



Welcome to Archer Lodge Middle School Melissa Hubbard, Principal

Welcome to Archer Lodge Middle School. The home of the Gators! My name is Melissa Hubbard, and it is my privilege to serve as the principal of Archer Lodge Middle School. Here at Archer Lodge Middle School we share a deep commitment to develop and empower our students to be leaders in the school and community. In order to accomplish that goal we seek to provide a high quality, rigorous education in a nurturing, safe, positive and orderly school environment. We provide this type of school environment by forming strong partnerships between the school, families, and community of Archer Lodge Middle.

We are also committed to creating a school community where success is the primary objective. We seek to achieve this objective through communication, data driven instruction, and collaboration.

As you begin the 2017-17 school year we are excited about the opportunities that await our students. We look forward to a successful school year.

Academics

- The following grading scale will be used: A is 100-90, B is 89-80, C is 79-70, D is 69-60, F is 59 or below.
- Conduct grades are Satisfactory, Needs improvement, or Unsatisfactory.
- Students with all A's and satisfactory conduct will be named to the Principal's List. Students with all A's and B's and satisfactory conduct will be named to the Honor Roll.
- Students whose overall average is **exactly** 95.00 or higher at the end of the third grading period will receive a special medal and be recognized at an academic banquet.
- Completing assigned homework is not optional. Students who do not complete homework assignments will receive a consequence.
- In order to be promoted to the next grade, a student must:
 - Pass three of four core subjects. The core subjects are language arts, mathematics, science, and social studies.
 - Accumulate an overall average of 59.5 or higher. This includes core and elective classes.
 - Score at achievement level III, IV or V on required end-of-grade tests.
 - Be present for 91% of all class meetings. If absences from class exceed four per nine weeks, eight per semester, or sixteen per year, the maximum grade a student may receive for the grading period is 69, regardless of the reason for the absences.

Agenda

- Students are required to bring the agenda to every class every day to record assignments.
- **Hall passes will not be honored unless they remain intact in the agenda.**

Attendance

- Attendance is taken in each class students attend during the school day. The Johnston County policy only allows students 4 absences per 9 weeks and multiple tardies will count as absences. **The tardy bell will ring at 7:55 AM.**
- Upon returning to school from an absence, students are responsible for contacting their teachers to make up assignments missed.
- A note is required for *any* absence – all day or part of a day. Upon returning to school, the student will give the note to the student data manager. The data manager will issue a class admit slip to the student who will get the note signed by all his or her teachers. The following reasons are excused for absences or tardiness:
 - Illness or serious injury of the student. (After four "sick" notes from parents, doctors' notes are required.)
 - Medical or dental appointment.
 - Death in the student's immediate family.
 - Quarantine by order of the Johnston County Health Department or State Board of Health.
 - Religious observance.
 - Court or administrative proceeding if the student is a party or under subpoena.
 - Participation in a valid educational opportunity, such as travel, with prior approval of the principal.
 - Exceptional circumstances as approved by the principal, including immediate demands of the home which in the opinion of the principal merit absences.
- Students may leave campus during the school day only with people listed on the emergency information sheet. A parent or guardian must come into the office to sign the student out and must show photo identification. *Students will not be called out of class until the parent arrives.*
- Students must be seated in homebase when the tardy bell rings at 7:55 AM. Students with multiple tardies to classes will have discipline consequences and be referred to the office.

- The principal may excuse up to four (4) days per year for a family trip provided the trip is not scheduled during state required testing/retesting or the week prior to End-of-Grade or EXTEND1 testing.
- *Missing more than half of a class period constitutes a class absence.*

JCBE Policy 4110 states that any student who misses more than four (4) days during any nine-week grading period can receive no grade higher than an F (59) regardless of the reason for the absences. The principal may waive this policy in extreme cases. In order for the absences to be waived, an attendance waiver form must be submitted by the student, signed by the parents and teachers, and approved during the week after the end of each grading period.

Bell Schedule

7:30 am – Students may enter the building

7:55 am – Tardy bell – All students seated in homebase

8:00 am – Class begins

3:10 pm – Dismissal

Bullying and/or Harassment – JCBE Policy Code 4225: Prohibition Against Harassment and Bullying

The Board acknowledges the dignity and worth of all students and employees. The Board strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The Johnston County Board of Education will not tolerate any form of unlawful harassment or bullying in any of its educational or employment activities.

A. PROHIBITED BEHAVIORS AND CONSEQUENCES

1. Harassment and Bullying

Students, school system employees, volunteers and visitors are expected to behave in a civil and respectful manner. The Board expressly prohibits unlawful harassment and/or bullying. Students are expected to comply with the behavior standards established by board policy and school system regulations. Volunteers and visitors on school property also are expected to comply with board policy and established school rules and procedures. Any violation of this policy is serious, and school officials shall promptly take appropriate action. Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and/or remedial actions. The consequences would range from positive behavioral interventions up to, and including, expulsion.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property, may be reported to law enforcement, and may be banned from school property, as appropriate.

When considering a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide or school system-wide response is necessary. Such classroom, school-wide or school system-wide responses may include staff training, harassment and bullying prevention programs and other measures deemed appropriate by the Superintendent to address the behavior.

2. Retaliation

The Board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy.

After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state or local laws, policies and regulations, the Superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation. For consequences of a violation of this policy by a student, see Board Policy 4200 “Code of Conduct” (Item #9) Bullying and/or Hazing.

3. Consequences

For consequences of a violation of this policy by a student, see Board Policy 4200 “Code of Student Conduct” (Item #9) Bullying and/or Hazing.

B. APPLICATION OF POLICY

This policy prohibits unlawful harassment and bullying by students, employees, volunteers, and visitors. “Visitors” includes persons, agencies, vendors, contractors and organizations doing business with or performing services for the school system.

This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the authority of school personnel; and
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

C. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Harassment and Bullying

a. Harassment or bullying behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

- (1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- (2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's or employee's educational performance, opportunities or benefits.

“Hostile environment” means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

It is possible for harassment, including sexual or gender-based harassment, to occur in various situations. For example, harassment may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

b. Gender-based harassment is also a type of harassment.

Gender-based harassment may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping.

D. REPORTING AND INVESTIGATING COMPLAINTS OF HARASSMENT OR BULLYING

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of harassment or bullying. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

E. TRAINING AND PROGRAMS

The Board directs the Superintendent to establish training and other programs that are designed to help eliminate unlawful harassment and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure, and consequences of violation of this policy, must be included in the training plan.

As funds are available, the Board will provide additional training for students, employees and volunteers who have significant contact with students regarding the Board's efforts to address harassment and bullying and will create programs to address these issues. The training or programs should (1) provide examples of behavior that constitutes harassment or bullying; (2) teach employees to identify groups that may be the target of harassment or bullying; and (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, and on cell phones and the Internet.

F. NOTICE

The Superintendent is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of harassment and bullying. This policy must be posted on the school system website, and copies of the policy must be readily available in the principal's office, the media center at each school and the superintendent's office. Notice of this policy must appear in all student and employee handbooks and in any school system publication that sets forth the comprehensive rules, procedures and standards of conduct for students and employees.

G. COORDINATORS

The Superintendent or designee shall publish the names, office addresses and phone numbers of the "Title IX coordinator" (for sex discrimination) and the "Section 504" and "ADA coordinator(s)" (for discrimination on the basis of disability) in a manner intended to ensure that students, employees, applicants, parents and other individuals who participate in the school system's programs are aware of the coordinators. The coordinators shall coordinate the school system's efforts to comply with and carry out its Title IX, Section 504 and ADA responsibilities, which include investigating any complaints communicated to school officials alleging noncompliance with Title IX, Section 504 or the ADA or alleging actions which would be prohibited by those laws.

H. RECORDS AND REPORTING

The Superintendent or designee shall maintain confidential records of complaints or reports of harassment or bullying. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The Superintendent also shall maintain records of training conducted and corrective action or other steps taken by the school system to provide an environment free of harassment and bullying. The Superintendent shall report to the State Board of Education all verified cases of harassment or bullying. The report must be made through the Discipline Data Collection Report or through other means required by the State Board.

I. EVALUATION

The Superintendent shall evaluate the effectiveness of efforts to correct or prevent harassment and bullying and shall share these evaluations periodically with the Board.

Cafeteria

- Breakfast is served daily beginning at 7:30.
- Fast food may not be brought in the cafeteria by parents or guests.
- Neither lunch nor breakfast may be charged. Any student without lunch money may request a vegetable tray at no charge. If students go through the line and have but have no money on account, parents will be notified and a request to pay for the lunch will be made.
- Breakfast and lunch may be paid for daily, weekly, or monthly. We recommend using a check for prepayment and including the student's name and lunch number on the check. Make checks payable to Archer Lodge Middle Cafeteria.
- Students may not leave the cafeteria with food or drink.
- Students may purchase up to two cookies and/or one slushy with a meal at lunch.

Cheating Policy

Students are referred to the office for cheating or attempting to cheat. This includes but is not limited to copying or allowing someone else to copy your homework, classwork, or test; talking during a test; texting; copying work from a computer; passing off someone else's work as your own; or having notes on the desk during a closed-book test. Consequences for cheating are:

- 1st offense – Student will retake the test after parents are called. There will be consequences levied through the referral process.
- 2nd offense - Student will retake the test after parents are called and a conference set up with the teacher. There will be consequences levied through the referral process.
- 3rd offense - Student will retake the test after parents are called and student will be assigned an out-of school suspension.

Communication

- Parents will receive a minimum of four (4) progress reports and four (4) report cards each year.
- Important announcements and other communications will be sent home with students. Please check with you child daily for important communication.
- Each teacher has a web page and e-mail address that will be updated regularly.
- Parent/teacher/student conferences are encouraged and may be scheduled by contacting the teachers by phone or e-mail; e-mail is the preferred method.
- The school will utilize the Connect-ED system, the marquis, and the website for mass communication.

Computer access

Students will be supplied with computers when needed in the classroom. Any student who does not use it appropriately may be in danger of having that privilege revoked. Internet access is monitored and violations will result in a discipline referral.

Discipline

The JCS Code of Student Conduct, Policy Code 4200, is enforced. The school will use a positive behavior support intervention plan in all grades. Students who follow the rules and procedures will receive a special reward at a designated time. All classes will observe the following Gator Guidelines:

***G*reatness comes with effort.**

***A*ttitude is everything!**

***T*ake responsibility for your actions.**

***O*pen your mind to new ideas.**

***R*espect self, others, and property.**

***S*uccess is expected!**

Unfortunately, we must have consequences for behavioral infractions, and they may include parental contact, silent lunch, lunch detention, period detention, work detail, before or after-school detention, in-school suspension, or out-of-school suspension for severe offenses or multiple violations. When students are out-of-school suspended, they may not be on Johnston County School property at any time during the suspension. In addition to the JCS Code of Student Conduct, Policy Code 4200, specific school rules include:

- Teasing, name-calling, or bullying will not be tolerated.
- Gum is not allowed on the campus
- Buying, selling, or trading items is not permitted on school property.
- "Slam" type books and inappropriate comments written in yearbooks or other books are not permitted. Parents will be responsible for the replacement costs of books damaged by their children in this way.
- Students may not use another student's agenda or hall passes.
- Students are expected to follow a "hands-off" policy at all times. "I was just playing" is not an acceptable excuse.
- Possession of a lighter shall be treated as tobacco use/paraphernalia.

Electronic Devices

- The ALMS cannot be responsible for lost or damage to or theft of electronic devices. Electronic devices should be kept in backpack and turned off unless it is being used for instructional purposes designated by the teacher.
 - o **First offense:** Item will be confiscated and kept until the end of the class period.
 - o **Second offense** Item will be confiscated and kept in the office for parent pick-up.
 - o **Third offense:** Item will be confiscated and kept in the office for parent pick-up, and the student will have a referral and consequences.

Emergency Drills

Archer Lodge Middle will conduct fire drills monthly and tornado drills and crisis drills at other times. During these drills, students should move quickly and quietly to designated areas without talking.

Extra-Curricular Activities and Events

Middle School Athletic programs are governed by the North Carolina High School Athletic Association.

- Students in all grades are eligible to participate in sports(except 6th graders football) clubs, most academic competitions, dances, and attend athletic events.
- A current athletic physical form signed by a physician must be on file with the school on or before the first day of tryouts. (Athletic physical forms are current for one year from the date of the physical examination.) In order to participate on a school team, a student must not turn fifteen (15) before August 31. To be eligible for fall sports for the first time, rising seventh graders must have been promoted at the end of the sixth grade year; rising eighth graders must have been promoted at the end of the previous year and must have an overall average of

76.50 or above for the preceding grading period. Once on an athletic team, a student athlete must have an overall average of 76.50 or higher in the most recent grading period to stay eligible to compete.

- A student athlete is not eligible to play or practice in a scheduled athletic event on the day the student serves in-school suspension. The student is required to attend the event.
- A student suspended out of school is not eligible to participate in any event during the suspension.
- Students who participate in athletics must maintain at least an 85% attendance rate during the prior semester.
- A student must be present in school to practice or play. A student must be in attendance for at least half the day to be counted present.
- Students must be picked up within 30 minutes of the conclusion of school-sponsored events. If they are picked up later than that, they will not be allowed to attend the next such event.

Field Trips

- All school rules, policies, dress codes, and bus regulations are in effect.
- Individual teacher expectations are enforced.
- Students must ride the school-provided transportation to and from the event unless they are signed out at the event by a parent or legal guardian.
- Eligibility for field trips and refunds will be determined by field trip sponsors.
- Field trip chaperones must be approved JCS volunteers.

Gangs and Gang-Related Activities – JCBE Policy Code 4215

Johnston County Schools does 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 Johnston County Schools policy and having a common name or common identifying sign, colors or symbols. (*Archer Lodge Middle considers a student's wearing to school every day the same color of clothing a gang-related action.*)

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 non-verbally (gestures, handshakes, slogans, drawing, 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

First Offense – The Principal shall warn the student of the violation and the student shall be directed to remove or change any clothing, colors, symbols, signs or other markings of the action that is a violation of Subsection (1) or (2).

First Offense of Subsection (3), (4), (5), (6) or (7) – The student may be suspended for up to ten (10) days.

Second Offense of Subsection (1) or (2) – The student shall receive a suspension of up to ten (10) days. For violations of Subsection (3), (4), (5), (6) or (7), the student shall be suspended for up to ten (10) days and at the discretion of the Principal may be recommended for long-term suspension.

Third Offense – The student shall be suspended for a minimum of ten (10) days with recommendation for long-term suspension; possible recommendation for expulsion if the student is fourteen years of age or older.

Lockers

There are lockers in the locker rooms of the gym. Students will need to bring a lock and use the lockers when they are assigned PE as an Enhancement class. Hallway lockers will not be used in the 6th, 7th or 8th grade this year because our population has grown much larger than our number of lockers available. Teachers will be glad to make arrangements for students who need to leave materials in their classrooms.

Medical Emergencies

Parents will be contacted by phone if possible. If parents cannot be reached, the other adults listed on the emergency information sheet will be called. In extreme emergencies, the rescue squad will be contacted.

Medications at School

- All medication administered by school staff requires a form signed by a doctor. Parents or legal guardians may administer medicine at school as needed by the student.
- Medication to be dispensed at school must be brought to the school by the parent in new, unopened containers and kept in the office.

- State law dictates the only medication a student is permitted to keep on his person is an epipen or an inhaler.
- Medication may not be sent home from school with students.
- The school must dispose of all medications not picked up by the last teacher workday prior to summer vacation.

Property Damage

The school provides laptop computers, desktop computers, calculators, lab equipment, novel sets, and other curriculum materials for students to use for instruction. Staff and students are expected to exercise care and caution when using school equipment and supplies. Damage to these materials, whether intentional or accidental, will result in our assessing a repair/replacement cost that is the responsibility of the individual responsible for the damage or loss.

Stamps

Stamps are given by classroom teachers for multiple reasons and act as a means of daily communication with families. Parents are requested to check agendas daily in order to complete this process. Students with multiple stamps will have weekly consequences. Stamps may be given for multiple reasons including not being prepared for class, homework not completed, and disruption to classroom instruction or disrespectful behavior. The stamp process acts as a warning to the student to make a change in behavior. If the behavior does not improve, a parent phone call and/or discipline referral will follow.

Telephone

- Students should not use the office phones unless they are sick
- As a general rule, students will not be called to the phone during the school day. We will be glad to take a message to them in unique situations or call them to the office in emergency situations.

Textbooks

- Students are responsible for all books and periodicals assigned to them.
- Lost or damaged books must be paid for by the pupil.

Transportation

- Car riders load and unload in the front of the school near the main entrance. Students may not be dropped off prior to 7:30 each day as there is no supervision prior to that time.
- Bus riders load and unload and go immediately to breakfast or straight to their homebase.
- Riding the bus is a privilege that will be lost if bus rules and regulations are not followed.

Trespassing

No one should be on school grounds after school hours, including holidays and weekends, unless they are attending a school-sanctioned event. If a person is on school grounds after school hours, he/she is considered trespassing.

Visitors

- All visitors are required to sign in at the office and obtain a visitor's pass.
- Parents are welcome to eat lunch in the cafeteria with their child but cannot bring "fast food" or other outside food into the cafeteria or other part of the school for their child.
- Parents are requested to give one day's notice to the principal when they want to visit the classroom. To protect instructional time for all students, parents who visit the classroom during instruction may not interrupt the teacher or talk to students during class.
- Parent conferences can be arranged either by contacting the teacher via their email address or a note in your child's agenda requesting one.

Policies provided in our agenda and the ones published in the Parent Gazette at the first of the school year will be upheld at Archer Lodge Middle School. They are in place to guarantee student safety while at school. If there are any questions, please do not hesitate to call the school and speak with one of our administrators.