

Student/Parent Handbook

Stanley Middle School

2017-2018

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SCHOOL INFORMATION

Stanley Middle School
317 Hovis Road
Stanley, NC 28164

Phone: 704.836.9600 FAX: 704.263.0993

ACADEMICS

ACADEMIC HONESTY

Students are expected to do their own work. Students who choose to not do their own work will be expected to resubmit the assignment but **no credit will be given**. Parents will be contacted. Repeat offenses will become discipline referrals.

AGENDAS

All students will receive an agenda at the beginning of the school year. Students are expected to have their agenda at all times. **Lost agendas must be replaced. The cost is \$8.00.**

GRADING SCALE

The Gaston County Schools Grading Scale is

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F Below 59

PARENT CONFERENCE DAYS

School will be dismissed early for one parent conference day each semester. Parent conference days are scheduled for October 12 and March 8. Parents are welcome to schedule a conference with teachers as needed throughout the year.

REPORT CARDS

Report cards are issued at the end of each grading period. Interim reports are sent home at the midpoint of each grading period. Grades are also accessible through the Parent Portal. Parents may always contact the student's teacher to discuss academics.

Report Card Distribution Dates

November 19 January 25 March 29 June 14 – Mailed home

ARRIVAL

Car riders and walkers may arrive to school beginning **at 7:00am. Supervision is not available until 7:00 am.** Students arriving between 7:00-7:50 am will report to the auditorium. At 7:50 all students will report to first block.

Breakfast will be served for all students beginning at 7:20. Breakfast ends at 7:50.

ATHLETICS

Seventh and Eighth graders may try out for the following teams: softball, cheerleading, golf, basketball (girls and boys), soccer (girls and boys), track (girls and boys), volleyball, football, wrestling, and baseball. Sixth graders may try out for all sports with the exception of football.

STUDENT ELIGIBILITY

- Be a resident/GCS approved transfer student for SMS
- A student must pass all but one of their courses and meet Gaston County local promotional policy.
- Meet attendance requirements. (Must be in attendance 85% of the semester prior to participating).
- Pass current physical exam (within 12 months).
- Cannot be 15 years old on or before October 16 of the current school year.
- **Meet behavioral expectations of the athletic department and individual teams.**

ATTENDANCE

ABSENCES

Great student attendance goes hand in hand with great academics; attending school is critical to your success.

Please observe the following procedures regarding necessary absences:

- To be considered for an excused absence, within 3 days of your return from an absence, bring a note the front office stating the following: your name, date, days of absence, reason for absence and parent/guardian signature or doctor signature.
- Students accumulating **more than 12 absences** during the school year can be referred to the retention/promotion committee to make a determination regarding promotion or retention.

MAKE UP WORK

When returning from an absence, students will have 3 days, to make arrangements regarding their assignments.

Assignments scheduled prior to absences (projects, tests, papers, labs) are due the day the student returns.

TARDIES/LATE TO CLASS

Students are considered tardy to school if they arrive after the morning bell rings at 8:00.

Students are late to class if they are not in the classroom when class begins.

Students who accumulate excessive unexcused tardies and/or are excessively late to class are subject to disciplinary consequences.

PERFECT ATTENDANCE means students have no absences – excused or unexcused.

BEHAVIOR

Students are **expected** to follow the rules, expectations and procedures of Stanley Middle and Gaston County Schools.

Students who **choose** to follow these expectations and policies will be rewarded for making good behavior choices.

Students who **choose not** to follow these expectations and policies will receive consequences ranging from- lunch detention, loss of privileges, In School Suspension and Out of School Suspension.

BUSES

All of our buses come from East Gaston High School. If you ever have logistical bus questions, please contact Mrs. Hargett, Business Manager at East Gaston, at 704.827.7251.

BUS GUIDELINES

- Follow school rules from the time you reach your bus stop in the morning until you leave the bus stop afterschool.
- Food and drink are not permitted on the bus.
- ALWAYS follow the bus driver's directions.
- Remain seated whenever the bus is moving.
- Keep all body parts and items inside the bus at all times.
- Do not throw anything from the bus windows or doors.
- Use an inside voice for conversations.
- Students must ride their assigned bus and get off at their assigned bus stop.
- No student can ride a bus other than the one to which they are assigned without a bus pass from an administrator.
- If you are not assigned to a bus, you may not ride a bus.
- Administrators must approve any bus change requests. You must have a written note from your parent stating the requested change. Changes must be requested in the morning. Bus changes are based on multiple factors.

Riding the bus is a privilege. Choosing not to follow bus rules will result in suspension.

CAFETERIA

GUIDELINES

- **Students buying lunch are to wait outside the cafeteria and enter five at a time for each serving line.**
- Students are to stand in an orderly line and remain in their place in line.
- Students are to eat their **own** lunch.
- Students are to go through the serving line **once**.
- Students are to remain seated until directed to take their trash and exit the cafeteria in an orderly manner.
- Students are to ensure their space is clean of food and trash when they leave.
- Students are to pay for all food and drinks.
- Students are to keep the noise level low and refrain from causing any disruptions to the flow of school activities.
- Parents are welcome to have lunch with their students. There will be a table for parents and students to eat at separate from the class to ensure all students have a seat.

COST OF MEALS

Breakfast

Paid students (all grade levels)	\$1.20
Reduced price students (all grade levels)	\$0.00
Adults (staff and visitors)	\$1.50

Lunch

Paid students (grades 6 – 12)	\$2.80
Reduced price students (all grade levels)	\$0.40
Adults (staff and visitors)	\$3.75

Charged Meals

Students who do not have money may charge a meal if their account has not exceeded the following limits:

Middle School (6 – 8) \$ 5.60

Elementary and middle school students who do not have money and who have exceeded the charge limit may receive a complimentary alternate meal upon request. Students who have exceeded the charged meal limit may not purchase a la carte items with the exception of milk, fruit juice, or water.

FREE/REDUCED MEAL INFORMATION

- Paper applications are available at the school office, the school cafeteria, the enrollment department at the Central Office, and at the School Nutrition Center in Lowell. Paper applications should be returned to the school Cafeteria Manager or the School Nutrition Center – 500 Reid Street, Lowell, NC 28098.
- Online applications are available for SY 17 - 18 on the Gaston County Schools website. This is a new feature, and links can be found on the School Nutrition departmental tab.
- Only **one application** is required **per household**.
- Students who received free or reduced price meals on the last day of school in School Year 2016 – 2017, will **temporarily** receive free or reduced price meals at the beginning of School Year 2017 – 2018. **However**, all households must submit a new application each year, and the application must be processed for benefits to continue after the first 30 school days of the new school year.
- Foster children are categorically eligible for free meal benefits, and should be included on the household application (not a separate application).
- Students designated as homeless by Gaston County Schools' homeless liaison are categorically eligible for free meals. No application is required, but documentation must be received from the liaison before benefits begin.

A LA CARTE GUIDELINES

A la carte items **may not** be charged.

Parents/Guardians desiring to restrict or prohibit the purchase of meals in the cafeteria may do so by annually submitting a "**Purchase Account Limits**" form. This form is available on the Gaston County Schools web page in the School Nutrition section.

HOLIDAY MEALS

Thanksgiving	Grades 6 – 12, Wednesday, November 15, 2017
Christmas	Grades K – 8, Wednesday, December 13, 2017
Easter	Grades K – 8, Wednesday, March 28, 2018

ADULT (VISITORS AND STAFF) PRICE FOR HOLIDAY MEALS IS \$4.00

STUDENT ACCOUNTS

Check, Cash, or Money Order can be accepted in the school cafeterias.

Parents/Guardians may utilize K12PaymentCenter at www.k12paymentcenter.com to pay with their credit or debit card. PLEASE NOTE: This service is being expanded to all schools as a means of collecting and managing other school fees in SY 17 – 18.

SPECIAL DIETARY NEEDS

Students with medical conditions diabetes may request modification to school meals by completing a **Diet Order form**. Diet Order forms may be obtained from the Cafeteria Manager, the School Nurse, the School Nutrition Center in Lowell, or on the School Nutrition page on the Gaston County Schools website (www.gaston.k12.nc.us). The Diet Order form must be **signed by a physician** and returned to the Cafeteria Manager or the School Nutrition Center. **This is to be completed annually.**

FOOD SAFETY AND SECURITY

To ensure proper safety and sanitation, all foods served to students in the school must be obtained from a commercial food service entity which is subject to local rules, regulations and inspections. Students may bring a lunch if they chose not to eat from the cafeteria.

CLUBS

CLUB PARTICIPATION

All students are eligible to participate in student clubs. Membership is subject to the requirements available from each teacher-sponsor. Some clubs offered currently at SMS are: Beta Club, Bible Club, Battle of the Books, Chess Club, Girls on the Run, Math Elite, Robotics, and Rubiks Cube.

DISMISSAL

All students are to remain in class until their bus is called or walkers/riders/in-season athletes are dismissed.

EARLY DISMISSAL

Parent/guardian must come to the office to sign you out. **You cannot leave until we see your parent/guardian in the office.**

Please refrain from picking up students after 2:30 unless there is an emergency.

STUDENT DROP-OFF AND PICK-UP AREAS

Car riders- must be **dropped off and picked up** at the **side** entrance of the school. This requirement exists to safeguard our students' physical safety. We do not have the people resources to safely use any other location for car dismissal.

DRESS CODE

As stated in the Gaston County Schools Code of Conduct:

"The appearance of any young person is primarily the responsibility of that individual and his/her parents. Each student is expected to maintain an appearance that is neither distracting to other students nor disruptive to the educational environment or the safe and healthy climate of schools.

Students shall not wear:

Headwear - Hats, bandannas, hair picks, combs or other types of headgear or sunglasses in the building.

Clothing- Clothing that displays sexually explicit words or drawings, profanity, alcohol or drug gang symbols. No style of clothing or the manner in which it is worn may expose undergarments or create a distraction or disturbance in the educational setting.

The expectations noted above represent the minimum standards established throughout the school system. In addition, items not specifically mentioned may still be deemed inappropriate in a school setting in the judgment of the school administration. The Board of Education recognizes that local law enforcement agencies may determine that wearing particular gang related attire may present a threat to student safety. The Superintendent will work collaboratively with these agencies to prohibit such dress. This policy shall be reviewed annually by the Superintendent who will make any proposed recommendations for change to the Gaston County Board of Education"

In addition to the items specifically outlined above, the faculty, staff and administration are deeming the following clothing guidelines:

- **Excessively short/low cut clothing is not to be worn at school.**
- **Spaghetti straps, backless, halter tops and one shoulder shirts are not to be worn at school.**

- **Pajama tops or bottoms are not to be worn at school.**
- **Holes in jeans/pants should not be above front or back pockets.**

Students who choose not to follow the dress code will be allowed to call home for appropriate clothing. Students will be assigned to the Behavior Lab until appropriate clothing is brought to school. This policy can and will be revised if needed.

ELECTRONICS

CELL PHONES

Cell phones are to be **off and away** inside the building/courtyard unless you have different directions from an adult.

Off and away means the phone is turned off and it is put away for the school day. Should a student fail to do so, the faculty, staff and/or administration can confiscate the phone and turn it into the front office. **Only a parent/guardian will be allowed to pick up a confiscated cell phone.**

ELECTRONIC DEVICES

Gaston County Schools encourages 21st century teaching and learning. However, unless it is a rare occasion specified by a particular teacher in writing, **electronic devices are to be left at home.** Gaston County Schools and Stanley Middle School are not responsible for any personal electronic devices brought to school.

Students who continually violate electronic policies will receive consequences.

RESPONSIBLE USE AGREEMENT

Computer and Internet Usage

All students will be required to sign a Responsible Use Policy. Failure to follow the rules can result in denied technology access.

FUNDRAISERS

SCHOOL SALES

No items may be sold on the SMS campus unless they are part of an authorized school sale or club/athletic project.

GUESTS/VISITORS

All guests and visitors must enter through the front door and check in with a valid ID at the front office upon entering the school and receive a visitor's badge. Anyone not a member of SMS faculty/staff or student body is considered a guest. Guests/visitors are not allowed anywhere in our buildings without permission from the office.

LOST AND FOUND

The lost and found cabinet area is located in the back of the auditorium. Unclaimed items will be donated to charity.

MEDICATION

The Gaston County Board of Education discourages the use and administration of medication at school but realizes that sometimes it is necessary for the health of the student. The school nurse is designated to administer these medications.

There are two categories of medications:

Long-term medications- Prescriptions taken daily for the entire school year. These medications require a doctor's authorization form and a parent's written permission (available at the front office).

Short term medications- Prescriptions taken daily for the length of the illness. These medications require a doctor's authorization form and a parent's written permission (available at the front office).

All medicines should be in the original container.

Special Note: It is against school policy for students to carry any medication, prescription or non-prescription, on the school campus. The only exception is epinephrine, insulin and any other specific med ordered by the physician specifying that they can carry on their person. **Violation of this policy will result in administrative consequences up to and including out-of-school suspension.**

SAFETY

ASBESTOS

The EPA requires Gaston County Schools to perform surveillances of asbestos materials in all Gaston County schools every (6) months. All asbestos materials are in satisfactory condition at Stanley Middle. We shall continue to manage them in place, as recommended by the accredited management planner. The results of the surveillance are on file in the management plan in the school's administrative office. Everyone is welcome to view these anytime during normal school hours.

BOOKBAGS

Bookbags will stay in your first core class. PE clothes may be carried to PE in a small bag.

SAFETY DRILLS and METAL DETECTION

Fire, tornado and lockdown drills are held periodically throughout the school year.

Pulling the fire alarm without cause is not only a danger to the school and fire department personnel, it is also a crime. SMS will suspend and/or seek criminal prosecution against any student for falsely pulling the fire alarm.

We conduct frequent random metal detection before school, during school and athletic events. Students are expected to comply with metal detection procedures as instructed by the administration.

SCHOOL TELEPHONES

Students must have a note from a teacher to use the phone.

Phone messages for students will be delivered at the end of the day. We safeguard our students' instructional time, therefore, students will NOT be called out of class to receive phone calls.

Please do not change your student's way home once the school day begins. For a student's safety and security, please establish the route home **before** coming to school. Students often get confused and miss their ride when this occurs. We do understand emergencies happen and are happy to work with you on the rare occasions it does occur.

STUDENT SUPPORT

GUIDANCE COUNSELORS

Guidance counselors are available to see students in small groups or individually. **Students wanting to see the counselor must secure a pass from their teacher.** Parents are welcome to contact our counselors. We ask that you make an appointment if you wish to see our counselor so they will be able to give you the time you deserve.

MENTAL HEALTH CLINICIAN

All Gaston County Middle Schools have a mental health clinician on site. This is a partnership with Gaston County School and our local mental health agencies.

NURSE

The school nurse is able to assist all students who have a medical concern. Students needing to see the nurse must have a note from their teacher prior to seeing the nurse.

SCHOOL RESOURCE OFFICER

Our SRO is here to assist in keeping our school safe. He is one whom you can report a problem to if you see it. He is also here to assist in the daily security of our school and all athletic events.

SOCIAL WORKER

The social worker is here to help students with a variety of needs which interfere with their education. These needs range from personal needs, attendance concerns and social needs.

VARIOUS INFORMATION AND REMINDERS

- Drinks without a screw top lid are not to be brought to school.
- Gum/candy is not to be brought to school.
- Students are not to be dropped off or picked up at the front entrance of the school. This creates a safety hazard.
- Students are to remain on campus once they arrive at school.
- Students in the hall must have a hall pass.
- Students in ISS or OSS cannot participate in extra-curricular activities.
- Students are not allowed to receive any deliveries at school.
- "Playing" is the primary reason students get in trouble at school. This includes both words and actions.

VOLUNTEERS

Anyone wanting to volunteer in our school in any capacity (including field trips) must be an approved GCS volunteer. Everyone who has been a volunteer before must renew their application annually. Anyone who has never been a volunteer before must complete an online application and attend a training before they volunteer. The website for volunteer information, renewal and first time application is www.gastonschoolvolunteers.com.

Any procedures which much change due to the moving to the new school building will be updated and resubmitted to parents and students.