

East Carter Middle School

STUDENT HANDBOOK 2025-2026



"The Mission Statement of East Carter Middle School and its stakeholders is to provide all students a quality EDUCATION promoting COLLEGE and CAREER READINESS through MOTIVATION within a CARING environment."

Principal: Aaron Baldwin

Assistant Principal: Angel Elliott

Counselor: Tara Beth Goble



BE RELENTLESS

School Fight Song

Go, Go, Go East Raiders

We want a victory

We'll fight on with courage

And our loyalty (Rah, Rah, Rah)

Red, White, Blue our colors

Spirit is our theme.

The Raiders have spirit, so come on let's hear it

And we'll bring home a victory.

(Fight, Fight, Fight, Fight, Fight, Fight... Fight...Fight...Fight)

ARRIVAL AND DROP OFF PROCEDURES FOR CAR RIDERS



Morning arrival and drop off:

Students who arrive via a personal vehicle at ECMS will not be allowed into the building until 7:30am. People who are bringing students to ECMS should use the following routine in the mornings. Please enter the access road off of Midland Trail (the entry road closer to Prichard Elementary) and begin to split into two lanes after 30 yards. Please pull forward to the end of the awning in front of ECMS (the first car of both lines should be at the last brick pillar of the awning facing the ECMS FRYSC). At 7:30am, ECMS personnel will come outside and begin the process of allowing your students to enter the building. Once students have safely exited the vehicles, we will then begin to allow vehicles to exit the drop off line. If the line moves and you still have your student, please pull all the way up to the last brick pillar and park your vehicle. Do not stop at the front of the school and allow your student to get out of the vehicle. Please be courteous to all drivers. Once the first line exits, we will stop the next group of vehicles and allow the line closest to the parking lot to let their students out. Once students have safely exited the vehicles and are on the ECMS sidewalk, we will then begin to allow vehicles from the second line to exit the drop off line. We will repeat this process until all students have entered ECMS.

Evening dismissal/pick-up:

Please enter the access road off of Midland Trail (the entry road closer to Prichard Elementary) and begin to split into two lanes after 30 yards. Sixth (6th) grade pickup vehicles will take the lane closest to the tennis courts and seventh (7th) and eighth (8th) grade pickup vehicles will take the outside lanes (furthest from the tennis courts). Once the sixth (6th) grade pickup vehicles reach the very first lane on the left (the lanes that run in front of the tennis courts), they will immediately drive down that lane, up to the stop signs and park. Please don't leave too much space between the vehicles and use both lanes.

****The seventh (7th) and eighth (8th) grade pickup vehicles will continue around to the pickup areas in front of ECMS and they will split in the curve. The eighth (8th) grade pickup vehicles will take the lane closest to the building, and they will immediately drive down that lane, up to the cones and park. The seventh (7th) grade pickup vehicles will take the inside lane (closest to the parking lot), and they will immediately drive down that lane, up to the cones and park. If you have multiple children in multiple grades, you will line up in your oldest child's grade.**

****7th and 8th Grade students will be dismissed on the second bell which is 3:15pm. Seventh (7th) and eighth (8th) grade students will go and find their pickup vehicles. Once all students are in their vehicles, each grade level will be dismissed. The eighth (8th) grade line will be dismissed first. Then the seventh (7th) grade line. Sixth (6th) grade students will be brought out to their vehicles by ECMS personnel once the seventh (7th) and eighth (8th) grade lines have emptied. Please be patient with this procedure. We know that this is the most efficient way to safely get your students in and out of East Carter Middle School.**

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EAST CARTER MIDDLE SCHOOL



PARENT-SCHOOL LEARNING COMPACT

Effective schools are a result of families and school staff working together to ensure that children are successful in school. A learning compact is an agreement among groups that firmly unites them. This is an invitation to be involved in a partnership with your child's school.

Parent/Guardian: I want my child to achieve; therefore, I will encourage my child by doing the following:

- Follow all school rules in order to protect the safety and well-being of everyone, understanding that there may be consequences for breaking those rules
- Encourage positive attitudes toward school
- Support the school and staff in maintaining proper discipline
- Encourage my child to complete all homework assignments
- Participate, as appropriate, in decisions relating to my child's education
- Stay informed about my child's education and communicating with the school by promptly reading all notices from the school or school district either received by my child or by mail/telephone and responding, as appropriate.
- Monitor attendance and limit absences, tardiness, and early checkouts

Student: It is important that I work to the best of my ability; therefore, I will strive to do the following:

- Believe that I can learn
- Inform my teacher if I need help
- Attend school regularly
- Complete assignments and turn in on due date
- Follow the Raider R's: Respectful, Responsible, Reliable, Resourceful, Ready
- Keep a positive attitude toward learning and realize that my education will help me in my future job
- Come to school prepared and ready to learn
- Always try to do my best in my work and my behavior
- Accept responsibility for my own actions
- Track, record, and set goals to guide my progress toward proficiency

Teachers: It is important that students achieve; therefore, we will strive to do the following:

- Respect and value the uniqueness of each child
- Communicate regularly with parents concerning student progress
- Provide high quality instruction and varied learning activities in a supportive and non-threatening environment
- Make my classroom and myself accessible to parents
- Encourage participation in school activities
- Provide an environment that promotes active learning
- Seek ways to involve parents in the school's programs
- Continue efforts to develop professionally
- Provide opportunities for every child to learn and achieve at high levels and be successful



Attendance

It is the intent of this policy to encourage the regular and punctual attendance of students enrolled in the school system. While it is the responsibility of the parent and the student to ensure regular and punctual attendance, this policy details the attendance expectations for students enrolled in the District. Recording of absences and tardies shall be made in compliance with the requirements of **702 KAR 007:125. 1 The Kentucky Revised Statute 159.010 states that a parent is responsible for keeping his/her child in regular attendance.**

COMPULSORY ATTENDANCE LAW

All children in the District who have entered Kindergarten or who are between the ages of six (6), as of August 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the school in which they are assigned.

PHYSICIAN'S STATEMENT REQUIRED

The Board, before granting an exemption, for a physical or mental condition, shall require a signed statement as required by law unless a student's individual education plan (IEP) specifies that placement of the child with a disability at home or in a hospital is the least restrictive environment for providing services.

TRUANCY

Truancy is an unexcused absence. Repeated truancy may be cause for disciplinary action, suspension, or legal action. The **Kentucky Revised Statute 600.02025 defines a habitual truant as any child who has been found to be absent from school without a valid excuse for (3) or more days during a (1) year period or tardy (3) or more days on at least 3 occasions during a (1) year period.**

You are truant if you:

- Leave school without permission
- Leave school without signing out
- Skip class
- Obtain a pass to go to a certain place and do not go there
- Become ill and go home or stay in the restroom instead of reporting to the proper office or teacher

TARDINESS

- **Students may not check out after 2:50 PM unless leaving for a doctor's appointment or an extreme emergency.**
- If a student is late to school, he/she must check in at the office and get an admittance slip before being admitted to any class.
- Students need to bring a parent's note or doctor's excuse for tardies (leaving school early and arriving at school late are considered tardies if absent time is less than 60 minutes).
- Students should arrive at school no earlier than 7:30 am and be in their classrooms no later than 8:00 am. Arriving in homeroom class after the 8:00 am bell has rung counts as a tardy. Plan for heavy traffic that may slow your prompt arrival at school.

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EXCUSED ABSENCES

Students will have the same number of school days in which to make up work as days that he/she has been absent (unless extenuating circumstances are determined by the principal). The following are acceptable reasons for an excused absence:

- Illness of the student
- Death in the immediate family
- Appointment with a health professional (requires a written note from that office)
- Court appearance (requires a written note from court official)
- Religious holiday (must be pre-approved)
- Kentucky State Fair (one day)
- Absence pre-approved by the attendance committee
- Special circumstances as deemed excusable by the attendance committee
- Failure of a district-provided transportation system to operate

Only six (6) parent notes for absences are accepted for the school year. All excuses must be turned into the attendance clerk within five (5) days of the absence.

UNEXCUSED ABSENCES include:

- Truancy
- Shopping
- Suspension
- Working
- Missing the school bus.
- Oversleeping
- Faulty private transportation
- Hair/nail appointments
- Birthday or other celebration
- Trips not approved in advance.

Students will not be allowed to make up work for an unexcused absence and a “0” will be given if a test or homework was due on the day missed. For more details, please see the Carter County Attendance Policy.

****EDUCATION ENHANCEMENT OPPORTUNITIES (EHO)****

Trips qualify as educational enhancement opportunities, as determined by the Principal.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted. The Principal’s determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Students/parents should complete the Educational Enhancement Opportunity request form five (5) days prior to the absence.

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The following guidelines will be used in relation to a student's unexcused absences and tardies.

*Parents will be notified by mail when a student has missed three (3) unexcused absences and the student's name will be referred to the Family Resource Center for any assistance that might be needed. When a student has reached six (6) unexcused absences they will be referred to the Director of Pupil Personnel. After six (6) or more unexcused absences, the Director of Pupil Personnel will refer the student to Family Court for truancy violations.

*Students dismissed from school with a parasitic infection will be given two (2) days excused absence and must be cleared by the Principal or designee in accordance with Policy 09.213 in order to return to school. In order to receive any additional excused days the parent must contact the school Principal for approval. Habitual absences due to a parasitic infection will be referred to Family Court.

* For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

YOUTH SERVICE CENTER

Services Provided:

1. Referrals to health and social services
2. Employment counseling, training, and summer and part-time job development.
3. Drug and alcohol abuse prevention programming and referrals to substance abuse counseling.
4. Family crisis and mental health counseling with outside agencies, providing on-site services to students during the school day in a private setting.
5. Assistance with transitioning to and from middle school.
6. Information on available resources in the community to meet a variety of needs of students and families
7. Information and assistance to new and expectant mothers.
8. Assistance with clothing and food needs, and assistance or referrals for a variety of other basic needs, such as utilities, housing, etc.

The coordinator for the Youth Service Center @ ECMS may be reached at 474-6696 ext: 31040 **Katie Coburn** is the Family Advocate for East Carter High School and East Carter Middle School office.

East Carter Middle School's ANTI-BULLYING rules

1. **We will not bully others.**
2. **We will try to help students who are bullied.**
3. **We will try to include students who are left out.**
4. **If we know that somebody is being bullied, we will tell an adult at school and an adult at home.**

OUR BELIEFS

We, the staff of East Carter Middle School, accept as a major responsibility the necessity to provide each one of our students, to the best of our abilities, with the opportunity to obtain a well-rounded education. **We believe:**

- it is necessary to provide experiences of an academic nature, as well as experiences that will result in desirable character traits and proper attitudes.
- a student develops as a whole – physically, emotionally, mentally, academically, and socially – and all these phases must be stressed for the proper development of the student.
- that differences exist among students in achievement and in basic skills. Because of these differences, we must have high expectations for all students while we focus our teaching on the level of the learner.
- Each of our students has his/her own individual needs and interests. Knowing this, we must provide opportunities for them to pursue these needs and interests.
- Middle school students are unique, and a special type of educational program must be planned and instituted to meet the needs of this group of young people.

We feel that the school atmosphere is the most important factor for the proper development of these students. Therefore, we strive for an atmosphere of contentment, happiness, security, and friendliness within the staff and student body.

ECMS is a NUT-FREE SCHOOL

For the safety of our students who have severe allergies to nut products, we ask that you not send any items for lunch/snacks etc. This includes, but is not limited to, peanut butter crackers or sandwiches; peanut butter dip; and any candy containing peanuts or peanut butter.

LIBRARY MEDIA CENTER

The school library is the center for information and research. Its collection of books, magazines, and audiovisuals can be a source of genuine pleasure. Computer access is also available. The library will operate efficiently with the cooperation of the students in remembering the following simple rules.

- Each student is provided with a library barcode at the beginning of the school year. A replacement barcode is \$0.50.
- Hours: 7:45 a.m. to 3:15 p.m.
- Books are checked out for 2 weeks and may only be renewed once.
- Lost books - students will pay the list price. If found, the payment will be returned minus the fine.
- Lost paperbacks-students will pay a minimum of \$3.00.
- Fines for overdue items are assessed at \$0.05 per school day.

GUIDANCE PROGRAM

Our counselor is an integral part of the total school program. In addition to working with students individually, she may meet with groups of students and conduct classroom and other small-group activities. Services provided include:

- assistance with educational planning/ interpretation of test scores;
- help with home, school and social concerns; or any questions that may be referred by an advisor or students.
- referrals to Pathways, Inc., Mountain Comprehensive Care Center, and/or other mental health agencies as necessary.

East Carter Middle School Building Procedures

Entry to East Carter Middle School

1. All students riding a bus will be expected to enter the building in the morning through the gym side door. Students dropped off from vehicles will come in through the main entrance. All other entrances will be locked and secured; students will not be allowed to enter by means of other building doors.
 - a. Students entering will be expected to walk through metal detectors upon entrance to the gym. They will walk through the first detector, and if it is set off, they will be asked to walk through a second detector. **NO OPEN CONTAINERS or FILLED CONTAINERS (NO GLASS CONTAINERS)**
 - b. During entry, students may be asked to remove boots, and empty pockets, or be scanned using a handheld metal detector.
 - c. Students must place ALL items (purses, lunchboxes, pencil pouches, instrument cases, etc.) on the table at the gym entry. These will be searched by teachers or building administrators each day to ensure that no objects are brought into the building that is against school policy.
2. Once students have entered the school building, they are not to leave the building for any reason, unless they are signed out by a parent, guardian, or someone on their official pick-up list.
3. Students report to their assigned areas in the gymnasium. Once a student has entered the gymnasium, they must ask permission of the teacher or administrator on duty to be released from the gymnasium.
4. Students signing in late must report to the front office. They will walk through a metal detector. Any student who does not sign in at the front office when late is subject to disciplinary action.
5. Visitors must report to the front door and be admitted by our receptionist. All visitors will sign in, their bags will be searched, and they will be scanned using a handheld metal detector.

Dismissal/Leaving East Carter Middle School

1. No student will be dismissed after 2:45 p.m. unless it is an emergency
2. Each school will require the parent/guardian of every student to submit a list of people (if any) allowed to pick up their children at school. By placing a name on the list, the parent/guardian is giving that person permission to pick up the child at school and the school will require no further contact with the parent/guardian before releasing the student. The school reserves the right to approve or disapprove people on the list and also the right to approve or disapprove on a case-by-case basis the early dismissal of students.
3. Any person picking up a student at school must sign the sign-out listing in the school office.
4. If school officials do not recognize a person requesting to pick up a student, the visitor may be requested to present identification.
5. Teachers will not dismiss a student from school or into any person's custody without the approval of the Principal or his/her designee.
6. Students wishing to ride a bus other than their regularly assigned bus may do so with parent/guardian permission. Parent/guardian permission must be given in person or in the form of a documented note. In case of emergency or for student control purposes, the school may assign students to buses other than their regularly assigned bus without parental consent. This needs to be turned in at the beginning of the school day.

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7. The enrollment records of the district shall include information regarding the marital status of a student's parent/guardian and any information regarding legal restrictions on pick-up and/or visitation.

GRADES

1. Make Up Work

- A. Work must be made up according to the attendance policy guidelines after returning to school.
- B. Students having excused absences shall be allowed to make up work including tests. It is the student or parent's responsibility to contact the teacher concerning make-up work.
- C. Classwork and tests may not be made up when the absence is unexcused, unless at the discretion of the principal and teacher.

2. Intervention Courses: Students may be assigned to intervention courses based on teacher recommendations, class performance, and standardized test scores at the discretion of ECMS administration.

3. Grading Scale The following grading scale is to be used for computing semester averages:

A (90%-100%), B (80%-89%), C (70%-79%), D (60 %)

EXTRA CREDIT

The purpose of extra credit is to provide additional academic options to enhance learning.

Guidelines for the application of extra credit:

A teacher is not required to offer extra credit in any given course. Teachers of the same course will agree to any offering of extra credit.

In any given class in which extra credit is offered, all students in that class are eligible to earn extra credit.

Extra credit should encourage learning as opposed to a last-minute effort to raise a grade.

HOMEWORK POLICY

It is the policy of East Carter Middle School that teachers will assign homework as appropriate on a regular basis to all students capable of completing assignments and that homework will never be used as a part of a system of punishment and/or rewards.

- Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the individual student. It will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills.
- Homework will be accomplished outside class time, not during the instructional period. The burden that homework places on a student will be considered when assignments are made and in doing homework assignments, consideration should be given to school events and other subject area requirements.

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- The principal of ECMS shall ensure that the Homework Policy is distributed to and understood by all teachers, parents, and students. He/She shall periodically compile information about best practices regarding homework and share these practices with all the teachers in the school.
- Teachers shall evaluate and return homework assignments to students in a timely manner and shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives. Teachers shall decide the degree to which homework affects the determination of a student's grades. They will provide clear, concise directions for the completion of homework assignments.

Parents are urged to actively involve themselves with their children's schoolwork. Homework assignments offer an opportunity for valuable interaction between parent and child in support of learning. Parents can help in the following ways:

- Showing interest in the schoolwork their children bring home.
- Providing a suitable place to study, free from disturbances.
- Supplying needed materials for completing homework.
- Offering to clarify instructions and answer questions.
- Checking to see that the work is complete.
- Encouraging their children to do their best work and praising a job well done. Rewarding their children in appropriate ways for completed work.
- Assisting in the use of time and monitoring the amount and type of television programming their children watch.
- Staying in close communication with teachers.

Students may want to follow some of the following practical suggestions:

- Write down assignments and due dates, ask questions, and select necessary books and supplies before leaving school.
- Keep homework in the same place at home each day and take books and materials directly to this study area.
- Plan the best time to complete work and complete it so that work is neat and legible.

Extra-Curricular Eligibility

East Carter Middle School athletics is governed by the by-laws of the Kentucky High School Athletic Association when applicable to middle schools.

Students, who remain at school for academic, athletic, or any other extracurricular activity, must report to an assigned area and remain under the supervision of a teacher, coach, or sponsor. Students found roaming the campus or building unsupervised will not be allowed to participate in extracurricular activities.

SPORTS

All team/squad selections are based on: 1) teacher recommendation, 2) academic performance, and 3) try-out performance. Parent consent, physician's approval, and proof of insurance will be presented before a student's try-out for any squad/team.

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GRADES

Checked every week on Friday and if any F in any core class, Math, Science, Social Studies, ELA, then the student will sit out until the following Friday. The Student may attend practice but may be required to bring school work to practice in order to improve their grades. They will not be allowed to participate in practice. AMENDED 10/21/2025

ATTENDANCE

Students must attend school 90% of the school day in order to be eligible for practice or game on that day except for these reasons: orthodontist appointment, specialist appointment, doctor appointment, dentist appointment or a death in the immediate family. These absences must be accompanied with a doctor's excuse or parent note if student has not used all 6 allotted for the year. If a student is tardy but is present for 90% of the day they may still participate in extracurricular activities. AMENDED 10/21/2025

BEHAVIOR

Any student on out-of-school suspension shall not take part in any extra-curricular activity until the suspension has been lifted. If a Student has been suspended on a Friday, then they will not return to play until the next school day. Any student serving ISS will be at the discretion of the administration for participation in extracurricular activities. Attending practice/games during the suspension will be up to the discretion of the principal. This also included going to any games/dances/etc as a spectator.

ADMINISTRATOR DISMISSAL

Administrators will have the option to dismiss students from sporting activities for violation of school rules.

DANCES

*Elementary and High school age children will not be permitted to attend middle school dances. Students from other middle schools may not attend ECMS dances.

ECMS students must meet the following attendance and behavior guidelines.

- No more than 5 days with unexcused absences during the semester of the dance and no more than 8 days with unexcused absences for the year
- No more than 6 days of ISS during the semester of the dance
- No more than 5 days suspension during the semester of the dance and no more than 9 days suspension for the year.
- Students must be eligible for extracurricular activities as established by the Carter County Board of Education.

REWARD DAY REQUIREMENTS

There will be reward days offered to students (i.e. Field Day, Talent Show, DodgeBall, other in-school tournaments, in-school dances, Reward Days).

In order to participate as a spectator or participant, students must meet the following guidelines:

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1. No more than one failing grade at the time of the reward.
2. No discipline referrals for the month in which the event is held.
3. Students must be eligible for extracurricular activities based on attendance (No more than 7.5 unexcused absences) A firm date will be set for each reward day for students to be made aware of their eligibility based on grades, behavior, and attendance. Students who do not meet the requirements will not be allowed to attend or participate and will be sent to an alternate location in the school.

East Carter Middle School Policies

East Carter Middle School, believes that all students and staff deserve a safe and orderly environment. Discipline at East Carter Middle School will be assigned according to the school and district policies. The following list of infractions and dispositions are a reflection of our best efforts to assure we do what is best for each student. **Please be aware that alternative dispositions may be deemed necessary at times; these alternative dispositions may be more or less severe at the discretion of the principal and/or the principal's designee.** The principal and/or the principal's designee will make discipline decisions and will determine any alternative disposition.

EXPLANATION OF DISCIPLINARY CORRECTIONS

- **Silent Lunch Detention** – Lunch detention will be held during the lunch period. All students who are spending the day in ISS will be in lunch detention during this period. In addition, other students can be placed in lunch detention during this period for inappropriate actions during lunch. Such actions can include but are not limited to creating/leaving a mess at your table or 10 in an area of the cafeteria, disrespectful actions to the cafeteria staff or faculty working the lunch room, loud or unruly behavior, and interrupting/talking to students who are in lunch detention. Days of lunch detention will vary based on the severity of the incident. **Students are not permitted to have any materials (pen, paper, fidgets, etc.) with them other than what is handed out by cafeteria staff or their lunch from home. AMENDED 10/21/2025**
- **In-School Suspension (ISS)** – Students will report to a designated area to be supervised by an instructor in an alternative setting. **Students will not have access to any devices while in ISS. Students will be given a packet to complete. Upon completion of the packet they will be given materials (core class textbooks) to further their educational ISS time. A teacher may choose to send down work, in which case this work takes precedence over packet or other materials. When students return to class the following day they will be expected to get their work from teachers as they have missed the instructional day. AMENDED 10/21/2025**
- **Suspensions (OSS)** – Any assignments that are given during this time out of school will not receive credit. Students who are suspended are not allowed on school grounds and they may not participate in any activity for any reason. This includes all extra-curricular activities including but not limited to athletic/academic events, and dances.
- **Pre-Expulsion/Expulsion** – If a student has engaged in a behavior that is dangerous or

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threatens school safety, he/she may be referred to the district for possible expulsion. This will be handled at the district level and information will be provided to the student and their family if this situation arises.

APPEARANCE, DRESS CODE POLICY

It is the intent of ECMS to better facilitate the process of education through reasonable guidelines of “dress”. School attire shall be of a conventional nature. Good taste should always be used in the choice of clothing and care should be taken in your personal appearance.

- 1) Sleeveless shirts are permitted for both males and females; however, the straps should be AT LEAST THE WIDTH (3 inches) OF A CREDIT CARD (no spaghetti straps, tanks, or halters). Shirts must cover the chest area (No cleavage is to be shown) Sleeveless shirts may not be cut and cannot show skin down the side.
- 2) Shirts and tops must always cover your mid-section when sitting or standing. No skin should be exposed. (Raise hands above head, cannot see skin).
- 3) **Leggings/Pants/Shorts/Skirts:** *When measuring pants, shorts, or skirts: the student will stand with hands by their side, shoulders not shrugged.*
 - Waistbands of garments must be worn above the hips with no undergarments showing.
 - Leggings are permitted if it is paired with a shirt that reaches the length of the thighs, front and back.
 - **Cuts/holes in pants should not be above the fingertips when the student is standing with hands by their side, shoulders not shrugged.**
- 4) Clothing must not have. depicting pictures, language, statements, or graphics that are obscene, racially, or ethnically offensive, pertain to drugs, alcohol, tobacco, or sex whether blatant or implied, or picturing firearms or weaponry of any sort.
- 5) Steel-toe boots or shoes are not permitted at school. Appropriate shoes must be worn at all times, not house shoes, or slippers, no shoes with wheels will be allowed at school or school events.
- 6) **No** trench coats or overcoats are allowed to be worn in the building.
- 7) **No trapper Keepers or Backpacks will be allowed in the building. Only small purses/lunch boxes can be carried throughout the day. Sports Bags and Afterschool**

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bags may still be brought in and will remain locked in the gym until dismissal. Pencil bags limited to one(1)

- 8) **Smartwatches such as Apple or Garmin watches are not permitted at East Carter Middle School.** Fitbit devices/pedometers are allowed given that they do not provide access to wireless or cellular services.
- 9) **Accessories**
- Caps/Hats are allowed. However, it is each teacher's discretion regarding their classroom. (If they ask you to remove your hat in their class, you are expected to remove it.)
 - No fish hooks or pins can be on the cap/hat.
 - No inappropriate slogans, ads, or language on caps/hats
 - ABSOLUTELY no hat flipping. Leave another student's hat alone!!!
 - Bandanas are permitted as headbands for students, but not as a whole head covering.
 - Gloves, earmuffs, and sunglasses are not allowed to be worn in the school building. These items must be left in the student's locker.
 - No jewelry/socks representing drugs or any illegal activity.
 - Clothing and accessories that could be harmful or dangerous to other students are not allowed (i.e., sharp bracelets or chains). Chains (other than jewelry) are not allowed. No dog collars allowed.
 - Students who have piercings that are a distraction to the learning environment and/or are a safety concern will have to remove jewelry – school discretion whether school appropriate.
 - Clothing that has been altered or purchased that causes indecent exposure shall not be worn. (Torn jeans, swimwear, sleepwear, miniskirts, etc.)
 - Other attire deemed inappropriate by the administration.

If found in violation of the dress code, students will not be permitted to call home. Students will be sent to the Family Resource Center and will be provided appropriate clothing to wear for the remainder of the day. For the first violation, students will be given a warning and required to change clothes. Upon subsequent violations, students will be required to change, and detention will be assigned. Refusal to comply with the request to change clothing will result in disciplinary action (see Refusal to Comply with Request of an Administrator or Teacher.)

NOTE: IT IS THE STUDENT'S AND PARENTS'/GUARDIANS' RESPONSIBILITY TO KNOW, UNDERSTAND, AND FOLLOW THESE GUIDELINES. STUDENTS WHO VIOLATE THESE DRESS GUIDELINES WILL BE INSTRUCTED TO CHANGE CLOTHES. CONTINUED DEFIANCE OF THIS POLICY IS GROUNDS FOR DISCIPLINARY ACTION.

East Carter Middle School Discipline Policy
Intervention 2024-2025

The basic purpose of school is preparation for life. This must include the development of proper social skills, formation of regular attendance habits, and the display of conduct that is considerate of the needs and rights of others. ECMS promotes Positive Behavior Interventions and Supports and actively reteaches procedures for all classrooms and common areas. However, discipline still occurs, and our Site Based Council has re-emphasized some basic facts about discipline at ECMS.

All discipline at East Carter Middle School will be assigned according to school/district policy. DPP —Director of Pupil Personnel, SRO —School Resource Officer, ISS —In-School Suspension, OSS —Out of School Suspension (includes any school functions during the suspension time period.)	
A. VIOLATION—SCHOOL ATTENDANCE	SCHOOL INTERVENTION
1. Skipping class (more than 10 minutes unaccounted for)—1 period	1 st offense— Silent lunch 2 nd offense— 1 day ISS 3 rd offense— 3 days ISS
2. Skipping school—2 periods or more or leaving school grounds.	1 st offense— 2 days ISS 2 nd offense— 3 days ISS 3 rd offense— 1 day OSS

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3. Tardies to Class	1st offense—Warning by teacher 2nd offense— Assigned SL Assign tardy packet which is due the next day 3rd offense—1 Day ISS 4th-9th offense—2-Day ISS 10th offense—Report to DPP as truant and 1 day ISS assigned for each tardy accumulated after #10.
4. Tardies to School	Tardy #1—Warning Tardy #2—Warning and conference with an administrator Tardy #3— 1 Day ISS Tardy #4-9—2 Day ISS Tardy #10—Report to DPP as truant & 1 day ISS assigned for each tardy accumulated after #10.
B. VIOLATION—TOBACCO	SCHOOL INTERVENTION
1. Possession of tobacco products or smoking paraphernalia (including vapor pens or e-cigs) inside/outside the school building. 2. Smoking/chewing of tobacco products inside/outside the school building. (INDEPTH is an interactive program that teaches students about nicotine dependence, establishing healthy alternatives and how to kick the unhealthy addiction that got them in trouble in the first place.)	1st offense—2 days ISS and ISS packet completion Completion of the 4 hour *INDEPTH® program for students who violate school tobacco use policy. Led by an adult facilitator from the Health Dept. For More information please go to Lung.org/INDEPTH 2nd offense—3-2 days OSS Tobacco packet completion upon return, parent meeting. Completion of INDEPTH® 3rd offense—4 days OSS and loss of privileges of attending any extracurricular activity (sporting events, dances etc.) and/or loss of other privileges, parent meeting 4th Offense- 4 days OSS, parent meeting, SRO notification **If students are caught with any tobacco product, vape pen, e-cig, etc., those items become the property of ECMS and will be properly destroyed.
C. VIOLATIONS-ALCOHOL/DRUGS	SCHOOL INTERVENTION

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1. Possession/use of alcohol, illegal drugs, THC-Vape , legend drugs, look-alike drugs, drug paraphernalia, or under the influence at school/school functions.	10 days OSS is reduced to 5 days if the student and parent agree to enroll in the Early Intervention Program through Pathways or school counseling programs. Notify SRO
2. Sale/transfer of illegal drugs, legend drugs, look-alike drugs, or over the counter drugs or alcohol.	Notification of SRO and 10 days OSS from school with referral to the superintendent for pre-expulsion hearing.
3. Possession of prescription drugs issued to the student or over the counter drugs which have not been turned in to the office.	1 st offense—Medication taken from the student, student will be warned, and parent required to come to school to pick up the medicine. 2 nd -3 rd offense—1 day ISS.
D. FLAGRANT VIOLATIONS	SCHOOL INTERVENTION
1. Arson 2. Burglary of school property 3. Weapons (including knives of any size or blade length)—possession, use, sale, or transfer 4. Bomb threat 5. Explosive devices—possession, use, sale, or transfer 6. Stolen property/theft 7. Incidents involving spread of bodily fluid 8. Verbal threat -use of a weapon	*See Carter County District Policy. Notification of SRO and suspension with immediate referral to the superintendent for pre-expulsion hearing. ***Administrative discretion may be used for minor acts.
9. Falsely setting off the fire alarm.	Notification of SRO; 5 days OSS
10. Any sexual activity on school grounds or at any school function.	10 Day OSS with possible referral to the superintendent for a pre-expulsion hearing, Notification of SRO
E. VIOLATIONS— BUILDING/GROUNDS	SCHOOL INTERVENTION

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1. Defacing/destruction of property	3-5 days OSS and make retribution. In incidents where clean-up is involved, multiple hours of community service may be assigned. Notification of SRO.
2. Breaking and Entering (Includes unlawful entry)	5 days suspension (ISS or OSS, administrative discretion); notification of police; retribution and community service if damage is done. Notification of SRO
3. Loitering—School grounds are not a place for public and/or student loitering. While school is not in session, no person, except Carter County Schools employees shall enter or remain inside the school building or on school grounds. Grounds are closed from sunset to sunrise, except for approved school activities or pre-approved community events. Grounds are not to be used after hours for unapproved student assemblies and/or campouts.	Violators will be asked to leave school grounds. Administrative discretion will be used depending on the actions of violators. Notification SRO and/or charges being filed for trespassing and/or unlawful assembly.
G. VIOLATIONS—INTEGRITY	SCHOOL INTERVENTION
1. False statements—written or verbal, forged note/altering names on list	1 st offense—1 day ISS 2 nd offense—2 day ISS 3 rd offense—3 days ISS ***Administrative discretion may be used for minor acts.
2. Academic Dishonesty; Cheating; Plagiarism	1 st offense—1 day ISS 2 nd offense—2 days ISS 3 rd offense—3 days ISS ***Students will be required to complete the assignment, in their own work, during ISS time and return to the teacher.

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3. Unauthorized/Inappropriate use of the internet, student email accounts, or student technology such as phones, computers, iPads, etc. *Depending on the severity of the offense, administration may issue ISS or OSS. The school resource officer (SRO) may be notified.	1st offense—Warning and 1 day ISS 2nd offense—Treat as Defiance of Authority and loss of internet privileges for the remainder of the semester. 3rd offense—Treat as Defiance of Authority and loss of internet privileges for remainder of the year
H. VIOLATIONS—TOWARD SCHOOL EMPLOYEES	SCHOOL INTERVENTION
Defiance of authority—defined as: a. defying, standing up against authority and refusing to recognize or obey it, open resistance. b. Challenge to meet in a contest, to do something or prove something. c. Deliberate challenge authority by disobedience d. Aggressive behavior toward an employee (An attitude or action designed to provoke hostility.) e. A contemptuous opposition f. Deliberately disregarding 3. Serious or repeated verbal abuse/harassment of an employee 4. Assault of any school employee 5. Threatening the person or property of an employee either by word or by gesture. 6. Sexual harassment of a school employee (physical) 7. Profanity/obscene gestures and/or language toward employees.	1st Offense-2 days suspension (Administrative discretion as to ISS or OSS depending on the severity and longevity of the defiance) 2nd offense- 3 Days suspension (Administrative discretion as to ISS or OSS depending on the severity and longevity of the defiance, with possible referral to SRO) Parent/Guardian Meeting required. 3rd offense 4 days suspension (Administrative discretion as to ISS or OSS depending on the severity and longevity of the defiance) with referral to SRO **Multiple offenses may result in administrative discretion which could possibly include charges being filed or referral to Superintendent for pre-expulsion hearing. Notify SRO
7. Disrespectful Attitude	1st offense—1 day ISS with packet completion 2nd offense—2 days ISS, parent meeting

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	3rd offense—3 days ISS, 4th offense—Treat as Defiance of Authority ***Administrative discretion may be used for minor acts. **Multiple offenses may result in administrative discretion which could possibly include, Notifying the SRO, charges being filed, or referral to the Superintendent for a pre-expulsion hearing.
I. VIOLATIONS—TOWARD ANOTHER STUDENT	SCHOOL INTERVENTION
1. Physically assaultive behavior (e.g., hitting/fighting)	1st offense—5 days OSS, Notification of SRO Administration reserves the right to use ISS or OSS depending on the severity of the matter for 1st offense 2nd offense—10 days OSS 3rd offense—10 days OSS plus 5 days ISS. Immediate referral to the superintendent for a pre-expulsion hearing. ***Depending on the severity of the first assault, the administration reserves the right to proceed directly to referral for a pre-expulsion hearing.
2. Aggressive Behavior - Minor (e.g., bumping shoulders, physical contact)	1st offense - 2 days Silent lunch 2nd offense - 1 day ISS 3rd offense - 1 day OSS, parent meeting
3. Aggressive Behavior - Moderate (e.g., pushing/shoving)	2 days suspension. Administration reserves the right to use ISS or OSS depending on the severity of the matter
4. Instigation—spreading rumors or creating a situation by word—which has the intent of causing a physical altercation between other students	2 days ISS
5. Profanity/obscene gestures and/or language toward a student or verbal fighting	1–3-day suspension (ISS or OSS depending on the severity of incident)

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6. Sexual harassment of another student (physical)	10 days suspension with referral to the superintendent for a pre-expulsion hearing. Notify SRO
7. Threats/Verbal Harassment (including verbal sexual harassment) of another student/Bullying **The Carter County School District Policy about Harassment and Discrimination follows this	1 st offense—3 days ISS, Notify SRO 2 nd offense—3 days OSS 3 rd offense—10 days OSS with referral to the superintendent for pre-expulsion hearing. ***In severe cases, we will proceed directly to suspension/referral to the superintendent for a pre-expulsion hearing. ***Administrative discretion may be used for minor acts.
J. VIOLATIONS—GENERAL	SCHOOL INTERVENTION
1. Unauthorized Area—an unauthorized area may include, but not be limited to any place other than the cafeteria during lunch or morning bus duty, the hallways during class time without a signed agenda book, teacher's lounge or work room, more than one person in a restroom stall, or any place other than the students' assigned location without a signed agenda book	1 st offense—1 day ISS 2 nd offense—2 days ISS, parent meeting 3 rd offense—3 days ISS 4 th offense—Treat as Defiance of Authority ***Administrative discretion may be used for minor acts.
2. Disruptive behavior in a classroom or in the school building	1 st offense—Silent lunch 2 nd offense—1 day ISS 3 rd offense—2 days ISS 4 th offense—3 days ISS 5th offense -Treat as Defiance of Authority ***Administrative discretion may be used for minor acts.
3. Disruptive behavior during an assembly	1 st offense—Students will be removed from assembly and assigned 1 day ISS. 2 nd offense—Student will be removed from assembly, assigned 2 days ISS, and banned from assemblies for the remainder of the year

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4. Profanity, obscene language and/or gestures	1 st offense—1 day ISS 2 nd offense—2 days ISS 3 rd offense—3 days ISS 4 th offense—Treat as Defiance of Authority ***Administrative discretion may be used for minor acts.
5. Inappropriate display of affection	1 st offense—1 day ISS 2 nd offense—2 day ISS 3 rd offense—3 days ISS 4 th offense—Treat as Defiance of Authority ***Administrative discretion may be used for minor acts.
6. Student has been assigned ISS on 3 occasions for the same offense.	Punishment for violation of 3 rd offense plus “Defiance of Authority”
7. Behavior that causes a safety hazard	Administrative discretion—based on the severity of the incident. Punishment may be as minor as detention hours assigned, but in extreme issues can constitute a 10 day OSS with possible referral to the superintendent for a pre-expulsion hearing
K.VIOLATIONS MISCELLANEOUS	SCHOOL INTERVENTION
Any violation that could be considered a public offense such as, but not limited to, terroristic threatening, criminal mischief, harassment, etc.	Administration may choose from the following depending upon the severity of the violation: OSS (May include suspension from any school function such as, but not limited to: field trips, club events, other school activities, etc.) ISS - Notify SRO - Referral to the superintendent for pre-expulsion hearing.

Notes:

When students violate school policy, they will be subject to disciplinary action. This section pertains to behaviors that could result in disciplinary action and an explanation of school discipline. Consequences shall be administered as listed unless the administrator determines that a more severe consequence will lead to more positive

results. These consequences listed are the minimum for the infractions. Illegal activities will be referred to the SRO.

DUE PROCESS

DUE PROCESS: Before being punished at the school level (with detention or suspension) for violation of school regulations, a pupil shall have the right to the following due process:

- The pupil shall be given written or oral notice of the charge(s) against him/her.
- If the pupil denies the charge(s), he/she shall be given an explanation of the evidence against him/her.
- The pupil will be given an opportunity to present his/her own version of the facts concerning his/her charge(s)

Harassment and Discrimination

*The Carter County School District does not tolerate acts of harassment and discrimination based on race, color, national origin, age, religion, sex or disability.

*Prohibited acts include, but are not limited to, offensive conduct such as racial or ethnic slurs, jokes, derogatory comments, or other verbal or physical conduct against a member of any of the protected classes listed above.

*Any student who believes they have been harassed or discriminated against should report this immediately, either verbally or in writing, to their building level Principal.

*Complaints of harassment and discrimination will lead to an adequate, reliable, and impartial investigation in accordance with the specific Carter County Board of Education Harassment/Discrimination Policy.

* Students who engage in harassment/discrimination shall be subject to disciplinary action, including but not limited to, suspension and expulsion.

*Employees who engage in harassment/discrimination shall be subject to disciplinary action, including but not limited to, suspension without pay and termination of employment. 4

*Retaliation against anyone who has reported harassment or discrimination, or who has provided

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information during an investigation, is strictly forbidden.

*The district's official Anti-Harassment and Discrimination Statement is published on the district website at the following link at the "ABOUT US" drop-down tab:

<https://www.cartercountyschools.org/> The Carter County Board of Education

*Harassment/Discrimination policies (03.162, 03.262 for employees and 09.42811 for students) are found at the following link: <http://policy.ksba.org/Chapter.aspx?distid=3> Carter County District Discipline Code

OTHER GENERAL RULES OF CONDUCT

- ☐ All teachers at ECMS have disciplinary jurisdiction over all students enrolled and will act accordingly. When you are at another school, riding a bus, or attending any school-sponsored activity, day or night, you are accountable to any ECMS personnel who might be present.
- ☐ **BACKPACKS/Trapper KEEPERS are NOT ALLOWED.** Students are NOT permitted to carry them during the day. Sports bags for after-school activities will be permitted but will be locked up during the day. Small purses and lunch boxes are still permitted.
- Blankets, no glass bottles, permanent markers (e.g., Sharpie Markers), or spray (perfume) bottles are not allowed.
- ☐ No public display of affection (PDA) is allowed during school hours or during extracurricular activities. This includes, but is not limited to, holding hands, kissing, and hugging.
- ☐ Visitors are not allowed to come to school with students.
- ☐ Students are not allowed in the hallways after the bell has rung unless they have a hall pass.
- ☐ All tobacco products, including vapes, alcohol, illegal drugs, and unauthorized prescription drugs are prohibited at ECMS.
- ☐ The following items are prohibited: Knives, lighters, fireworks of any kind (according to Federal discipline guidelines), radios, digital players, smart watches, cell phones, video games/players, toys, cameras, and magazines that disrupt. Cameras/cell phones are only allowed on field trips (teacher approval required). The articles will be confiscated. THE SCHOOL CANNOT BE RESPONSIBLE FOR THE LOSS OF VALUABLE ITEMS.
- ☐ Locks and Lockers: will be issued by each teacher. If a student loses a lock, there will be a \$7 replacement fee. The locks are the property of the school. Personal locks are not allowed. Every student may buy a lock and will be assigned a locker by their last block teacher. You are to use ONLY the locker assigned to you and keep it locked at all times. All

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personal items and books, when not in use, are to be kept in your locker, including coats. Students are NOT TO WRITE, DRAW, PLACE DECALS, OR ANY OTHER NON-SCHOOL MATERIALS INSIDE OR OUTSIDE THEIR LOCKERS. Students will be held responsible for defacing or damaging school lockers. The school is not responsible for items stolen from your locker. Since lockers are school property, the administration reserves the right to search lockers if probable cause exists. Locker problems should be reported to the principal or assistant principal.

- ☐ Cell phones: If a student requires a cell phone for after-school activities, it must be kept in their after-school bag that remains in the gym. Any student who brings a phone outside of these circumstances will be confiscated and a parent will be required to pick the phone up from the school. It will not be returned to the student. The school is not responsible for any damaged or stolen cell phones.
- ☐ **Students are allowed to use the school phone for emergency use only during their designated breakfast or lunch times.** Phone use is to be approved by office staff.
- ☐ Outside Food Students are not allowed to order food during school hours from local restaurants. Students may bring their lunch but deliveries from local restaurants or others to students are prohibited. Parents who bring students lunch must bring all items in unmarked containers
- ☐ Medications: if it becomes necessary for a student to take any form of medication at school, a completed medication form must be given to office personnel. Medicine must be sent in the original bottle and the prescription bottle must have a pharmacy label with the student's name. Medicines will be given from the office.

Buses

All students who ride school buses will be subject to the following state regulations and local rules pertaining to their conduct: The right of Students to ride on the school bus is conditioned by their good behavior and observance of prescribed rules and regulations.

- **The driver is in full charge of the bus and Students.**

- Students shall obey the driver promptly, if it is necessary to assign seats, Students shall occupy the space designated for them by the driver.
- Students shall be on time; the bus cannot wait for those who are not on time and must never stand in the road while waiting for the bus
- Students are prohibited from spitting on the floor or from throwing waste paper and other rubbish on the floor. Students must not eat or drink on the bus and must not bring glass containers on the bus.
- Students must not mark or otherwise deface the bus. If this should happen, the parents are responsible for all damages.
- Students are to avoid unnecessary conversation with the driver.
- Students are not to use tobacco or engage in profane or indecent language or gestures.
- Students must not leave the bus without the driver's consent, except at home or at school.
- Students must remain in their seats while the bus is in motion.
- Students must not hit each other.
- Students will refrain from throwing objects from the bus windows.
- If Students persist in violating any of these regulations, they will be denied the **privilege** of riding the school bus.

S.T.O.P.

The Safety Tipline, Online Prevention or S.T.O.P Tipline is designed for use as an "online"

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reporting/prevention tool. If students, parents, or community members know of an unsafe situation in school (bullying, weapons, drugs or alcohol, etc.), they can anonymously pass on that information to school personnel by using this basic email format.

Call or Send a Text to the Tip Line - (866) 393-6659