

2011—2012
Student Handbook
A.L. Stanback Middle School



Home of the Bulldogs

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Superintendent of Schools

Mr. G. Patrick Rhodes

Dr. Gloria Jones
Principal

Mr. Craig Paul
Assistant Principal

Students and families are asked to review this Handbook, sign the last page and return it to their homeroom teacher

OUR MOTTO

Achieving

Leading

Succeeding

OUR VISION

A.L. Stanback Middle School engages and inspires diverse students with a quality education to cultivate thinkers who will become successful leaders and contributing, productive global citizens.

OUR MISSION

Our mission as a middle school is to ensure that all students, faculty, and staff are Achieving, Leading and Succeeding.

OUR BELIEFS

We believe students will achieve academic success through implementation of multiple learning strategies and challenging expectations.

We believe a student's unique physical, social, emotional, and intellectual needs are enhanced by positive relationships and mutual respect among teachers, students, parents, and community.

We believe students are better prepared to make decisions given a supportive, safe, and physically comfortable learning environment.

School Attendance

ADMISSIONS TO SCHOOL

All students attending A.L. Stanback must maintain legal residence in the zone districted for Stanback Middle School within the Orange County School District or have been approved by the Board of Education for special circumstances. Legal residence is defined as the full time residence of the child's parent(s) or legal guardian. Inquiries or requests for change of district should be directed to the Superintendent of Orange County Schools. A notarized Affidavit of Parent/ Legal Guardian is required, indicating whether the student currently is under suspension or expulsion from attendance at a private or public school or has been convicted of a felony, in any state. Forms are available at the school office.

SCHOOL VISITORS

All visitors must check in at the school office upon entering the building. ALS uses a computer sign in procedure that will print a nametag that must be worn while in the school. Visitors should indicate on the computer and to the school secretary specifically where they are going in the building, and for what purpose. Visitors should wait in the office area until the secretary notifies appropriate staff of your arrival.

SCHOOL HOURS

The main office will be open from 7:30 a.m. to 4:30 p.m. daily. Teacher hours are 7:50 a.m. – 3:50 p.m. Student hours are 8:10 a.m. to 3:20 p.m. Students may not be on campus before 7:50 a.m. unless prior written permission is granted and the student is directly supervised by a staff member. Students are expected to leave promptly after school unless participating in supervised, structured after-school activities. After school events (such as dances or sporting events) generally begin after 4:30. If students want to attend an athletic event or other afterschool activity, the student will need to go home and be brought back to campus to attend the event.

SCHOOL PUNCTUALITY

Students should be in their classroom each morning at 8:20 a.m. If a student arrives after that time, they are required to sign in at the front office and receive a tardy slip that will admit them to class. The homeroom teacher will contact a parent the third time he/she is tardy to school. The student will then be referred to school administration for each time tardy to school. The number of times tardy will be cleared at the semester, and the process will begin again. Excessive times tardy to school could result in a referral from the social worker to an outside agency.

ATTENDANCE POLICY

We will adhere to the Orange County Board of Education Attendance Policy. When a student returns to school following an absence, he/she should bring a note of explanation for the absence. Failure to do so will result in the absence being recorded as "unexcused." Work missed because of absences may be made up. Parents will be notified about their child's attendance records in each report card. Frequent absences should be avoided as the child misses valuable instruction and will soon fall behind. Excessive absences will be addressed by the school social worker. Requests related to special circumstances should be made through the principal's office.

EARLY DEPARTURE FROM SCHOOL

Families should discuss the procedure to follow in case school is closed early. Students may not stay on campus after the buses leave. After school programs will not operate during emergency closing days.

School Rules / Conduct

COURTESY AND COMPLIANCE

Students are to show courtesy toward all staff members and peers and are to comply with instructions given by faculty and staff. Examples of discourtesy include but are not limited to, continued debating or arguing with faculty and staff, use of a disrespectful tone of voice, not responding when directed, profanity, etc. Failure to comply with a directive from school personnel is a violation of the Orange County Schools Student Code of Conduct.

DRESS CODE

The Board of Education requires students to appear at school fully clothed and groomed in an appropriate manner consistent with the establishment and continuance of a proper atmosphere for learning. Good grooming promotes pride and good behavior.

Items listed below shall apply to all students within the school environment:

- No student's appearance or clothing will be acceptable if it is deemed disruptive, provocative, indecent, vulgar, or obscene, or if it endangers the health or safety of the student or others.
- Hats, sweatbands (or other head coverings), and sunglasses are not to be worn inside school buildings.
- No bandanas or gang-related clothing or styles are permitted before, during, or after school hours, or at any school-sponsored/school related function.
- Any adornment such as chains or spikes that reasonably could be perceived and/or used as a weapon; and any symbols, styles or attire frequently associated with intimidation, racial divisiveness, violence or violent groups will not be permitted.
- Students are not to wear halter tops/tank tops, clothing that reveals underclothes or lack thereof, see-through clothes, undershirts or clothing bearing lewd/vulgar or offensive themes/remarks (including tee-shirts advertising alcohol or tobacco products). Sleeveless blouses are permissible if undergarments do not show and chest area and underarms are not exposed.
- Clothing must be worn appropriately (nothing inside-out or backwards, no rolled up pant legs, no shirts worn half on and half off, or unfastened bib overalls; belts must be buckled and worn at the waist line).
- Clothing must not reveal midriff, backs, cleavage, or chest/torso area. Shirts and blouses must cover the waist.
- Coats must fit and be appropriate for the season. Coats should be kept in student lockers during the school day.
- No sagging pants are allowed. A belt is required if pants do not remain at the waist. Pajama or nightwear is not acceptable clothing in the school.
- Tight clothing such as knit or spandex bicycle/biker pants or overly tight pants are not allowed.
- Skirts, dresses, and/or shorts may be no higher than mid-thigh.
- Proper footwear is required. Shoes that have laces must be laced, tied and fit. No bedroom slippers or shower shoes are allowed.
- Students are not allowed to wear elastic bands (ex. "silly bands", rubber bands).

If a student is not dressed according to the above policy, the student may be required to change his or her dress or appearance. This may include having a parent/guardian bring clothing to school, assigning the student to ISS, or sending a student home to change into appropriate attire.

SCHOOL WIDE DISCIPLINE PLAN

Our discipline plan recognizes and rewards those students who exhibit appropriate behavior. School services are available for students who require additional support in this area. This positive reinforcement is necessary and will serve as the key to an excellent discipline program. More teaching time will result and greater educational benefits will occur when discipline problems are absent from the classroom. ALS follows the Orange County Schools Student Code of Conduct. Please read and discuss this plan with your family. It is important that we have parental support for established rules and expectations. Only through a coordinated effort can we produce the very best for all our children. Orange County School Board Policy will be followed when dealing with discipline.

Disciplinary problems unable to be resolved by the classroom teacher are referred to administration. Learning cannot occur if discipline problems are present; therefore, we believe that appropriate student behavior is imperative. Good behavior throughout the school and school day is vital to the success of each student. ALS holds high expectations for our students as articulated in the BARK matrix that follows:

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A. L. Stanback Middle School
Positive Behavior Intervention and Support (PBIS)
SCHOOL WIDE BEHAVIOR EXPECTATIONS MATRIX

EXPECTATIONS	BEFORE/ AFTER SCHOOL	HALLWAY	BATHROOM	CLASSROOM	CAFETERIA
Believe in Yourself	Participate in activities that contribute to success	Be a positive presence	Take pride in your appearance and practice good hygiene	Put forth your best effort and attitude by giving 100%	Use good manners
Actively Learn	Complete assignments and plan for tomorrow	Use hallway time efficiently and appropriately	Minimize time out of class by using bathrooms during designated times	Be prepared and focused	Make healthy food choices
Respect Self and Others	Have a positive attitude at the start and end of your day	Treat people and property well	Use bathrooms for the intended purpose only	Be considerate in words and deeds	Eat and socialize courteously
Keep Order	Be in the right place at the right time with the right materials	Interact appropriately	Keep bathrooms clean	Follow all classroom policies, rules, and procedures	Follow cafeteria policies, rules, and procedures

BARK Acronym:

1. **B**elieve in Yourself
2. **A**ctively Learn
3. **R**espect Yourself and Others
4. **K**eep School Rules and Policies

EXPECTATIONS	BEFORE/AFTER SCHOOL
Believe in Yourself	<p><u>Participate in activities that contribute to success</u></p> <p>Eat breakfast and brush teeth</p> <p>Shower and put on deodorant and clean clothes</p> <p>Be responsible for gathering appropriate materials</p> <p>Be where you are supposed to be on time</p> <p>Join organizations and clubs that support your growth</p> <p>Be a positive role model</p>
Actively Learn	<p><u>Complete assignments and plan for tomorrow</u></p> <p>Be proactive</p> <p>Check and use your planner</p> <p>Share important information with your parents and family</p> <p>Take what you need home with you and bring it back</p> <p>Straighten your notebook; put your materials in order</p> <p>Prioritize: get your work done and then have fun</p>
Respect Self and Others	<p><u>Have a positive attitude at the start and end of your day</u></p> <p>Smile</p> <p>Greet others</p> <p>Be courteous and friendly</p> <p>Be helpful</p> <p>Respect others by keeping your hands to yourself</p> <p>Honor other people's space and belongings</p>
Keep Order	<p><u>Be in the right place at the right time with the right materials</u></p> <p>Walk on the right hand side of the hall</p> <p>Take care of necessary tasks: bus pass, library books, etc.</p> <p>Gather necessary supplies</p> <p>Be in your assigned area promptly and stay until released</p> <p>If you are eating breakfast, report directly to the cafeteria</p> <p>Be in homeroom before the bell rings</p>

EXPECTATIONS	HALLWAY
Believe in Yourself	<p style="text-align: center;"><u>Be a positive presence</u></p> <p style="text-align: center;">Use indoor voices Walk calmly Stay in designated areas</p> <p style="text-align: center;">Recognize that centrum areas are for academic and team purposes</p>
Actively Learn	<p style="text-align: center;"><u>Use hallway time efficiently and appropriately</u></p> <p style="text-align: center;">Go to your locker, get what you need, and report to class quickly Use the bathroom during hall breaks to maximize instructional time</p>
Respect Self and Others	<p style="text-align: center;"><u>Treat people and property well</u></p> <p style="text-align: center;">Be courteous and friendly</p> <p style="text-align: center;">Respect others by keeping your hands to yourself; be aware of how your movements affect others</p> <p style="text-align: center;">Touch only your own belongings and get permission before using others'</p> <p style="text-align: center;">Treat others' property as well as or better than you would your own</p> <p style="text-align: center;">Have pride in our school's facilities and equipment</p> <p style="text-align: center;">When an adult stops you in the hallway, stop, listen, and wait for the adult to dismiss you</p>
Keep Order	<p style="text-align: center;"><u>Interact appropriately</u></p> <p style="text-align: center;">Walk quietly on the right hand side Be where you are supposed to be</p> <p style="text-align: center;">Respect others by keeping your hands to yourself</p> <p style="text-align: center;">When traveling as a class, walk together in a quiet, single file line</p> <p style="text-align: center;">Have a pass when you are out of the room during class time</p>

EXPECTATIONS	BATHROOM
Believe in Yourself	<p style="text-align: center;"><u>Practice good hygiene</u></p> <p style="text-align: center;">Flush after each use Wash hands with soap and water Dry hands thoroughly</p>
Actively Learn	<p style="text-align: center;"><u>Minimize time out of class by using bathrooms during designated times</u></p> <p style="text-align: center;">Limit trips to the bathroom Use class change time for bathroom visits Use the bathroom quickly and return promptly to class Refrain from using the bathroom as a social gathering place</p>
Respect Self and Others	<p style="text-align: center;"><u>Use bathrooms for the intended purpose only</u></p> <p style="text-align: center;">Leave pens, pencils, markers, and other supplies in the classroom Leave cell phones off and out of sight during the school day Limit number of people in the restroom; one person in a stall Respect privacy of others by keeping your eyes and body in your space</p>
Keep Order	<p style="text-align: center;"><u>Keep bathrooms clean</u></p> <p style="text-align: center;">Use bathroom resources mindfully Put paper towels in the trash can Leave the sink and counter clean</p> <p style="text-align: center;">Report any issues or problems with maintenance or cleanliness to your teacher immediately</p>

EXPECTATIONS	CLASSROOM
<p>Believe in Yourself</p>	<p><u>Put forth your best effort and attitude by giving 100%</u></p> <ul style="list-style-type: none"> Take responsibility for your actions Ask questions when you don't understand Think ahead about needs and consequences Make the decision to do well Attempt everything asked of you by staff Assume good intentions Follow dress code
<p>Actively Learn</p>	<p><u>Be prepared and focused</u></p> <ul style="list-style-type: none"> Have notebook, paper, pencil, homework, textbook and independent reading book Begin warm-up or lesson immediately SLANT: <i>Sit</i> with materials ready, <i>Lean</i> forward, <i>Ask</i> questions, <i>Nod</i> your head, <i>Take</i> notes Track the teacher, text or materials Talk should be purposeful and related to the task Pay attention to, participate in, and reflect on the learning goal Actively listen to the teacher and others
<p>Respect Self and Others</p>	<p><u>Be considerate in words and deeds</u></p> <ul style="list-style-type: none"> Honor other people's right to learn Allow others a chance to respond When interacting with others, actively listen, then respond directly Speak in an appropriate tone of voice
<p>Keep Order</p>	<p><u>Follow all classroom policies, rules, and procedures</u></p> <ul style="list-style-type: none"> Remain seated Raise your hand to speak Follow teacher's instructions the first time Leave unnecessary materials at home Keep feet and all chair legs on the floor Only leave class with the teacher's permission and a pass

EXPECTATIONS	CAFETERIA
Believe in Yourself	<p style="text-align: center;"><u>Use good manners</u></p> <p style="text-align: center;">When going through the line, say, “Please” and “Thank you” Keep hands and face clean; use your napkin Be respectful of other people’s food</p>
Actively Learn	<p style="text-align: center;"><u>Make healthy food choices</u></p> <p style="text-align: center;">Eat a balanced meal by including fruits, vegetables, proteins, and grains Limit sugary and salty snacks Drink plenty of water</p>
Respect Self and Others	<p style="text-align: center;"><u>Eat and socialize courteously</u></p> <p style="text-align: center;">Be polite and friendly Eat and drink with your mouth closed Keep your area clean Use indoor voices Recycle plastic bottles and cans in their bins</p>
Keep Order	<p style="text-align: center;"><u>Follow cafeteria policies, rules, and procedures</u></p> <p style="text-align: center;">Join the line at the end Wait patiently and quietly in line Be respectful of others by keeping hands to yourself Get everything you need before you sit Receive permission from staff to leave or change your seat Wait to be dismissed by your teacher Throw away leftover food and trash</p>

Please refer to the information that follows and the Student Code of Conduct:

- ✓ Be respectful and courteous to all adults and students.
- ✓ Fighting will not be tolerated because it endangers others.
- ✓ Profanity is not permitted and will not be tolerated.
- ✓ Gum and candy are not permitted at school at any time.
- ✓ Loitering will not be permitted for safety reasons.
- ✓ Students are not to arrive at school and the doors will not be open prior to 7:50 a.m. Upon entering school, Seventh and Eighth Grade students should report directly to the Gymnasium. Sixth graders should report to the Auditorium. If students choose to eat breakfast, they must report directly to the Cafeteria.
- ✓ When dismissed in the afternoon, leave the building and grounds in an orderly fashion. If in athletics, report to and remain in the designated area *immediately* after school.
- ✓ Have a hall pass any time you are not with a teacher.
- ✓ Students needing to do research, study, get a book, etc., may report to the Media Center only if a teacher has given a pass in advance.
- ✓ No students will buy items from or sell items to other students
- ✓ Electronic devices and recreational toys such as yo-yos and trading cards will not be permitted at school. Items considered unnecessary for school work may be confiscated for parent pickup.
- ✓ The Board of Education requires students to appear at school fully clothed and groomed in an appropriate manner consistent with the establishment and continuance of a proper atmosphere for learning.
- ✓ All rules and procedures in the Orange County Code of Student Conduct apply to all students.
- ✓ The Orange County School System does not tolerate gang membership or gang-related activity.

BULLYING / CYBERBULLYING

The Orange County Board of Education believes that all employees and students should be free of unlawful discrimination, including harassment, bullying or *cyberbullying*, as a part of a safe, orderly and inviting working and learning environment.

Bullying or cyberbullying is a form of harassment. Bullying or *cyberbullying* means the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse or through attacks on the property of another. Bullying or *cyberbullying* may include, but is not limited to, verbal taunts, name-calling and put-downs, extortion of money or possessions, implied or stated threats, and exclusion from peer groups.

BOOK BAGS

A.L. Stanback students are permitted to have book bags on campus. Book bags and string bags are to transport belongings to and from school only. They are to remain in lockers and are not to be carried around school during the school day.

COMPUTERS

Tampering with computer hardware or software owned and licensed to Orange County Schools will be considered vandalism. All students must complete an Internet Usage Agreement form prior to accessing the Internet on any computer in the building. Strong disciplinary action will be taken with students who violate any part of the Agreement.

FIGHTING

Fighting on school property, school buses, or at school events will not be tolerated. If a student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher. Students who instigate fights will be subject to the same consequences as those who are actually involved in fighting. Students will be suspended for up to 10 days depending on the seriousness of the offense. Law enforcement will be notified in every instance.

FOOD AND DRINK

Students may eat and drink only in the cafeteria. No drinks (including water bottles) are allowed during the school day.

HORSEPLAY

Horseplay of any kind will not be tolerated. Incidents involving play-fighting, punching, shoving, "shoeing", "note book-ing", or any physical contact may result in a referral to administration.

PORTABLE COMMUNICATION DEVICES

The Orange County Board of Education has as its highest priority a strong commitment to preserving an atmosphere that enhances the learning process in schools. Therefore, to avoid disruption to instruction, the use of electronic devices, including, but not limited to cellular telephones, pagers, and other portable communication devices are allowed only with the restrictions outlined below.

- The use or possession of cellular telephones and other PCD is a privilege the Board extends to middle and high school students only before and after the official school day subject to regulations developed by the superintendent. Middle school students are allowed to use cellular phones for athletic events and after school events; i.e., dances. PCD are prohibited during the school day (8:10 a.m. – 3:20 p.m.).
- During the school day, all devices must be kept out of sight and inactivated.
- Students violating this policy and the associated regulations shall be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary action.
- Students must ensure that all cellular phones remain turned off and not visible when being transported to and from home by district owned vehicles; i.e., school buses. The school bus is viewed as an extension of the school and therefore, all regulations apply.
- Students are personally and solely responsible for the security of their cellular telephones and other PCD. The Orange County BOE shall not assume responsibility or liability for the theft, loss or damage to a student's cellular telephone or other PCD and does not assume responsibility for the unauthorized use of any device.
- Using portable communication devices to reproduce images of tests, to access unauthorized school information or to assist students in any aspect of their instructional program in a manner that violates any school board policy, district or school code of conduct is prohibited.
- Using cellular telephones or other devices with photographic capabilities in student locker-rooms, restrooms or any other student changing areas, at any time is prohibited.

PUBLIC AFFECTION

Public affection is considered inappropriate at school or school-sponsored activities. Students displaying acts of public affection will be subject to disciplinary action.

SELLING OR DISTRIBUTION OF MATERIAL

The administration must grant permission before any posters may be placed anywhere on campus or before any printed materials (newspapers, advertisements, etc.) may be distributed to faculty or students. Only school groups may sell items or engage in any fundraising activity and may do so only with the approval of the administration. Students may not sell items from non-school groups on campus. Unapproved items being sold at school will be confiscated and the student may be subject to disciplinary action.

SCHOOL PROPERTY

Students who deface, damage, steal, or lose school property will be held financially responsible (along with their parents) for any repair or replacement costs required, and students will be subject to appropriate disciplinary actions.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and any other non-consensual and/or offensive verbal or physical contact between an employee and a student or between students. It also includes misconduct by males against females, females against males, and between students of the same gender on the school premises and at all school-related activities. All cases will be reported to the school resource officer and may result in suspension.

TARDY TO CLASS

Students are expected to be in class on time. Tardiness is documented for each class and starts over each quarter. Tardiness to class will be handled as follows:

- 1st tardy – classroom teacher will address.
- 2nd tardy – classroom teacher will address.
- 3rd tardy – classroom teacher will phone a parent/guardian.
- 4th tardy– student will be referred to administration.

TOBACCO

Smoking and the use, possession, or display of tobacco products is prohibited on campus. Violation of this policy will result in suspension. Students may be required to attend a mandatory youth tobacco-use cessation program.

School Procedures

BUS TRANSPORTATION

Students should ride their assigned bus daily. When a change in the route is desired or a bus transportation problem exists, please contact Mr. Paul, the Assistant Principal. A student must have written permission from a parent and approved by the principal in advance to ride a different bus. The note must have the student's full name, a parent's signature, date the bus change is to occur, and a phone number where a parent can be contacted. To ensure safety of our students, we cannot accept phone approval for alternate afternoon transportation. Notes for bus changes should be brought to the office at the beginning of the school day.

Only students who are riding a bus may be in the bus lot. Students must go straight to their bus upon leaving the school. Students whose bus has not arrived should proceed to the cement section outside the art room to wait for their bus.

Students are expected to follow all rules to maintain a safe and orderly bus. The following conduct is specifically prohibited and may result in revocation of school system provided transportation privileges: delaying the bus schedule, fighting, smoking, using profanity or refusing to obey the driver's instructions, tampering with or willfully damaging the school vehicle, getting off at an unauthorized stop, distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation, throwing objects from the bus, failing to observe and obey safety regulations, willfully trespassing on a school-owned or operated vehicle or violating any other Code of Conduct rule while on the school bus. Discipline can include administration conference and suspension from the bus for a period of time up to the end of the year.

For other concerns, please contact the Transportation Department at 732-2531.

CAR RIDERS

All car riding students should be dropped off between 7:50 a.m. and 8:15 a.m. in the upper lot (the first entrance coming from Chapel Hill). The school building will not open for students until 7:50 a.m.. Because bus lanes must remain clear at all times and to ensure student safety, students may not be dropped off or picked up in the front of the school. Students attending jazz band should be dropped off in the rear of the school and enter via the doors outside the band room. Students not following this procedure may not be allowed to participate in their activity that day. Students arriving after 8:20 a.m. should sign in at the front office and receive a tardy pass. Students should be picked up no later than 3:30 p.m. Only students who ride home in a car should be in the car lot in the afternoon.

CAFETERIA OPERATION / BREAKFAST

All students will pay the cashier daily. Parents may put money in a student's account in advance by signing in at the office and reporting to the cafeteria cashier during hours of operation. Free and reduced lunch applications should be completed and returned during the first week of school. If a student forgets their lunch money, they may obtain a lunch voucher from the front office. Vouchers must be repaid before another one can be issued. Students with unpaid vouchers will be unable to attend dances or other celebrations.

Students who eat breakfast at school should go straight to the cafeteria upon entering the building.

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Every student must know his/her lunch number. Milk, fruit juices and water are the only beverages allowed in the cafeteria. Lunches prepared at home should include items which will not spoil at room temperature and do not require heating as microwaves will not be available for use. Glass bottles and canned drinks are not permitted on campus.

2011– 2012 Student Prices — Breakfast—\$1.30 (Reduced \$.30) Lunch—\$2.30 (Reduced \$.40)

CHECK-OUT PROCEDURES

School work takes precedence over anything else. If a student needs to leave school early, the student must be checked out by their parent or guardian through the office by completing the necessary information on the computer in the reception area. If someone other than the parent or guardian will be coming to pick up a child, a note from the parent/guardian to the school will be required giving permission for him/her to leave school with another person. These permission notes should be received in the morning with the pick-up time stated. Please include a telephone number where the parent/guardian can be contacted, as we double-check these requests to ensure our student's safety. Any person checking out a student should be prepared to show picture identification.

DELIVERIES OF FLOWERS, BALLOONS, AND SIMILAR ITEMS

- All deliveries must be made after 2:00 p.m.
- The school will not be responsible for flowers or balloons delivered to school at the request of individuals or organizations not affiliated with the school or school system.
- Flowers, balloons, and similar items delivered to school may only be picked up after the final bell rings.
- Balloons and flowers in glass vases are prohibited on school buses.
- Latex balloons may not be delivered to school.

DUE PROCESS

When the violation of the Student Code of Conduct results in a potential suspension of the student, either in-school suspension (ISS) or out-of-school suspension (OSS), immediate effort will be made to notify parents/guardians by telephone, e-mail, or any other method reasonably designed to give actual notice. Written notification at the last known address will follow. Students are entitled to due process for any suspension from school.

Please see the Orange County Schools Student Code of Conduct for additional information on Due Process procedures.

EARLY DISMISSAL OR EMERGENCY CLOSING OF SCHOOL

Weather-related dismissals will be announced on the radio and TV. Please plan ahead and make sure that students know what to do if school dismisses early. If a student is not going to follow standard dismissal procedures regarding buses, please put this in writing to the teacher. (A decision to close will affect all schools in Orange County.) In order to get the information out quickly, school officials are asking all pupils and parents to follow the suggestions listed below:

- Listen to radio stations: WUNC (91.5 FM), WCHL (1360 AM), WPCM (920 AM), WZTK (101.1 FM), WPTF (680 AM), WBAG (1150 AM), WRDU (106.1 FM) or WRAL (101.5 FM)
- Watch local TV stations: WTVD (Channel 11), WFMY (Channel 2), WRAL (Channel 5), WNCN (Channel 17) or News 14
- Check the district's website: www.orange.k12.nc.us
- The safety and welfare of students is the primary consideration of school officials when they decide to open or close schools.

HALL PASSES

When reporting to areas other than the regularly scheduled class, students must have a pass from the supervising adult. Before school and during lunch, passes are needed in order to meet with teachers, visit classrooms, use telephones, and go to lockers, restrooms, and the library. Students in the hall without a pass is subject to disciplinary action.

MEDICATION AND EMERGENCY INFORMATION

If a student does not feel well, a teacher will issue a pass to the clinic. The school nurse will assess the student and contact a parent/guardian if appropriate (Fever over 100°F, head injury or other serious injury/ incident, breathing problems not relieved by medication, persistent pain/ symptoms which cannot be resolved at school.).

If your physician decides it is necessary for a student to receive medication during the school day, the approval and specific directions must be provided to the school. An "Authorization for Medication Administration" form must be completed and signed by both the parent/guardian AND the physician and returned to the school office before school officials can administer any medication, including over-the-counter medications. The "Authorization for Medication Administration" form and a copy of the Orange County Medication Record form may be obtained from the school office. Since students are not allowed to have any form of medication in their possession on the school bus or at school, parents must bring the medication to the school office and pick up any remaining medication at the end of the school year. The medication must be sent to the school in the original or a duplicate box or bottle with the current prescription label on the container. Non-prescription or over-the-counter medications sent to the school must have the student's name clearly marked, with visible directions for administration. It is recommended the first dose of medication be administered at home.

MEDIA CENTER

The A.L. Stanback Media Center is dedicated to offering resources that support student learning, self-directed inquiry and the joy of reading. The Media Center is open from 7:50 AM to 3:50 PM and students are welcome throughout the day. Students must present their passes to Mr. Tovell upon arriving at the Media Center. Students wanting to go to the media center in the mornings must get a pass from the staff member on duty in the area designated for students of their grade (auditorium or gym).

Students may check out as many as five books and magazines at a time, but first-time users of the Media Center may check out only one book. If that book is returned on time and in good condition then the student may check out two items. If those items are returned on time and in good condition then the student may check out three items. This pattern continues until the student has reached the maximum privilege of five items per checkout. Students who lose or damage items will be charged the full replacement cost.

Check out is for two weeks and all materials may be renewed once. Further renewals require the permission of the library staff and will be decided on a case-by-case basis.

If a book is checked out, students may place a hold on the book and they will be contacted when it becomes available.

Students with overdue items or fines may not check out any further items. Exceptions for class assignments will be considered on a case-by-case basis in consultation with the teacher.

Students with overdue items or unpaid lost or damaged items will not be permitted to attend school dances or other celebrations.

PARENT/TEACHER CONFERENCES

Parents/Guardians are always welcome, but we do ask that this not interrupt class time. When classes are interrupted, students in the class lose valuable instructional time. Parents are asked to schedule conferences in advance at a time convenient to both teacher and parent.

School-wide parent-teacher conferences are mandatory at the end of the first nine-week period. Report cards are not sent home the first nine weeks. These are received during the first parent-teacher conference in order to discuss the student's progress with his/her teacher. These conferences are generally held during the day and continue into the evening for parents who work during the day. Notices will be sent home prior to the conferences stating the date and time of your conference.

Parents are always welcome to contact and talk with teachers during the school year at times other than general conferences. If you feel a conference is needed, do not hesitate to call or send a note, or e-mail message. Teachers make every effort to return phone calls and e-mails within 24 hours.

SCHEDULE CHANGE

Students are expected to attend all classes according to the schedule provided. Students may request a general schedule change prior to the beginning of school and during the first week of each semester. Requests should be made in writing to the Principal. Schedule change forms are available in the front office. Parent approval must be secured prior to approving any change. Administration will determine whether or not changes will occur. Schedule changes will not be permitted after one week in the semester.

TELEPHONE

Students are allowed to use the office telephone only in case of emergency. Teachers must screen reasons before allowing students to use the telephone. The following are not considered emergencies: (1) permission to go home with a friend; (2) permission to ride a different bus; (3) lunch money. All arrangements should be made prior to coming to school. To preserve instructional time, students will not be called to the phone during the day except in extreme emergencies. Callers will be questioned regarding the exact nature of emergency calls.

School Information

AWARDS

Special events including individual team celebrations will be planned throughout the year to recognize student achievement, appropriate behavior and excellent attendance. Those with perfect attendance will also be honored. ALS celebrates students throughout the school year in the Student of the Week program and our positive behavior programs. School organizations such as Athletic and Band Boosters sponsor special events to recognize student accomplishments in their specific areas.

AVID

AVID (*Advancement Via Individual Determination*) is an in-school academic elective that prepares under-represented students for college eligibility and success. AVID's teaching strategies, curriculum, and training are used not only in the AVID elective class, but by subject area teachers school wide. All ALS students should have the following supplies to be successful with this system:

- | | |
|--|--|
| 2" 3-ring binder | 1 or more highlighters |
| 2 or more pens (black or blue, and red) | 24 subject dividers for class handouts & homework |
| 2-pocket folder (with notebook holes) | 25-50 plastic page protectors |
| 2 or more pencils | notebook paper |
| 1 or more erasers | colored pencils |
| 1 zipper pouch | calculator (TI 30x II Scientific recommended) |
| 6" or 12" ruler | Dictionary/Thesaurus (3 hole punch to fit into notebook) |
| 2 5-Subject Notebooks (preferably with perforated edges) | |

COMPUTER LABS

There are a total of 4 computer labs at ALS. Two mobile labs and one iPod Touch mobile lab are also available for classroom use. All teachers assist in preparing our students for the Computer Proficiency by integrating appropriate word processing, database, spreadsheet, and other technology into their curriculum.

EXTRACURRICULAR ACTIVITIES

Participation in any extracurricular activities is an important part of the educational experience. A primary goal of these activities is to teach students character and self-discipline skills which will enable them to develop to their highest potential. As role models for their peers and younger students, students who participate in extracurricular activities are held accountable for their actions at a higher standard than other students. This procedural Student Code of Conduct (Board Policy 3620 "Extracurricular Activities and Student Organizations") applies to any middle and high school student who participates in an extracurricular activity in the school district.

It is the responsibility of each student involved in extracurricular activities to know and understand the obligations of this procedural code as well as the established consequences if there are any violations of the district's Student Code of Conduct or individual school rules.

FIELD TRIPS

Team and class field trips are provided to supplement class lessons. Permission slips are sent home for each field trip and must be signed and returned in order for the student to participate. Teams may set up additional guidelines and criteria for participating in field trips. Parents and guardians are frequently asked to chaperone a field trip. In order for a parent/guardian to participate they will need to have completed the volunteer background check (found at the end of this handbook or in the main office of the school).

HOME-SCHOOL COMMUNICATION

Our school has several methods of communicating with parents. A school newsletter is sent quarterly and a shorter news bulletin, The Bulldog Bite, is sent out more frequently. The school website contains the school activities calendar and other information of interest and is located at www.orange.k12.nc.us/als. School personnel are also accessible by e-mail (firstname.lastname@orange.k12.nc.us). Team web pages with homework assignments can be accessed through our website. Each staff member has a personal voice mail account where parents may leave messages. The marquees located in the front of the school and car rider lot contain information about current school events. Occasionally, the school will use the AlertNow system to send messages to parents. If there is a change in phone number, please notify our front office so you will receive these important notifications. Parents are also encouraged to meet with their student's teachers. Parent conferences can be scheduled by contacting their student's teacher.

HOMEWORK

Research shows that student achievement rises significantly when teachers regularly assign homework and when students conscientiously do it. Homework is important at A.L. Stanback Middle School because it enriches and extends the school experience, develops students' initiative, accommodates for differences in student learning ability, develops home-school relationships, and encourages the utilization of out-of-school learning resources. For students who miss their homework assignments, each teacher team has a "homework hotline" which may be accessed through the school switchboard and a homework page on the school's web site which can be accessed at www.orange.k12.nc.us/als. Homework is an extension of regular classroom learning. In middle school, homework is to be expected daily. Occasionally, it may be assigned over weekends and holidays. If a student is absent from school, it is his/her responsibility to ask the teacher for any missed class work or homework.

LOST AND FOUND ITEMS

All students have a locker for personal items. Student belongings which will be brought to school such as coats, caps, sweaters, pocketbooks, lunch boxes, etc should be labeled with the name of the student. Identified items are returned to the students immediately. If an item is missing an item, the student should look through the lost and found box before school, during lunch, or after school. Students are encouraged to check these bins for missing items. Lost and found items will be donated in December and June to the Goodwill Industries.

PLANNERS

A.L. Stanback gives each student a planner to keep in their binder at the beginning of the school year. This planner is to be used daily and is a good way for students to keep track of their assignments and homework. Parents are encouraged to check the planner to help support student learning. There is no charge for the first planner a student receives. Replacement planners can be purchased from the school book keeper for \$5.00.

POSITIVE BEHAVIOR REFERRALS

Students are encouraged and expected to make good choices. Teachers and staff members may give students a referral to the office when students display good character traits. Rewards may include a phone call home from an administrator and other incentives.

PTSO

Research has proven that children do better when their parents are involved both at home and at school. Grades and test scores climb. Self-esteem grows. Schools improve. We encourage parents to join the PTSO and participate in their activities.

SCHOOL PICTURES

Individual school pictures will be taken in the fall and spring. There will be a make-up day for those who miss the fall sitting since these photographs are included in the annual school yearbook. Parents will receive more information concerning pictures prior to scheduled picture days. Ident-a-kid cards are also made available for a fee in the fall.

SCHOOL STORE

The school store will stock an assortment of school supplies and will open only from 8:00 -8:30 a.m. in the Media Center. Prices of items available will be posted. We advise that students buy only what they need in the school store. Students should not bring large amounts of money to school.

SPECIAL SERVICES

A.L. Stanback offers special services according to the North Carolina State Guidelines for Exceptional Children. The IEP Team determines the assignments of special services to eligible students. Parental permission is necessary for all diagnostic testing done for special services and for subsequent placement or removal of a student from special services. Individualized education plans are written by the IEP Team for each child receiving special services. Students may also be referred to the Student Support Team. If a student is not receiving the services that they need, contact should be made with the teachers, a counselor, or an administrator.

TEXTBOOKS

Textbooks are generally issued at the beginning of the school year. Students may be issued additional books according subject area or classroom teacher. There are no textbook rental fees; however, a fine will be charged for lost or damaged books. Students are encouraged to cover books since the student assumes responsibility for the condition.

VOLUNTEERS

We are always seeking volunteers to assist our teachers and students. Anyone wishing to assist us may contact the school and/or a specific teacher. Take an active role in our school, and it will benefit all students! In order for a parent/guardian to volunteer they will need to have completed the volunteer background check (found on the next page of this handbook or in the main office of the school). We appreciate your support!

Thank you for taking time to read the
A.L. Stanback Student Handbook for 2011-2012!

Please sign below and return to the student's
homeroom teacher within the first 10 school days.

Student and Parent/Guardian Verification of Receipt and Review

This is to certify that we have read and discussed the
2011—2012 ALS Student Handbook.

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____