

STUDENT HANDBOOK

SCHOOL INFORMATION

529 Enola Road
Morganton, NC 28655

 (828) 437-1330
 (828) 432-2124

Attendance/Registration:

Ms. Gladys Garcia-Lopez
gladysgarcialopez@burke.k12.nc.us

School Nurse:

Ms. Amanda Waters
awaters@burke.k12.nc.us

School Counselor:

Lindsay Williams (Full Time)
lindsaywilliams@burke.k12.nc.us

Principal:

Ms. Heidi Bristol
hbristol@burke.k12.nc.us

Assistant Principal:

Ms. Jennifer Mull
jmull@burke.k12.nc.us

Financial Records:

Ms. Anna Fite
annafite@burke.k12.nc.us

School Counselor:

CJ Shuffler (Part Time)
cshuffler@burke.k12.nc.us

Athletic Director:

Mr. Chris Wiseman
chriswiseman@burke.k12.nc.us

TARDIES

It is essential for students to arrive at school on time. Please ensure that they reach school early enough to visit their lockers and get settled for the day by 8 a.m.

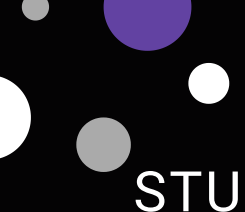
EARLY CHECK-OUTS

Early check-outs can disturb the learning environment. Please ensure that students are leaving only for appointments that cannot be scheduled after school hours. We want to prioritize full attendance throughout the day.

BELL SCHEDULE

7:20	Students may enter building
7:20-7:35	Students report to auditorium
7:35-8:00	Students report to homeroom
8:00	Tardy Bell
8:00-8:15	Homeroom
8:15-9:40	1 st block (7 th grade electives)
9:40-10:20	Roundtable
10:20-11:45	2 nd block (8 th grade electives)
11:45-1:35	3 rd block (Lunch)
1:35-3:00	4 th block (6 th grade electives)
3:00	Dismissal (Car riders to auditorium)

**198 MINUTES TO BE
PRESENT (NOT INCLUDING
LUNCH)**



STUDENT HANDBOOK

PHONE POLICY

Cell Phones are to be locked up in lockers when students arrive to school. No cell phones are allowed in classrooms, lunchroom, bathrooms, or athletic locker rooms.

All students are required to purchase a lock. Students may use their lock from last year if it was a school issued lock. If they cannot find it, parents may purchase a new lock for \$10.00. Students will be allowed to go to their lockers at structured times during the school day based on their team's schedule.

If there is an emergency, parents should call the front desk if we need to get a message to their student. Students are allowed to call home for emergencies in the front office.

1st offense: Warning and parent contact.

2nd offense: Take phone to front desk and parent contact.

3rd offense and subsequent offenses: Take phone to front desk, parent contact, up to (5) days ISS/OSS

BREAKFAST

All students receive free breakfast. It is a grab-and-go option. Breakfast is served from 7:35-8:00 and from 9:40-10:20.

Students may only eat at ONE of those times (of their choosing).

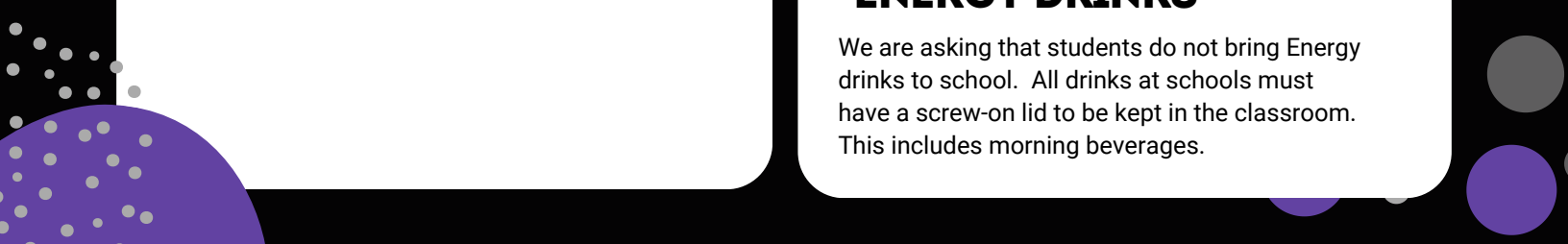
LUNCH SCHEDULE

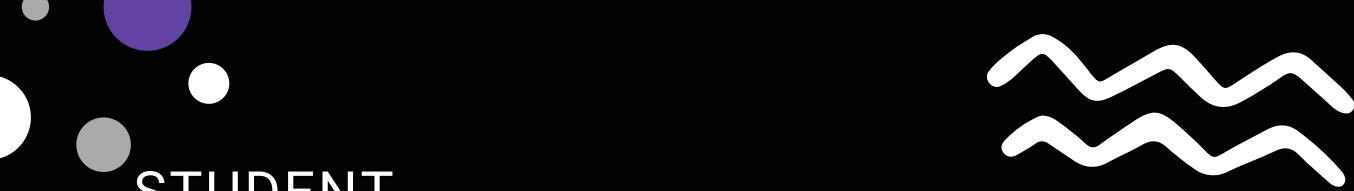
LUNCH VISITORS

Students may have visitors at lunch. Visitors must check in at the front office and student and visitor must sit in the pit for lunch. Due to safety protocols, visitors may only sit with their child at lunch. **The only visitors that are allowed are those listed on the emergency contact form. Students may not choose friends to sit with them if the visitor is not on their friend's emergency contact form.** ID will be requested before allowing students to eat with a visitor. *Please do not drop off fast-food for students at the front desk.* Students may have fast food brought by visitors that are staying for lunch.

ENERGY DRINKS

We are asking that students do not bring Energy drinks to school. All drinks at schools must have a screw-on lid to be kept in the classroom. This includes morning beverages.





STUDENT HANDBOOK

INFINITE CAMPUS

We encourage all parents to sign up for access to Infinite Campus. You are able to see grades, missing work, absences, and tardies through this platform. This is the best way to have updated information on student performance.

Teachers are required to post 2 grades per week for a 90 minute class (i.e. ELA, Math, and 8th grade Science) and required to post 1 grade per week for a 45 minute class (Electives, 8th grade SS) or an A/B day class (6th and 7th grade Science/SS).

Students are encouraged to check their grades throughout the week and to complete all work in a timely fashion. Students are allowed to turn in make-up work and failing grades in order to master the skills presented. This should be done throughout the nine weeks (not just at the end of the nine weeks, before report cards are issued)

SUPPLIES

Teachers will share out their supply lists. We expect students to have a charged Chromebook, headphones, paper, and pencil daily. Please check with them throughout the year to see if they need to be restocked.

TRANSPORTATION CHANGES

If your child is going home a different way, please inform your student and call the front desk to let us know. We will remind them as well.

Students may only ride their assigned bus. Students will not be allowed to ride a bus to go home with another student if they do not normally ride that bus. We need a note from both guardians with phone numbers and it must be signed by Ms. Mull.

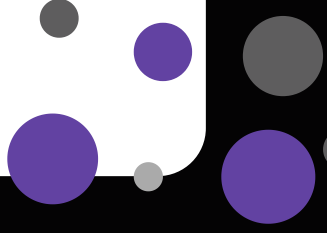
CLASS DOJO

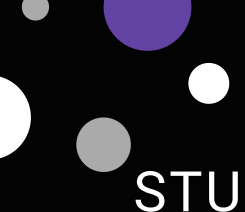
All teachers and athletic coaches will use ClassDojo to communicate with parents and to share what is happening in their classes.

Please make sure you sign up and check it frequently.

Teachers are not able to check Classdojo throughout the school day. They are able to check it during their planning and directly after school.

If there is an emergency or transportation changes, please contact the front desk via phone call.





STUDENT HANDBOOK

BUS EXPECTATIONS

Riding the school bus is a privilege. The bus driver's first priority is safety with their eyes on the road in order to get everyone home safely. We have video cameras on our bus and we watch them frequently to ensure the safety of all students. Students will be expected to adhere to the following rules:

- Stay seated in their assigned seat until the bus comes to a stop at their bus stop.
- Keep hands, feet and objects to themselves.
- Windows are to stay up (all the buses have air conditioning)
- No obscene gestures to passing cars.
- No obscene language on the bus.
- No food, drink or blankets allowed on the school bus.
- Only students on the bus list are to ride the bus unless there is a parent note.
- Absolutely no filming of other students on the bus.
- Absolutely no vaping, smoking and/or alcoholic beverages on the bus.

BUS CONSEQUENCES

1st infraction: Parent Contact/Warning

2nd infraction: 5 days off the bus

3rd infraction: 10 days off the bus

4th infraction: Rest of the year off the bus

**Some infractions may warrant a stiffer consequence depending on severity.

CAR RIDER TAGS

Please display a Car Rider Tag in your window for student pick-up.

Car Tags are available from your homeroom teacher at the beginning of the year, Open House, and in the front office.

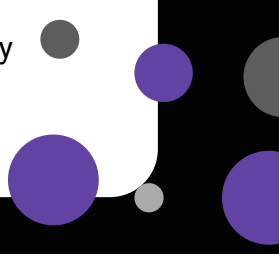
CAR RIDER EXPECTATIONS

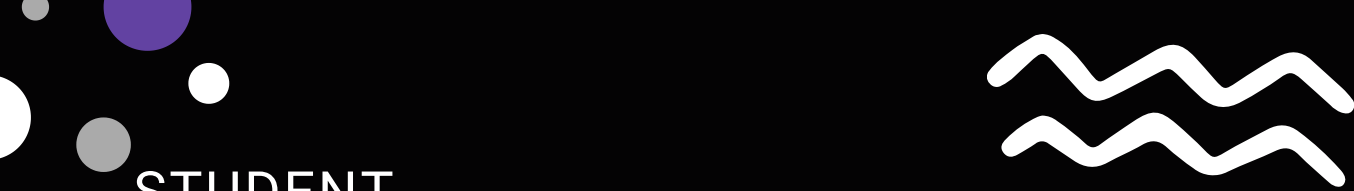
All students are to be dropped and picked up in the front car rider line. No students are allowed to be dropped off or picked up in the back or bus parking lot.

Students are expected to sit with their grade levels in the auditorium. Students should stay packed up while waiting on their name to be called.

Please do not text students until after someone has called for them. They will be sent back in if they come outside before we call for them.

All car riders need to be picked up by 3:30 daily.





STUDENT HANDBOOK

SEE SOMETHING, SAY SOMETHING

Burke County Public Schools utilizes the See Something, Say Something App. This app allows students to anonymously report safety and bullying concerns throughout the school year. We address these as they are reported and we want to encourage students to treat this service with great respect as we take each report seriously.

GAGGLE ALERTS AND GO GUARDIAN

We also have Gaggle Alerts and Go Guardian alerts that will look for keywords for safety concerns or inappropriate activity on school devices. We want to express to students that everything they do on their school device is monitored at school and at home. Please make sure we are using it for school activities. All email and Google drive contents are monitored closely.

SCHOOL COUNSELORS

Ms. Lindsey Williams, Head Counselor
Serves last names from A-N

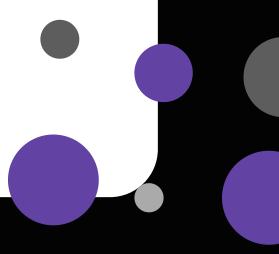
Mr. CJ Shuffler, Part Time Counselor
Serves last names O-Z

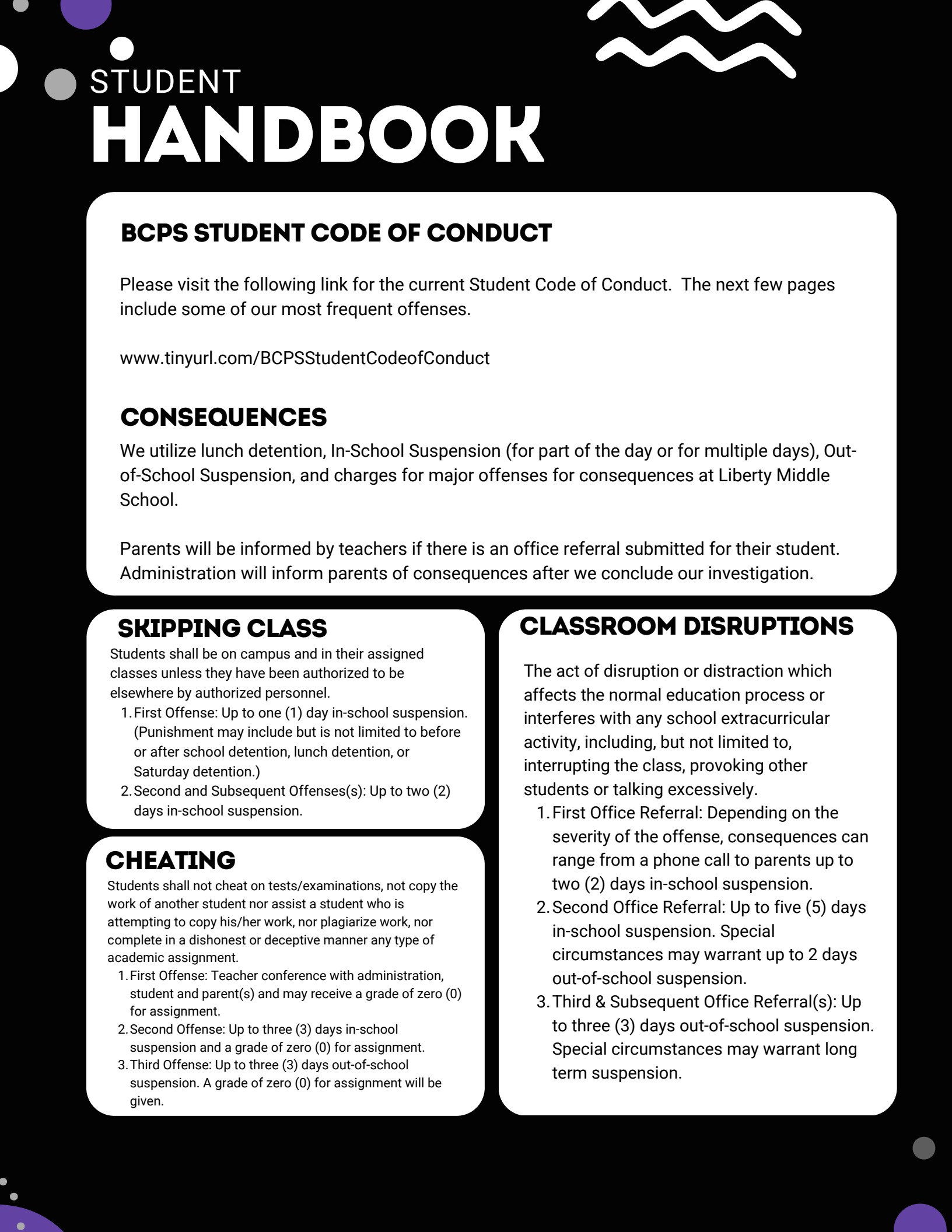
SCHOOL BASED MENTAL HEALTH

We are contracted through FOCUS Behavioral Health for School Based Mental Health Services. Therapists will come to the school to provide therapy if students are unable to attend after school.

COUNSELOR INFORMATION

Our School Counselors are responsible for the following:

- 504 meetings
 - Peer Mediation
 - Classroom Guidance
 - Small Group Guidance
 - Check-in/Check-outs
 - PSAT opportunities
 - Career Development Plans (8th grade)
 - See Something, Say Something
 - Suicide Risk Assessments
 - School Based Mental Health Referrals
 - Student/Family Needs
 - Kindness Club
 - Lunch Groups
 - NCVPS check-ins
- 



STUDENT HANDBOOK

BCPS STUDENT CODE OF CONDUCT

Please visit the following link for the current Student Code of Conduct. The next few pages include some of our most frequent offenses.

www.tinyurl.com/BCPSStudentCodeofConduct

CONSEQUENCES

We utilize lunch detention, In-School Suspension (for part of the day or for multiple days), Out-of-School Suspension, and charges for major offenses for consequences at Liberty Middle School.

Parents will be informed by teachers if there is an office referral submitted for their student. Administration will inform parents of consequences after we conclude our investigation.

SKIPPING CLASS

Students shall be on campus and in their assigned classes unless they have been authorized to be elsewhere by authorized personnel.

1. First Offense: Up to one (1) day in-school suspension. (Punishment may include but is not limited to before or after school detention, lunch detention, or Saturday detention.)
2. Second and Subsequent Offenses(s): Up to two (2) days in-school suspension.

CHEATING

Students shall not cheat on tests/examinations, not copy the work of another student nor assist a student who is attempting to copy his/her work, nor plagiarize work, nor complete in a dishonest or deceptive manner any type of academic assignment.

1. First Offense: Teacher conference with administration, student and parent(s) and may receive a grade of zero (0) for assignment.
2. Second Offense: Up to three (3) days in-school suspension and a grade of zero (0) for assignment.
3. Third Offense: Up to three (3) days out-of-school suspension. A grade of zero (0) for assignment will be given.

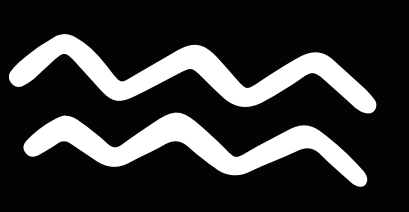
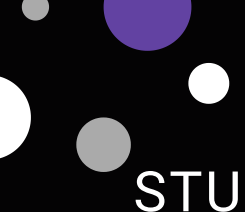
CLASSROOM DISRUPTIONS

The act of disruption or distraction which affects the normal education process or interferes with any school extracurricular activity, including, but not limited to, interrupting the class, provoking other students or talking excessively.

1. First Office Referral: Depending on the severity of the offense, consequences can range from a phone call to parents up to two (2) days in-school suspension.
2. Second Office Referral: Up to five (5) days in-school suspension. Special circumstances may warrant up to 2 days out-of-school suspension.
3. Third & Subsequent Office Referral(s): Up to three (3) days out-of-school suspension. Special circumstances may warrant long term suspension.

LMS BEHAVIOR MATRIX

[illegible]



STUDENT HANDBOOK

INAPPROPRIATE DRESS

Appearance or clothing which is disruptive, provocative, indecent, vulgar, obscene, or which advertises illegal drugs or displays obnoxious or indecent signs, symbols or drawings, or which endangers the health or safety of the student or others is prohibited. Articles of clothing, which are offensive to race, creed, color, or sex will not be permitted if such clothing creates a disruption or it is foreseeable that it will create a disruption.

Each classroom teacher has the discretion to allow or not allow approved headgear, headwear, or headdress to be worn inside his or her classroom.

School Administration will make any final determination at their respective site regarding headgear, headwear, or headdress as defined as an element of clothing.

Dress which is considered inappropriate (This is not an all-inclusive list and pertains to the regular school environment):

- halter tops
- tank tops and shirts altered to resemble tank tops (Unacceptable Tank Top: T-shirt with narrow straps and large arm holes)
- bare midriff tops
- bare-back tops
- shorts, skirts, and dresses should not be shorter than mid-thigh
- slashed or cut-up clothing
- sagging pants
- underwear worn as outerwear
- clothing with alcohol, tobacco, or controlled substance advertisement or reference
- clothing displaying vulgar writing or symbols, sexual reference, or racial comments
- exposed undergarments
- see-through clothing
- biker tights worn as outerwear
- various modes of dress that would fall under the "disruptive behavior" category
- dark glasses worn within a building
- lack of appropriate foot covering
- chains or jewelry that hang from wallets, studded collars and bracelets which may be used as a weapon, cause injury, or hinder movement
- any other disruptive clothing or attire

INAPPROPRIATE DRESS

1. First Offense: Up to two (2) days in-school suspension.
2. Second Offense: Up to five (5) days in-school suspension. Special circumstances may warrant up to 2 days out-of-school suspension.
3. Third & Subsequent Offense(s): Up to three (3) days out-of-school suspension.

HATS AND HOODIES

Hats and Hoodies will be allowed in the main areas of the school (hallways, cafeteria, after-school events, theater).

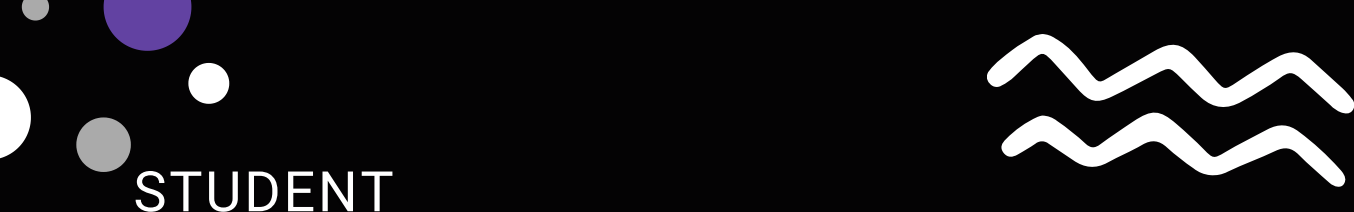
Hats and Hoodies in the classroom are teacher discretion. Teachers will let student know on the first day of school when or if hats and hoodies are allowed in their classroom. Students are expected to follow the rules for hats and hoodies in each classroom. Failure to follow the rules set by the classroom teacher could result in an office referral.

TABACOO/VAPE PRODUCTS

Students shall not use or possess any type of tobacco/vape products on school property during the time school is open for the school day or for any supervised school activities, or when being transported to and from school in a school vehicle. (This includes school-sponsored events such as dances, field trips, athletic functions, etc. while participating or being under the direct supervision of a school staff member). This policy is in effect for any Burke County student on any campus of the Burke County Public Schools or attending any school sponsored functions off campus. (This section pertains to non-THC/CBD substances. For THC/CBD/DAP substances, please see Class III Section 4-5.)

Possession/Use

1. First Offense: Three (3) days in-school suspension with enrollment and successful completion of cessation program. Confiscate products.
2. Second Offense: One (1) to three (3) days out-of-school suspension with continuation of cessation program. Confiscate products.
3. Third Offense: Three (3) to five (5) days of out-of-school suspension. Confiscate products. Recommend students for intensive cessation program completion.
4. Fourth Offense: Ten (10) days out-of-school suspension with recommendation for long term suspension. Confiscate products.



STUDENT HANDBOOK

DISCRIMINATION, HARASSMENT, AND BULLYING

Students shall not bully or intimidate other students. **Bullying is defined as: purposeful, repetitive actions by an individual with the intent to inflict physical and/or emotional harm.** These actions can be direct bullying such as but not limited to hitting, punching, shoving, kicking, etc. or indirect bullying such as but not limited to verbal threats, embarrassing comments, videos or pictures, ranking, isolating, ignoring or cyber-bullying such as but not limited to published email, text, and web page hurtful, degrading, or embarrassing comments, pictures, or videos, etc. (Burke County Policy 4021 – Prohibition Against Discrimination, Harassment and Bullying and 4015 – Discrimination, Harassment, and Bullying Complaint Procedures).

1. First Offense: Up to five (5) days out-of-school suspension and conference with parent/guardian. Cases of severe harassment and/or bullying may be subject to a long term suspension or expulsion.
2. Second Offense: Up to ten (10) days out-of-school suspension and conference with parent/guardian. Cases of severe harassment and/or bullying may be subject to a long term suspension or expulsion.
3. Third Offense: Ten (10) days out-of-school suspension and cases of severe harassment and/or bullying may be subject to a long term suspension or expulsion.

FIGHTING

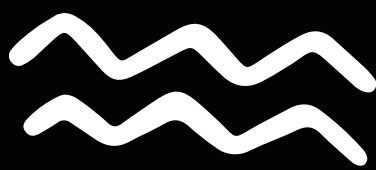
Students shall not fight or attempt to cause bodily harm to another student. If a student is a victim of a sudden, unprovoked attack or fight, he/she may defend himself/herself long enough to disengage from fighting to report it to an appropriate school official. Students who instigate fights will be subject to the same consequences as those who are actually involved in fighting. Parents shall be notified.

1. First Offense: Up to ten (10) days out-of-school suspension based on the severity of the offense.
2. Second Offense: Up to ten (10) days out-of-school suspension based on the severity of the offense. Special circumstances may warrant long term suspension up to the remainder of the school year.
3. Third Offense: Up to ten (10) days out-of-school suspension based on the severity of the offense. Special circumstances may warrant long term suspension up to the remainder of the school year.

INSULTING, PROFANE, OBSCENE LANGUAGE (THIS INCLUDES RACIAL AND/OR SEXUAL SLURS)

Students shall not make or direct insulting, abusive, profane, obscene words, signs, gestures, and other acts toward other students, visitors, school employees, and other persons.

1. First Offense: Depending on the severity of the offense, consequences could range from a warning up to five (5) days out-of-school suspension.
2. Second Offense: Up to ten (10) days out-of-school suspension.
3. Third Offense: Ten (10) days out-of-school suspension and special circumstances may warrant long term suspension.



STUDENT HANDBOOK

NON-COMPLIANCE WITH DIRECTIONS OF TEACHERS AND OTHER SCHOOL PERSONNEL OR PROVIDING FALSE INFORMATION

Students shall comply with all lawful directions of teachers, and substitute teachers, teacher assistants, student teachers and other authorized school personnel during any period in which they are subject to school authority. At no time shall a student provide false information to an administrator, a teacher or staff member.

1. First Offense: Depending on severity of the offense, consequences could range from a phone call to parents, in-school suspension or up to two (2) days out-of-school suspension.
2. Second Offense: Up to five (5) days of in-school or out-of-school suspension based on the severity of the offense. Additional community service duties, such as picking up trash from the grounds, etc.
3. Third and Subsequent Offense(s): Up to ten (10) days out-of-school suspension.

VERBAL OR PHYSICAL THREAT OF ASSAULT TO STAFF

Students shall not cause, attempt to cause or verbally (written or oral) threaten to cause damage to property, physical or bodily injury to principals, assistant principals, teachers, substitute teachers, teacher aides, student teachers and other school personnel or visitors. Law enforcement shall be notified if there is a serious injury or at the discretion of the principal. A local Board of Education may remove to an alternative education setting any student who is at least 13 years of age who physically assaults and seriously injures a teacher or other school personnel.

1. First Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to the remainder of the school year.

INAPPROPRIATE USE OF COMPUTERS

Students shall not violate the Burke County Public Schools Acceptable Use Policy.

1. First Offense: Up to five (5) days in-school suspension and possible loss of technology privileges.
2. Second Offense: Up to three (3) days out-of-school suspension and possible loss of technology privileges.
3. Third Offense: Up to ten (10) days out-of-school suspension and loss of technology privileges.

VERBAL OR PHYSICAL THREAT OF ASSAULT TO STUDENTS

Students shall not cause, attempt to cause or verbally (written or oral) threaten to cause damage to property, physical or bodily injury to another student. Law enforcement shall be notified if there is a serious injury or at the discretion of the principal. Parents should be notified.

1. First Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to the remainder of the school year.
2. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to the remainder of the school year.