

Enka Middle School

2025-2026

Student Handbook



Home of the Jets

Enka Middle School
390 Asbury Road
Enka, NC 28715
Phone #- 828-670-5010 Fax#- 828-670-5015

Principal:
Amberle Clarke
amberle.clarke@bcsemail.org

Assistant Principal:
Catherine Kamberg
catherine.kamberg@bcsemail.org

Assistant Principal:
Stephen Gay
stephen.gay@bcsemail.org

EMS Website: <https://ems.buncombeschools.org>

EMS Facebook:

Enka Middle School Facts:

- Mascot: Jet
- Jet Colors: Navy and White;
- Enrollment: Approximately 600;
- Grade levels: Grades 7 & 8
- Building Opens @ 7:15 am; Classes begin @ 7:45 am; Dismissal Bell @ 2:55 pm
- Front office hours observed from 7:00 am to 4:00 pm

PURPOSE – DIRECTION – BELIEF

Our VISION:

- As a community school, we believe ALL students deserve an equitable opportunity to become successful and contributing members of a global society.

OUR MISSION:

- Our values are reflected and demonstrated for all stakeholders. We value community, collaboration, safety, kindness, innovation, respect, compassion, equity, hard work, and resilience.

OUR BELIEF/CORE VALUES:

- To educate the whole child (i.e., socially, emotionally, behaviorally, academically) through the support of community stakeholders, rigorous core instruction, and highly qualified educators.

NON-DISCRIMINATION

- Buncombe County Schools does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972 and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX Coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education. The Title IX Coordinator's contact information is: Shanon Martin,

shanon.martin@bcsemail.org, 828-255-5918, 175 Bingham Road, Asheville, NC 28806.

STUDENT SERVICES (COUNSELING)

Enka Middle School has school counselors to assist students with decision making, problem solving, and personal development.

8th Grade Counselor: Michelle Butler michelle.butler@bcsemail.org

7th Grade Counselor: Heather Cavner heather.cavner@bcsemail.org

Counseling Services are as follows:

- Occurs in classrooms, based on needs assessments.
- Occurs in small groups with students for specific concerns.
- Occur in brief individual counseling meetings on a limited basis. If students need counseling for issues beyond the scope of the school, school counselors and social workers can make referrals to outside agencies.

School Social Worker:

Lisa Von Dohlen, lisa.vondohlen@bcsemail.org

School Social Workers are the link between the home, school and community. School Social Workers help with the following:

- Helps students develop strategies to increase academic success.
- Helps families access school and community resources.
- Helps schools to identify students' needs and work effectively with parents

The Student Services Department provides a safe and confidential environment for all students and abides by professional ethical standards. Information shared by students will not be disclosed to others unless there is a clear and imminent danger to self or others, or unless the student gives permission to share the information.

If there are concerns about a student, please contact either the appropriate grade level school counselor or the school social worker at 670-5010/5011.

Arrival Guidelines

Car Riders should be dropped off in the designated area each morning and picked up in the same location each afternoon. For student safety, car riders are not allowed to be dropped off in any location other than the designated car rider location. For supervision purposes, car riders are not allowed to be dropped off until 7:15 am each morning (this is the time that our buses begin to

arrive and staff morning duty begins). The doors are locked until 7:15 each morning. Upon entering the car rider entrance, students will report to the cafeteria or gym.

Departure Guidelines:

All car riders are to be picked up no later than 3:30 pm each afternoon in the parking lot located by the baseball field. No moving cars are permitted in the front parking lot between 3:00 and 3:30. Once the car rider line area is free of vehicles, on duty staff will walk remaining car riders to the front of the school building (i.e., covered area right outside the front doors) to wait for their ride home. **NOTE:** At the middle school level, it is also expected that students be responsible and leave as a car rider only with persons approved by their parents/guardians.

Delayed School Openings/School Closings

The Buncombe County Board of Education has approved both a two and three-hour delay school schedule as an alternative to closing on bad weather days. The building will be open for students at 9:15 a.m. (two-hour delay) or 10:15 a.m. (three-hour delay). Information will usually be provided on the radio, television and Buncombe County Schools' website ***In the event school will be closed, communication will be provided in the same manner as stated above.

Tardy Policy It is imperative that students are in each class from the beginning to end of class to ensure they have received bell to bell instruction. Homeroom and classroom teachers will thoroughly cover the tardy policy with students. Students who report to school after 7:45 must sign in at the front desk. Students will then be given a pass to class.

Attendance Policy

It is imperative that students are in each class from the beginning to end of class to ensure they have received bell to bell instruction. Middle School students may only have a maximum combined total of eighteen (18) excused and unexcused absences per school year. Students must be in attendance one half (1/2) of the day to be counted present for the day. When a student must miss school, the parent or legal guardian must supply documentation regarding the reason for the absence to the school upon the student's return to school. When a student must be late to school or leave school early, a written excuse signed by a parent or guardian should be presented upon the student's arrival at school.

For any courses resulting in high school credit (Math I and Spanish I), students must follow attendance rules for High School. High School Year-Long Courses Students in grades 9-13 in year-long courses may only have a maximum combined total of fourteen (14) excused and unexcused absences per class. Absences are considered for each class and students must be present two thirds (2/3) of the class to be counted as present. Absences over fourteen (14) days may be made up in accordance with the school's Attendance Make-up Program (see 4400-R) in

order to receive credit.

Excessive absences, whether excused or unexcused, are detrimental and should be avoided. Also, excessive absences, whether excused or unexcused, are a violation of the NC Compulsory Attendance Law and can result in truancy charges for the parent and/or student. Students missing more than 14 days from school (excused and unexcused) will be required to attend make-up sessions after school and/or during summer school for attendance. Students will not be promoted or placed into the next grade until attendance requirements are met.

Early Dismissal Policies

Guardians are expected to carefully monitor the number of early dismissals for students so that they do not miss classroom instruction. We encourage that early sign outs occur before 2:40. We simply want to protect each child's education to the greatest extent. Students will only be allowed to leave school early with parental permission. If guardians request that someone else retrieve their student, the person doing so MUST be listed as a contact in our system and also must show ID for verification. Guardians must also send a note ahead of time stating the time and reason for the dismissal, the name of the person who will be picking up the student, and a telephone number where a parent can be reached in case there is a question. The guardian, or the person picking up the student, must come to the front desk and sign-out on the computer (a valid license is always required).

Incidents and/or Accidents

In the event a student is injured during the school day, it is important that he/she reports the injury to a Enka Middle Staff member immediately. If a student is injured or there is some type of emergency during the school day, every effort will be made to contact a guardian. It is crucial that the school has current home, work, cell/mobile, and emergency numbers for each student (as well as updated email addresses). Please keep the school informed of any change in telephone numbers or emergency contact(s) (including email addresses). We suggest that students purchase school insurance if they are not covered by some other insurance plan. Information concerning student health insurance and NC Health Choice is available in the front office.

School Nurse

Enka Middle School has a part-time school nurse on campus. Our nurse is here to assist with medical issues and to help ensure that all students are healthy and ready for learning. The nurse's schedule will be made available and guardians are welcome to contact her regarding health and medical issues.

School Based Health Center

Enka Middle has a school based health center located on our campus. It is comprehensive and quality care that includes vaccinations, sports physicals, testing for infections, behavioral health and counseling all under one roof. All services are offered on a sliding-scale basis - no one is turned away due to an inability to pay. In order to access the school based health center, all

students must be registered. Parents must give consent in order for students to access services. Siblings of Enka Middle students may qualify for on-site medical care and counseling.

Medication (Home/Over-the-Counter/Prescriptive)

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

- Students are not allowed to be in possession of any medication at any time, prescription or non-prescription. Students may receive disciplinary action for having an inappropriate item if guidelines are not followed.
- **Non-prescription/over-the-counter** medications must be turned in to the front office by the guardian (not a student) with a "Parental Request to Administer Medication" form which must also be signed by a doctor.
- **Prescription** medications must be turned in to the front office by the guardian (not a student) with a "Parental Request to Administer Medication" form which must also be signed by a doctor.
- We do not have medication in the office other than that which is brought from home along with the proper paperwork.
- Medication must be in the original packaging or prescription container (BOTH prescriptive/non-prescriptive), along with the appropriate paperwork.
- We cannot accept medication in baggies or without the original label/bottle, etc. and appropriate paperwork.
- Students may not receive medication that belongs to other students.
- EMS will not administer random medicine via a guardian phone call/email.

Academics & Curriculum

Each student will be instructed in content aligned with the N.C. Standard Course of Study, Common Core standards for Math and Language Arts, and the N.C. Essential Standards for all Science and Social Studies.

Physical Education

Students are not required to dress out for Physical Education classes except for changing into appropriate shoes. Students are required to participate in a Physical Education class for at least one semester. If there are medical issues, students are expected to participate within the limits of the restrictions and contribute to the class. A doctor's note should be provided for any medical reasons for nonparticipation. The doctor's note should explain the limitations for participating in class.

Elective Class Opportunities

Art	Family/Consumer Science
Chorus	Project Lead the Way (PLTW)
	Business
Band	Healthful Living/P.E.
Drama	

Strings Orchestra
Jazz Band
Spanish

Behavior Expectations

Enka Middle students are expected to behave in a manner that is conducive to the learning environment.

We are Enka:

- **Encouragers**
 - Supporting one another
 - Being respectful to students and staff
 - Maintaining a positive outlook
- **Navigators**
 - Being a positive leader
 - Proactive problem solver
 - Persevering through challenges
- **Knowledge Seekers**
 - Being inquisitive learners
 - Setting goals for our learning and growth
- **Accountable Citizens**
 - Taking ownership of learning, growth and actions
 - Recognizing your impact on the Enka Community
- There are specific common expectations and procedures in each classroom and common areas.

Minor referrals are utilized for classroom managed behaviors that are disruptive to the learning environment. Minor referrals are considered level one infractions. Teachers will use minor referrals for documentation of redirection of student behavior, interventions, consequence and parent contact. On a student's fifth minor referral, they will receive a major referral. This process will reset at the beginning of the second semester.

Major referrals are considered to be behaviors that exceed level one infractions but could include repeated level one minor infractions. Major referrals are referred to the office and handled by an administrator. Interventions and consequences will align with the BCS Code of Conduct.

[Buncombe County Schools Code of Conduct](#)

Cell Phones/Smart Watches/Earbuds/Other Electronic Devices/Electronic Gadgets Policy

Students will be required to keep cell phones/earbuds in their backpacks turned off during the academic day (7:30-2:55). Please note that bringing any of these items on campus is a decision that Enka Middle students choose to make with guardian permission and students are responsible for all forms of electronic devices while at school. Students and guardians assume liability for any damage to devices. Students may utilize their cell phones/smart watches, etc. in the gym or cafeteria until 7:25. Once students enter their classrooms, electronics must be powered off in their backpacks. Cell phones, Smart watches, wireless earbuds, etc are not permitted to be used during the instructional day 7:30-2:55 .

Discipline Rubric for Misuse of Cell Phones/Smart Watches/other Electronic Gadgets. All cell phone infractions are considered a major referral.

1. **First Offense**-The cell phone or device is taken and will remain in the office to be returned at the end of day. Parents will be notified and students will serve lunch detention.
2. **Second Offense**-The cell phone or device is taken and kept in the office for parent/guardian to pick up. Parents will be notified and students will serve two days of lunch detention.
3. **Third Offense and Subsequent**-The cell phone or device is taken and kept in the office for parent/guardian to pick up. Parents will be notified and students will be given additional discipline.

Bus Transportation Procedures/Regulations

Our primary concern is to transport students to and from school safely. Bus safety and emergency evacuation drills will be conducted on a regular basis to ensure students understand emergency procedures. School bus service is a privilege. In order to maintain that privilege, students must follow the rules of proper conduct for safety. Students are permitted to ride their assigned bus. Due to bus capacity restraints, students may only ride their assigned bus. Please understand that bus stops and school buses are considered an extension of the school campus and all Buncombe County School Board and Enka Middle School rules, policies, and procedures apply.

The following behaviors can result in a bus suspension:

- Delaying the bus schedule
- Fighting, possession/use of tobacco products, using profanity, or refusing to obey the instructions of school authorities including the bus driver
- Tampering with the bus (defaming and/or destruction of any bus property)
- Refusing to meet the bus at designated stops
- Unauthorized departure from the bus when in route from home or school.
- Playing, throwing objects, or otherwise distracting the driver's attention.
- Creating an unsafe environment on the bus.
- Failure to observe established safety rules and regulations made by the State Department of Public Instruction.

Bus Discipline (also indicated on discipline matrix at the bottom of this handbook):

- **Offense #1** - 1 day Bus Suspension (admin's discretion) and Guardian Contact
- **Offense#2** - 3 days - Bus Suspension (admin's discretion) and Guardian Contact
- **Offense #3** - 5 days - Bus Suspension (admin's discretion) and Guardian Contact

- **Offense #4** - 10 days - Bus Suspension (admin's discretion)
 - **Offense #5** - Nine weeks- Bus Suspension and Guardian Contact
 - Any of the above can be altered at the discretion of administration.
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- Note: Unauthorized persons will not be permitted to enter a school bus. If a guardian has a concern about discipline or other bus problems, they are not to approach the bus driver. They are to contact a school administrator. NC Statute 14-132.2 states that: "Any person who shall enter a public school bus or public school activity bus after being forbidden to do so by the authorized school bus driver in charge thereof, or the school principal to whom the public school bus or public school activity bus is assigned, shall be guilty of a Class 1 misdemeanor." Furthermore, "Any person who shall unlawfully and willfully stop, impede, delay, or detain any public-school bus or public school activity bus being operated for public school purposes shall be guilty of a Class 1 misdemeanor." In regards to students, failure to follow these guidelines may result in a warning, short-term suspension from riding the bus, or permanent removal from the bus.

Positive Behavior interventions and Support (PBIS)

In order to put our students in a position where they can be successful, we have clearly defined our behavioral expectations for all the main areas or activities within our school. Those expectations are displayed throughout the school building and are based on our guiding principles:

We are **E**ncouragers **N**avigators **K**nowledge Seekers **A**ccountable Citizens

To support and encourage students who choose to meet these expectations, we have put into place two reward systems.

Tickets (Team System and School-wide System) - Given out daily by individual teachers

- Each team defines the plan for ticket distribution and students are rewarded based on the team's plan (again, clearly defined by individual teams). There are school-wide and team incentives to redeem tickets.

Shout-outs (School-Wide System) - Given out weekly/monthly by teams

- Shout outs are a way to positively praise students and staff who are representing We are Enka characteristics.. Students that are recognized will be announced on the morning announcements and their shout outs will be placed on the shout out board outside the cafeteria.

AAA Cards – Given out quarterly by PBIS committee

- Awarded based on excellence in **A**cademics, **A**ttitude, and **A**ttendance at the end of each 9 weeks grading period. AAA Cards are earned based on the following chart:

	3 points	2 points	1 point	0 Points
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Academics	All assignments completed	Most class assignments completed Missing 1 per class	Missing 2 class assignments in a class	Missing more than 2 class assignments or an assessment/project in a class Any failure disqualifies
Attitude*	0 referrals (minors or majors)	1-2 Minor Referrals	3-4 minor referrals referrals	A major referral Automaticall y disqualifies
Attendance	0 absences	1-2 excused absences	3-4 excused absences	Unexcused absences or more than 4 excused absences

AAA Card holders are entitled to several privileges as well as school-wide AAA Celebrations. Each nine weeks, the points reset for students to have an opportunity to earn the next one.

Enka Middle Promotion Standards

To be promoted to the next grade level, students must meet Enka Middle School's local promotion standards by attending and passing their academic classes. Students must be present for more than 171 days and not receive a failing grade in more than 2 academic classes for the year. Note: After School Attendance Make-Up or Attendance Summer School may be required before promotion occurs. In essence, *Principal Amberle Clarke* makes the final decision regarding promotion based on the above criteria. Students' cumulative academic records are kept on file and can be reviewed by parents/legal guardians in the presence of school personnel by making an appointment with a teacher, administrator, or counselor.

Enka Middle Media Center

The Enka Media Center offers access to numerous resources such as: books, online databases, video production, etc. It also operates on a flexible schedule and is available for student and staff use before, during and after school. Students will use their library card and a scanner for self-checkout. Also, when EMS students visit the Media Center without a teacher they will be required to present a pass to ensure school safety.

Circulation

3 books for up to 3 weeks	Renewals allowed unless book is on hold
Overdue notices will go out weekly	

Student Email Account - Google

- Google Apps accounts are created for school related assignments only.
- Student email accounts are monitored.
- Student login information will be distributed by teachers and/or media center.
- Students are not to share their password with any other student.

Enka Middle Student Devices

1:1 Student Devices- Student Responsibilities:

- [BCS Student Device User Guide](https://bit.ly/2IM8Qws) (link to user guide - <https://bit.ly/2IM8Qws> Case sensitive)
- Charge device for school daily
- Keep the device with you and/or in a secure location at all times
- Do not apply stickers to, alter the appearance of, or otherwise modify the device (considered school equipment vandalism)
- Only clean the screen with a soft anti-static cloth
- Adhere to BCS policies: Technology Use - 3225/4312/7320 and Internet Safety - 3226/4205 at all times
- Transport the device inside a protective sleeve
- Students will be invoiced for a lost charger and/or laptop, and any intentional damage
- After two incidents of intentional damage and/or three accidents students will be required to leave their devices at school.

Student Likeness – Photographed / Videotaped / Interviewed

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. **Guardians or eligible students may request not to be photographed, videotaped, and/or interviewed by notifying the school in writing within ten (10) days of publication of this policy in the Student Code of Conduct (or by the 10th day of the start of school each year). If parents submit such a request, the school encourages parents to follow-up with administration to ensure that the request was indeed received.**

Videos and/or Movies (any video resource)

In the event any video (i.e., DVD, youtube, etc.) is utilized during school hours, the expectation is that its use is associated with academics as a supplemental resource or the school-wide reward system, PBIS. Movies from the school media center may be utilized at any time, and if any outside PG-13 movie is requested (for educational purposes only) the movie must be approved

by the school's MTAC committee, and a guardian signature for the specific movie must be on file prior to its viewing.

Parent-Student-Teacher Communication

We believe that communication between guardians, teachers, and students is a vital component of success. We provide several forms of communication:

- Face-to-Face Guardian-Teacher Conferences (with or without students); conferences can be set up by emailing the teacher(s)
- Teams send bi-weekly newsletters with academic updates.
- Electronic – Email and Teacher Websites...each faculty member has an email account and a website linked through the EMS website.
- A weekly newsletter is sent by Ms. Clarke each week with updates and announcements.
- ALL guardians have access to PowerSchool so that student grades, etc. can be monitored; guardians simply need to show their driver's license to the school receptionist and confidential access information will be provided.

Athletics

Enka Middle School is a member of the French Broad Middle School Athletic Conference. The following sports are offered once students reach the 7th grade:

Baseball- Spring	Football- Fall	Tennis- Fall
Basketball- Winter	Golf- Spring	Track- Spring
Cheerleading- Fall-Winter	Soccer- Fall & Spring	Volleyball- Fall
Cross Country- Fall	Softball- Spring	Wrestling- Winter

Athletic Eligibility

Based on the nine weeks, any 7th or 8th grade student is eligible to tryout for an athletic team if he or she:

- Has at least an 85% attendance rate
- Has passed 5 of 6 of the last nine weeks classes
- Has an athletic packet on file including: Updated copy of a physical exam by a doctor - valid for one calendar year from the date signed by the doctor
- One time insurance and transportation fee due before athlete can participate in games/events

Prior to tryouts, students must be registered in FamilyID and have a current physical on file. All athletes are required to have a physical examination to participate in sports, including tryouts. Athletic physicals are valid for one calendar year.

All participants of any sport will be required to pay a \$40.00 athletic fee, which will cover the cost of catastrophic insurance and transportation. This is an annual fee whether a student participates in one or more sports throughout the year.

Athletes who must take medication prescribed by a physician at any time during the year MUST bring a copy of a signed note of explanation regarding the medicine from the physician. One copy will be given to the coach and another copy will be filed in the office.

Guardians are expected to pick up their student athlete at the end of practice as well as after a game by the designated time set forth by the coach. During away games, the coach MUST have written permission that a student is not riding the bus back to EMS with the team. If there is no signed note, the athlete is expected to ride the bus back with his/her team to EMS. Failure to do so could lead to missing a sporting event or even dismissal from the team (based on the coach's expectations). *NOTE: If a student is absent, he/she is not allowed to participate in practice OR any athletic event that day.*

After School Events (i.e., Dances, Athletics, Clubs, etc.)

Several after school events will be held throughout the school year. All school expectations will be in effect. Students will not be allowed to attend certain events if they have received major referrals.

Dance Requirements (i.e., formal and/or informal)

- In order for students to be able to attend dances, they must meet the requirements from the opening of school until the first dance, and from then on until the next dance. Any student that would require excessive supervision or removal from a dance will not be allowed to attend future dances. Only current Enka Middle students may attend. All students are expected to be picked up at the designated time (5:00 pm). An extreme delay in picking up a student WILL RESULT in the loss of attending the next dance (i.e., if a student has not been picked up by 5:25). If we notice the same student(s) being picked up close to the cut off time or have extreme delays at each dance, this will also lead to not attending the next dance as we have to be respectful of the school personnel/chaperone's time. Beginning and ending times will be announced on the permission form and parents acknowledge responsibility for picking up their child on time when the dance permission form is signed.

Athletic Events (all sports seasons)

- All sporting events after school begin at 4:30. Students are not allowed to stay after school and wait for an athletic event as there is no supervision. Students must go home at 3:15 pm and are welcome to come back. Students must be picked up within 15 minutes of the conclusion of the game/match. Extreme delays in picking up a student will result in the loss of attending future athletic events.

Clubs (after school)

- The same rules apply for extra-curricular clubs. Pick up times, etc. will be communicated to all parents/guardians. We encourage students to participate in these opportunities. Frequent extreme delays in picking up a student will result in the loss of club privileges.

Cafeteria/Food Guidelines

Free Schools Breakfast and Lunch for ALL

All Buncombe County Schools will participate in Community Eligibility (CEP) or Universal Meals this year. These programs provide breakfast and lunch at no cost.

The cost of a student meal served is covered by the United States Department of Agriculture. Adult meals will be available for purchase. Funds generated are used to support the operations of the Buncombe County Schools School Nutrition Program.

Reimbursable Meals and A La Carte

Students must select enough items to make a complete meal. For example, if a child wants only milk, it must be purchased a la carte. A la Carte Prices are posted at [A La Carte List](#)

A meal consists of.

Breakfast

For breakfast, a student must select 3 out of 4 items. One item must be a fruit/juice or vegetable.

- *2 oz of grain/bread/meat*
- *4 oz juice*
- *½ cup fruit or vegetable*
- *8 oz fluid milk*

Lunch

For lunch, a student must select at least 3 out of 5 items offered. One item must be a fruit or vegetable.

- *1 serving of meat/meat alternate.*
- *1 serving of grain/bread.*
- *1 serving of vegetables,*
- *1 serving of fruit.*
- *1 serving of 8 oz fluid milk.*

If you prefer to pack your child's meal, we can complete that meal by helping your child choose healthy additions needed to qualify for a reimbursable meal. For example, you pack the sandwich, and we provide fresh fruit, fresh vegetables, and milk.

Smart Snack Compliant A la Carte items will be available for your students only. You may send cash or place money in your student account at [K-12 Payment Center](#)

Menus can be found at [School Menus](#)

Any questions? See our FAQ's at [FAQ's](#)

Diet Orders will be honored and only need updating if there are changes. [Diet Order Forms](#)

Students are not permitted to have soda or energy drinks on campus.

Students are not permitted to have outside food ordered or brought to the school campus. Only lunch brought from home or provided in the cafeteria is permitted.

Enka Middle Field Trips

A permission form including parent contact information and insurance information is required for each trip. Students may also be offered the chance to go on some overnight trips. Specific eligibility requirements and detailed information will be made available regarding each trip. The following situations may affect the eligibility for a student to participate: Students assigned to multiple days of In-School Suspension (ISS), any Out of School Suspension (OSS), a student with severe attendance concerns (not related to medical issues), a student that has continuously refused to complete academic work even after teachers have reached out to legal guardians regarding grades, or a student that has excessive outstanding fines (after numerous attempts have been made by the school to work with the family). Students must understand that on any school-sponsored trip, the same policies and procedures are in place and they will be held to the same high expectations as they are while on our campus. Specific information regarding refunds (partial and full) will be provided to parents/guardians within the initial field trip communication. This policy will be adhered to in an effort to be equitable to all students.

Dress Code

The Buncombe County School Board and Enka Middle School believe that: “the dress and personal appearance of students greatly affects their academic performance and their interaction with other students.” BCS Board Policy 4316 bans clothing that is substantially disruptive, provocative or obscene, or endangers the health or safety of the student or others. In addition, Enka Middle expects students to adhere to this dress code:



- Wear appropriate clothing for the educational environment. Clothing that covers from one armpit across to the other armpit, and down to fingertip length with arms at sides. All undergarments should be covered. Wear shoes that are safe for the learning environment.
- Clothes that are considered to be distracting to the learning environment are not permitted.
- Students will be permitted to wear hats and hoods in the hallway. Hats and hoods are not permitted in the classroom.
- Sunglasses should not be worn inside the building at any time unless the student has documented health or physical needs.
- Students are not allowed to wear chains (on the wallet, waist, etc.) as well as jewelry or body bands with spikes or other dangerous objects.
- Pajamas are not permitted.
- No flags, bandanas, or blankets allowed.
- Students should not wear any garment or accessory displaying inappropriate language or images (profanity, weapons, sexual suggestions, insinuations, alcohol, tobacco, drugs, ethnic slurs, slogans, symbols, etc.) that may lead to disorder and disrespect.
- Students should dress in a manner suitable to participate in physical education class.
- Any dress code exception will need to be approved by the administration.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. If you would like more information concerning privacy laws please visit: <http://www.buncombe.k12.nc.us/Page/2206>

Asbestos

Dear Staff, Guardians and Students:

A copy of our district's Asbestos Management Plan is available in each school and at the main administrative office during regular school hours.

The district continues to update and improve the AHERA Asbestos Management Plans. Any inquiries regarding the management of asbestos containing materials in our schools should be directed to our district's AHERA Designated Person, Clark Wyatt, who can be reached at Buncombe County Schools Maintenance Department, (828)-232-4244 and by e-mail at clark.wyatt@bcsemail.org.

Illness or Injury

If a student gets sick at school, he/she should notify their teacher. Depending upon the nature of the illness, a parent may need to be called for pick-up. All injuries occurring at school should be reported to a teacher immediately.

Safe Schools

Enka Middle School strives to foster a climate of respect and personal responsibility among students and does not tolerate bullying in any form, including cyber bullying. Anyone with knowledge of a situation involving bullying can report the incident to school officials or, if preferred, may report the situation anonymously by either going to the school's homepage to complete an online form. See the county website for more specifics regarding “reporting”.

Emergency / Crisis Plan

Enka Middle School has developed a Safety/Crisis Plan. Safety drills are required at regular intervals by law and are important in maintaining a safe school environment. Throughout the school year, we will conduct:

Fire/Evacuation drills	Lock-down drills	Tornado drills	Other safety drills	Possible K-9 school search
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The classroom teacher will give instructions during drills according to our established safety protocols.

Lost & Found Items

Items found on the bus or at school should be taken to the lost and found cart near the Multi-Purpose Room. Expensive items such as cell phones or other electronics should be taken to the office. Students should check the lost and found cart for lost items or check in the office for expensive items. After a reasonable period, unclaimed items will be donated to a charitable organization. **Enka Middle School is not responsible for the replacement of stolen or lost items.**

Entry/ Withdrawal Procedures

According to NC General Statute 115C-366 and Buncombe County Schools policy #410, students must have the following to enroll in any Buncombe County School:

Entry:

- Proof of residency in the school district (rental or closing statement, power bill, landline phone bill, insurance documentation, etc...)
- Contact info. from previous school
- Signed discipline status affidavit (Buncombe County Schools Affidavit A)

Within 30 days of enrollment:

- Certified birth certificate
- Academic and attendance records from previous schools
- Any pertinent custodial or legal documents
- Proof of the following immunizations:
 - 5 DTP vaccines, one within the last 5 years
 - No less than 4 oral polio vaccines
 - 2 MMR vaccines, one on or after the child's first birthday
 - 3 doses of Hepatitis B, if born on or after July 1, 1994

Withdrawal:

When a student is moving out of the school district or changing schools, they are asked to formally withdraw from school. Withdrawal forms will ensure that textbooks are collected, lockers are cleaned out, cafeteria accounts are closed, and media center books and devices are returned. Students will also receive current grades and testing information that will be necessary to properly register at their new school.

Payments

When you need to pay for any item purchased from or through Enka Middle School in the form of a personal check, please make the check payable to **Enka Middle School**. If your check is dishonored or returned for any reason, the First Citizens Bank will charge Enka Middle School a \$10.00 fee per returned check. The parent/guardian will be contacted by the school bookkeeper for repayment. The re-payment must be made to the school **in cash** for the total amount of the returned check **PLUS** the \$10.00 fee the school was charged by the bank for the returned check.

Selling / Trading / Gambling

Students are not to sell or trade non-school sanctioned fundraiser items such as candy, cards, etc... on school campus. There is also no gambling or betting of any kind allowed on the school property. Students participating in this activity are subject to disciplinary action.

Visitors

All visitors must sign in at the front office and wear a visitor's badge while on school campus. Students are not allowed to have visitors other than their parents or guardians for any reason. Families should continue to check the website or call the school for schedules. Visitors **MUST** have a driver's license before being allowed to visit with or check out a student.

Volunteering / PTO / Parental Involvement

We strongly encourage guardians to stay involved in their child's education. We have many opportunities for guardians to be a part of the program and activities at Enka Middle School. Our Volunteer Program is a vital part in the success of our students. Each year our volunteers provide several hours of time to our students. Our Enka Middle PTO is also an active and integral part of the success of our school and works closely with our counselors and each team of teachers to assist as needs arise. More information will be made available on our website regarding specific opportunities for parents to remain involved.

Weapons

It is illegal to possess or carry (openly or concealed) weapons of any kind on school property or to a school-sponsored event or activity. A weapon is defined as any device deemed by the administration to be used to subject a person to physical harm.

NOTE: Discipline is at the discretion of administration (up to 10 days Out of School Suspension with a maximum of 365 days suspension from the date of the incident, potential criminal charges, etc.).

Theft / Vandalism / Forgery

NOTE: Discipline for theft, vandalism, or forgery is at the discretion of administration.

Search and Seizure

Buncombe County School Board Policy #463 states that students are subject to reasonable searches of a student's person, locker, cell phones and other personal belongings within the school premises. When it is determined by a school administrator that a search should be conducted on a student, a reasonable effort shall be made to contact a parent or guardian.