-related activities. A gang is any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts or the purposeful violation of any BCS policy and having a common name or common identifying sign, colors or symbols.

### **A. Prohibited Activity**

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation;
2. Communicating, either verbally or nonverbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation;
3. Tagging, or otherwise defacing school or personal property with gang or gang related symbols or slogans;
4. Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person related to gang activity;
5. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
6. Soliciting others for gang membership; and
7. Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

### **B. Consequences**

Engaging in any prohibited activity outlined in Section A subjects the student to disciplinary consequences in accordance with his or her school's discipline policy. These consequences may range from an initial warning accompanied by parent contact to assigned periods of short-term suspension and/or administrative recommendation for long-term suspension.

## ❖ **GRADING**

Grade reports are sent home in the form of:

1. Mid-Term Reports every 4 to 5 weeks
2. Official Report Cards every 9 weeks

### **Grading Scale**

90 – 100	=	A
89 – 80	=	B
79 – 70	=	C
69 – 60	=	D
59 – 0	=	F

## **Honor Roll**

Students can earn A or A/B Honor Roll by meeting the following criteria:

1. A - Honor Roll - All A's on the report card in all classes for the grading period.
2. A/B Honor Roll - All A's and B's on the report card in all classes for the grading period.

## **AAA Cards – Attendance, Attitude, Academics**

To be eligible for rewards, students must earn points based on Academics, Attitude, and Attendance (AAA). Students will have the opportunity to earn a AAA card at set periods throughout the school year. To receive AAA card a student must earn at least 6 points, with a minimum of 1 point in each category. AAA gold cards can be earned with 9 points. Points will be awarded based on the following criteria:

	<b>3 points</b>	<b>2 points</b>	<b>1 point</b>
<b>Academics</b>	All A's	A/B's	A/B/C's
<b>Attitude</b>	0 referrals		1 referral
<b>Attendance</b>	0 absences	1 absence	All excused absences

### **❖ LIBRARY/MEDIA CENTER**

- The library media center is open for students from 8:00 to 2:55pm on school days.
- Students are responsible for materials checked out in their name.
- Students may check out up to three books for up to three weeks at a time. Books may be renewed if more time is needed.
- Students must pay for lost or damaged books.
- 5 cents a day will be charged for each overdue book.
- Students who have overdue books or fines may not check out more books and may not participate in some school activities.

### **❖ LOCKERS**

Students may go to the lockers before school and during homeroom in the morning. Teachers will advise students of other times during the school day that lockers may be used. Misconduct at the lockers may result in a student not being allowed to go to their lockers between classes. Teachers and administrators may check lockers periodically.

### **❖ MEDICATION**

Sometimes it is necessary for students to take prescription or non-prescription medicine during the school day. Please remember:

- Parents must bring any medicine to the main office in its original packaging or prescription container with a completed "Parental Request to Administer Medication" form signed by a doctor.
- Students are not allowed to be in possession of any medication at any time, prescription or non-prescription.
- Erwin Middle has a half time nurse on campus to assist with health issues and make sure students are ready for learning. Please contact the school for the nurse's schedule.
- We do not have medication in the office other than that which is brought from home along with the proper paperwork.

### ❖ **STUDENT LIKENESS - PHOTOGRAPH/VIDEO/INTERVIEW**

Buncombe County Schools does not require parental permission for students to be photographed, videotaped, and/or interviewed by system employees or media on routine school topics, activities, for public information, awards and honors, instructional and promotional purposes. Parental permission must be given to photograph, video, or interview students with physical or mental disabilities if they will be identified as such. Parents or guardians may request not to be photographed, videoed, and/or interviewed by notifying the school in writing within ten (10) days of the start of the school year. If parents submit such a request, the school encourages parents to follow up with administration to ensure the request was received.

### ❖ **Offenses with Possible Consequences of ISS (In School Suspension), but not limited to:**

- Defiance/Disrespect to teacher
- Disruption of class or school environment
- Skipping class
- Arguments with others/causing a disturbance
- Failure to follow school policy/classroom rules
- Gambling
- Being in an undesignated area
- Leaving school without permission
- Possession/use of tobacco, including electronic cigarettes and vape pens
- Other offenses are at the discretion of the administrators.

### ❖ **Offenses with More Severe Consequences**

- Bomb Threat – up to 365-day suspension
- Communicating Threat to Staff – up to 10 OSS and possible LTS recommended
- Defiance – possible OSS
- Fighting/Assault – up to 10 OSS
- Misuse of Fire Equipment/ Fire Alarms -10 OSS and possible LTS recommended
- Fireworks/Stink Bombs - 10 OSS and possible LTS recommended
- Possession of Drugs/Alcohol – up to 10 OSS and possible LTS recommended
- Sale of Controlled Substance – up to 10 OSS and LTS recommended
- Theft or Possession of Stolen Items – Up to 10 days OSS
- Vandalism/Willful Destruction of Property – Up to 10 days OSS and restitution

Repeated violation of the same offense will result in stricter consequences. The consequences for any action not listed will be at the discretion of administrators. Continuous failure to follow school rules may result in a recommendation to the district hearing board of suspension for the remainder of the school year.

### ❖ **Tobacco / Alcohol / Illegal Drugs**

The Buncombe County Board of Education recognizes that the use of tobacco products is a health, safety and environmental hazard for students, employees and visitors. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors. The Board acknowledges that adult employees and visitors serve as role models for students. The Board recognizes that it has an obligation to promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school

campus. Finally, the Board recognizes that it had a legal authority and obligation pursuant to G.S. 115C-47 (#18) Policy Prohibiting Tobacco Use in School Buildings as well as the federal Pro-Children's Act. Title X of Public Law 103-227 and the No Child Left Behind Act. This policy covers any of the following places:

- On the school campus, before, during or after school hours;
- Away from school premises at any school sponsored event;
- At any school bus stop or on any school bus

Students and/or adults involved in the use of or possession of tobacco, alcohol, narcotics, illegal drugs, or paraphernalia will be prosecuted to the fullest extent of the law.

*This policy includes electronic cigarettes, vape pens, and other smoking devices.*

#### ◆ **Assault, Threatening acts, Harassment**

It is the policy of the Buncombe County Board of Education that students should not be subjected to forms of verbal, physical or electronic assaults, threats or harassment from any student. Any student involved in such behavior will be removed from the classroom or school environment for as long as necessary to provide a safe and orderly environment for learning. Furthermore, the policy's intent is to address this issue in a proactive manner through the establishment of a system for educating students and staff at the school level regarding the identification, prevention, intervention, and reporting of such antisocial acts. An integrated curricular effort at the K-12 levels should enhance efforts of awareness through programs of character education and prevention of school violence.

The responsibility for effective prevention and response to acts of assault, threats and harassment lies within a collaborative effort of administrators, teachers, school staff, students, parents, school communities, and appropriate community support agencies. The process at the school level to establish educational procedures and programs should include a comprehensive representation of the participants identified above. Within such programs and procedures, a focus shall be placed on training school staff and students regarding the recognition and reporting of incidents through a systematic process respective of state and federal laws.

For the purposes of this policy (4331) the following definitions have been provided:

**Assault:** Students are prohibited from assaulting, physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight.

**Threatening Acts:** Students are prohibited from directing towards any other person any language that threatens force, violence or disruption, or any sign or act that constitutes a threat of force, violence or disruption.

**Harassment:** Students are prohibited from engaging in or encouraging any form of harassment, including bullying and cyber bullying of students, employees or other individuals on school grounds, at school related functions, and at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools. Harassment is unwanted, unwelcome and uninvited behavior that demeans, threatens or offends the victim, and results in a hostile environment for the victim. The hostile environment may be created through pervasive or persistent misbehavior or a single incident if sufficiently severe.

If a student believes that he or she has been subjected to forms of bullying, hazing, or discrimination whether verbal, written, visual, or physical, the student should immediately report the situation to the school principal at the school he attends. If for any reason, the student is not comfortable reporting to the school principal, then the complaint should be reported to the Associate Superintendent for the Buncombe County School System. This individual may be contacted by calling the Buncombe County Schools Administrative Offices at 255-5879.

The principal will initiate an investigation of the complaint to take place as soon as possible. The student and his parents or guardian shall be notified of the results of the investigation and what, if any, disciplinary action the school system shall take against the individual accused of bullying, hazing, or discrimination.

The principal is responsible for reporting and documenting verified acts of bullying or hazing on the Annual School Violence Report. Responsibility also extends to providing students, parents, and school staff access to Policy 1720 and relevant procedures in writing. All Buncombe County employees shall report any known violations of this policy to the school principal or the Associate Superintendent. *Buncombe County School Board Policy #1720*

#### ◆ **SUBSTITUTE TEACHERS**

All classroom and school rules will be enforced by substitute teachers. Students are expected to show the same respect to substitutes as they do to classroom teachers.

#### ◆ **TEXTBOOKS**

Students will be held accountable for all textbooks issued to them. Should you destroy or damage a textbook, you will be required to pay for the damages. Should a book be lost or stolen, the student to whom the book was issued will be responsible for the full purchase price of the textbook.

- PBIS Matrix and Student Handbook parent signature page (below)

**Erwin Middle School PBIS – School Wide Behavior Expectations**

Expectation	Classroom/ Media Center	Hallway	Restrooms	Cafeteria	Before/After School
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>*Speak one at a time for good listening.</li> <li>*Speak to others in a kind manner.</li> <li>*Allow for teaching and learning without interruptions.</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands and feet to yourself.</li> <li>*Use Appropriate language.</li> <li>*Stay to the right.</li> <li>*Speak quietly.</li> <li>*Follow teacher direction.</li> <li>*Maintain proper pace.</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate language.</li> <li>*Stay quiet.</li> <li>*Keep your hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>*Be kind to peers and adults.</li> <li>*Talk quietly and remain seated.</li> <li>*Use utensils and trays correctly.</li> <li>*Only touch your own food.</li> </ul>	<ul style="list-style-type: none"> <li>*Be kind.</li> <li>*Stay quiet.</li> <li>*Use appropriate language.</li> <li>*Keep hands and feet to yourself.</li> </ul>
<b>Be Ready</b>	<ul style="list-style-type: none"> <li>*Be in your seat with necessary materials and ready to work when class begins.</li> </ul>	<ul style="list-style-type: none"> <li>*Have an official red hall pass.</li> </ul>	<ul style="list-style-type: none"> <li>*Have an official red hall pass.</li> </ul>	<ul style="list-style-type: none"> <li>*Have lunch money and lunch number ready.</li> </ul>	<ul style="list-style-type: none"> <li>*Go to your assigned area. *Listen to announcements.</li> <li>*Watch for your ride.</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>*Work during time provided.</li> <li>*Complete and turn in tasks and make-up work.</li> <li>*Keep work organized.</li> <li>*Follow class-room rules.</li> </ul>	<ul style="list-style-type: none"> <li>*Keep your items with you.</li> <li>*Keep hallways clean.</li> </ul>	<ul style="list-style-type: none"> <li>*Use the bathroom for its intended purpose.</li> <li>*Wash hands with soap and water.</li> <li>*Keep bathroom clean.</li> </ul>	<ul style="list-style-type: none"> <li>*Get everything you need before you sit down. *Clean up after yourself.</li> <li>*Pay for what you take.</li> </ul>	<ul style="list-style-type: none"> <li>*Keep your belongings with you.</li> <li>*Get all needed materials before going to your classroom, or assigned area.</li> <li>*Know how you are getting home before you come to school.</li> </ul>

## Clyde A. Erwin Middle School

The Parent/Guardian and student have read the Student Handbook and understand the contents herein and signify such by signing below.

Please sign this form and return it to your child's homeroom teacher.

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Contact number: \_\_\_\_\_

Student's Printed Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Student's Homeroom Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

