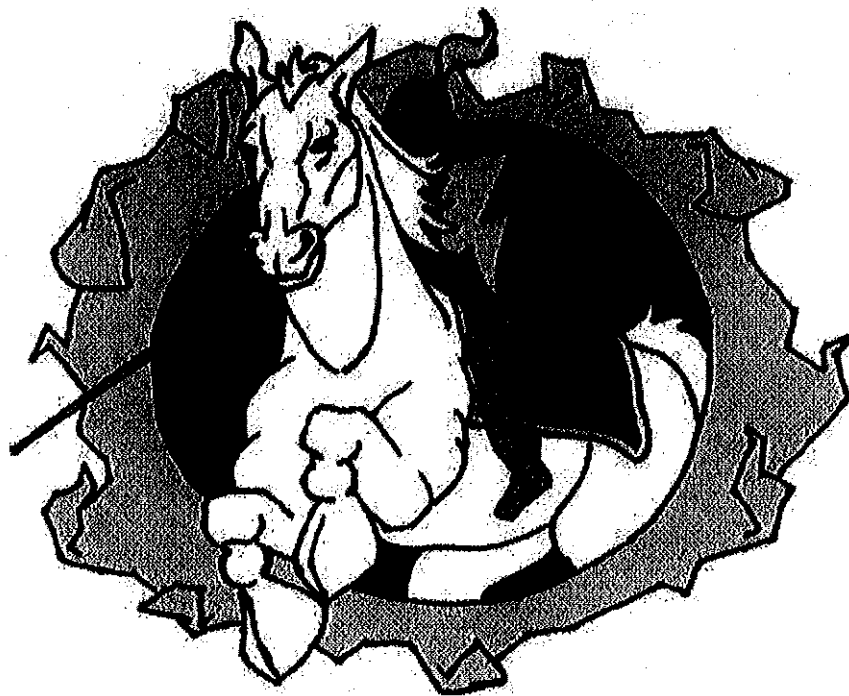


# C.W. Stanford Middle School Family Handbook

2011 – 2012



*2009-2010 School of Distinction*

*2010-2011 School of Distinction*

C. W. Stanford Middle School  
308 Orange High School Road  
Hillsborough, NC 27278  
Phone (919) 732-6121  
Fax (919) 732-6910  
[www.orange.k12.nc.us/cws](http://www.orange.k12.nc.us/cws)



**C. W. Stanford Middle School  
308 Orange High School Road  
Hillsborough, NC 27278**

**Dear Parents and Guardians,**

**Welcome to middle school! Whether you are a returning parent or brand new to CWS, we are excited to have you as part of the C.W. Stanford family. The 2011-2012 school year begins 42 years of tradition at Stanford. I am proud to be a part of a school with a long history of educating students in Orange County. I look forward to working with each of you this school year.**

**This booklet is designed to be a source of information for you and your family. Rules, policies, information, and expectations are all listed here. It is important that you and your child understand the information. These are all necessary components of an effective and productive school community.**

**Several forms are stapled together in the back section of the book. Please complete and return the following to the student's homeroom teacher. I appreciate your attention to these forms.**

- |   |   |
|---|---|
| <b>1. Emergency Card</b>                            | <b>6. Student Code of Conduct/ Annual Notifications</b> |
| <b>2. Student Health History</b>                    | <b>7. Bus/Student Transportation</b>                    |
| <b>3. Student Locker Assignment</b>                 | <b>8. Dress Code Policy</b>                             |
| <b>4. Student Internet Acceptable Use Agreement</b> | <b>9. Telephone Policy</b>                              |
| <b>5. Media Permission Slip</b>                     | <b>10. Bullying Policy</b>                              |
|   | <b>11. After School Information</b>                     |

**I look forward to a wonderful year with you and your family. Please do not hesitate to ask if you have questions or concerns during the school year.**

**Anne M. Purcell**

**Principal**

# **C. W. STANFORD MIDDLE SCHOOL**

## **Mission**

**C. W. Stanford Middle School will work as a collaborative community to promote academic growth through challenging and engaging instruction so that all students become and remain successful, productive citizens in a global society.**

## **Priorities**

**Our policies at C.W. Stanford Middle School involve providing a challenging & successful program for all students that includes:**

- ❖ Academic Excellence;**
- ❖ Responsiveness to Student Needs;**
- ❖ Social and Instructional Equality;**
- ❖ A productive organization, structure and governance; and**
- ❖ Parent and Community involvement.**

## FACT SHEET

**School Name:** C. W. Stanford Middle School

**Address:** 308 Orange High School Road  
Hillsborough, NC 27278

**Phone:** (919) 732-6121

**Fax:** (919) 732-6910

**Principal:** Anne Purcell

**Assistant Principals:** Quanda Turner  
Ron Roche

**On Site Law Enforcement (SRO)** David Morrison

**Office Personnel:** Michelle Burton – Secretary  
Pricilla Morrow – NC WISE  
Bonita Roemmich - Bookkeeper

**Counselors:** Hope Gregory- 6<sup>th</sup> grade & 8<sup>th</sup> grade (McDuffie Team)  
Sallie Wintz -7<sup>th</sup> grade & 8<sup>th</sup> grade (Harrington Team)

**Social Worker:** Carmen Johnson

**Media Coordinator:** Lee Roane

**Instructional Technology:** Michaela Walker

**EC Facilitator:** Mary Quick

**Nurse:** Penny Burton

**Peer Mediation/In School Coordinator:** Andrew Wagoner

**Cafeteria Manager:** Renee Baldwin

**Custodial Staff:** Priscilla Bradsher – Head Custodian  
Harold Warren

**Mascot:** Charger

**Colors:** Royal Blue/White/Gold

**School Hours:** 8:20 – 3:20 p.m.

**Enrollment:** 625 Students

**Grade Levels:** 6<sup>th</sup> – 8<sup>th</sup>

**Number of Teachers:** 45

**Athletic Events Prices:** Student: \$3.00 Adult: \$3.00  
Seniors (55): Free  
Children 4 & Under Free

**Lunch Prices:** Student: \$2.30 Adult: A la Carte

## C. W. STANFORD MIDDLE SCHOOL 2011-2012

### IMPORTANT DATES

2011-2012

#### District Quarterly Benchmark Assessment -

October 17-28 Math and Reading Only

January 9 – 20

March 19-30

#### School Pictures & Make Up Dates – Lifetouch Photography

Fall Pictures - October 3, 2011

Fall Picture Make Up Day – November 8, 2011

Spring Individual Pictures – April 10, 2012

Buddy Pictures – February 21, 2012

Pan Group – May 3, 2012

#### School Dance Schedule- 6:00-8:00pm

August 26, 2011    September 9, 2011    October 28, 2011    November 10, 2011    January 27, 2012

February 10, 2012    March 16, 2012    April 13, 2012

Other dances may also be scheduled by clubs or other school organizations.

**\*\*Any student serving time in ISS or OSS during the 9 week period of the dance are not allowed to attend the dance.**

#### Quarterly Awards Ceremonies- held in the gym beginning at 8:30

November 10, 2011 – All Grades

February 3, 2012– All Grades

April 20, 2012 – All Grades

June 8, 2012 – Grades 6<sup>th</sup> – 7<sup>th</sup>

#### Interim Reports –

1<sup>st</sup> 9 weeks– September 23, 2011

2<sup>nd</sup> 9 weeks– December 9, 2011

3<sup>rd</sup> 9 weeks– February 24, 2012

4<sup>th</sup> 9 weeks– May 11, 2012

#### Report Cards – November 4, 2011 (Parent Required to pick up report card)

January 31, 2012

April 13, 2012

June 8, 2012 (Report Cards go home with students)

Note: go to <http://www.orange.k12.nc.us/cws> for information about CWS calendar

# C.W. STANFORD MIDDLE SCHOOL

## 2011-2012 Calendar of Events

### AUGUST 2011:

- 2 & 3 - "Middle School 101" 8:30-2:30
- 8 - 12 - Band Camp @ ALS 9:00-12:00 & 1:00-4:00
- 18 - Football Tryouts 5:00-7:00
- 25 - First Day of School
- 25 - Volleyball Tryouts 3:30-5:30
- 26 - School Dance 6:00-8:00
- 29 - Boys Soccer Tryouts 3:30-5:30
- 29 - Cheerleading Tryouts 3:30-5:30
- 29 - Dance Team Tryouts 3:30-5:30
- 29 - Girls and Boys Cross Country 3:30-5:00
- 30 - 6<sup>th</sup> Grade Instrument Rental @ 3:45 in the Band room
- 31 - Fundraiser Kick Off for Athletics

### SEPTEMBER 2011:

- 5 - Labor Day - Holiday! (No School)
- 6 - Band Potluck Dinner @ 6:00pm in the Cafeteria
- 8 - Mandatory Parent Meeting for Fall Sports @ 6:00pm
- 9 - School Dance 6:00-8:00
- 12 - PTSA Meeting @ 6:30 in the Media Center
- 12 & 14 - Writing Assessment
- 20 - Counselor Coffee Break @ 8:15-9:15am
- 21 - Early Dismissal @ 12:20
- 23 - Interim Reports go home (1<sup>st</sup> - 9 Weeks)
- 24 - Bands on the Run 5K @ 9:00am, Downtown Hillsborough

### OCTOBER 2011:

- 3 - Fall Picture Day
- 7 - Teacher Workday (No School)
- 10 - PTSA Meeting @ 6:30 in the Media Center
- 12 - Early Release @ 12:20
- 17 - 28 - Benchmark Testing
- 18 - Counselor Coffee Break @ 8:15-9:15am
- 24 - Year Long Chorus Concert @ 7:00pm
- 27 - Winter Sports Informational Meeting @ 6:00pm in the cafeteria
- 28 - End of Grading Period
- 28 - Halloween Dance 6:00-8:00pm
- 31 - Teacher Workday (No School)

### NOVEMBER 2011:

- 1 - Writing Assessment
- 1 - 8<sup>th</sup> Grade Band Convention preview Concert - 7:00pm at OHS Auditorium
- 3-5 - Fall Play
- 4 - Report Cards ready for pick up from parents!
- 8 - Make Up Picture Day
- 9 - Fall Sports Awards Program @ 6:00 in the Gym
- 10 - School Dance 6:00-8:00
- TBA - 6<sup>th</sup> Grade Invention Convention
- 11 - Veterans Day - Holiday! (No School)
- 14 - PTSA Meeting @ 6:30 in the Media Center
- 15 - Counselor Coffee Break @ 8:15-9:15am
- 15 - 8<sup>th</sup> Grade Band NCMEA Convention Performance @ 8:00am
- 17 - Mandatory Parent Meeting for Winter Sports @ 6:00pm
- 23-25 - Thanksgiving - Holiday! (No School)

### DECEMBER 2011:

- 3 - Hillsborough Christmas Parade @ 10:00am at Downtown Hillsborough
- 4 - Candlelight Tour @ 5:00pm at Downtown Hillsborough
- 7 - Early Dismissal @ 12:20
- 9 - Interim Reports go home (2<sup>nd</sup> - 9 Weeks)
- 10 - Prism Concert @ 3:00pm at OHS Auditorium
- 10 - Prism Concert @ 7:00pm at OHS Auditorium
- 12 - Winter Band Concert @ 7:00pm at OHS Auditorium
- 13 - Band - Mall Field Trip - 7<sup>th</sup> and 8<sup>th</sup> Grade @9:00am at South Pointe Mall
- 18 - Holiday/Winter Chorus Concert @ 7:00pm
- 21-30 - Holiday Break - (No School)

## JANUARY 2012:

2	-	New Year's Day - Holiday! (No School)
7	-	All District Audition @ 8:00am at East Cary Middle School
9	-	PTSA Meeting @ 6:30 in the Media Center
14	-	All District Audition (Snow date) @ 8:00am
16	-	Dr. Martin L. King Jr. - Holiday! (No School)
17	-	Counselor Coffee Break @ 8:15-9:15am
9 & 20	-	Benchmark Testing
20	-	End of Grading Period
23-24	-	Teacher Workdays (No School)
26	-	Spring Sports Informational Meeting @ 6:00pm in the cafeteria
27	-	School Dance @ 6:00-8:00
31	-	Report Cards go home

## FEBRUARY 2012:

1	-	Writing Assessment
3	-	All District Band Clinic @ 8:00am
4	-	All District Band Clinic @ 8:00am
8	-	Early Dismissal @ 12:20
10	-	School Dance 6:00-8:00
16	-	Winter Sports Awards Program @ 6:00pm in the Gym
20	-	Teacher Workday (No School)
21	-	Counselor Coffee Break @ 8:15-9:15am
21	-	Buddy Picture Day
23	-	Mandatory Parent Meeting for Spring Sports @ 6:00 pm
24	-	Interim Reports go home (3 <sup>rd</sup> - 9 Weeks)

## MARCH 2012:

5	-	Music In Our Schools Month
7	-	Early Dismissal @ 12:20
10	-	All State Honors Band Auditions @ 9:00am
12	-	PTSA Meeting @ 6:30 in the Media Center
14	-	MPA @ 9:00am - 7 <sup>th</sup> and 8 <sup>th</sup> Grade Bands
15	-	MPA @ 9:00am - 7 <sup>th</sup> and 8 <sup>th</sup> Grade Bands
16	-	MPA @ 9:00am - 7 <sup>th</sup> and 8 <sup>th</sup> Grade Bands
16	-	School Dance @ 6:00-8:00
19 - 30	-	Benchmark Testing
20	-	Counselor Coffee Break @ 8:15-9:15am
22-24	-	Spring Musical
30	-	End of Grading Period
29 -31	-	8 <sup>th</sup> Grade Spring Trip Disney World

### APRIL 2012:

- 1 - 8<sup>th</sup> Grade Spring Trip Disney World
- 2-5 - Holiday Break! (No School)
- 6 - Good Friday! (No School)
- 9 - Teacher Workday (No School)
- 10 - Spring Individual Picture Day
- 13 - School Dance 6:00-8:00
- 13 - Report Cards go home
- 16 & 18 - Writing Assessment
- 20 - All County Band @ 5:00pm to 9:00 at OHS
- 21 - All County Band @ 9:00am to 3:00pm at OHS
- 24 - Counselor Coffee Break @ 8:15-9:15am

### MAY 2012:

- 2 - Early Dismissal @ 12:20
- 3 - Pan Group (8<sup>th</sup> Grade Group Picture)
- 3 - Solo and Ensemble @ 9:00am at NCSSM
- 3 - Athletic Informational Meeting for 6<sup>th</sup> graders and parents @ 6:00pm
- 4 - All State Honors Band Clinic @ 12:00 pm at UNC-Chapel Hill
- 5 - All State Honors Bands Clinic @ 12:00pm at UNC-Chapel Hill
- 6 - All State Honors Bands Clinic @ 12:00pm at UNC-Chapel Hill
- 7 - Spring Chorus Concert @ 7:00pm
- 10 - Jazz Band, 6<sup>th</sup> and 7<sup>th</sup> Grade Band Spring Concert @ 7:00pm at OHS
- 11 - Interim Reports go home (4<sup>th</sup> - 9 Weeks)
- 14 - PTSA Meeting @ 6:30 in the Media Center
- 17 - Fall Sports Informational Meeting @ 6:00 in the cafeteria
- 20 - 8<sup>th</sup> Grade Band Concert on the Lawn @ 3:00pm
- 24 - Spring Sports Awards Program @ 6:00pm in the Gym
- 28 - Memorial Day - Holiday! (No School)

### JUNE 2012:

- 1 - 8<sup>th</sup> Grade Social
- 7 - 8<sup>th</sup> Grade Graduation @ 7:00pm at OHS
- 8 - Report Cards go home with students
- 8 - Last day of School

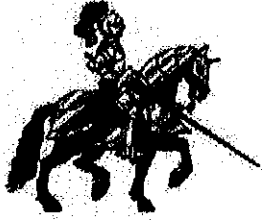
## C. W. STANFORD MIDDLE SCHOOL

### VOLUNTEER OPPORTUNITIES

2011-2012

The following volunteer opportunities are available at C.W. Stanford Middle School. Please call the school or email the contact person for more information about assisting with one or more of these opportunities. Thank you for your interest.

- Our School is in need of a Volunteer Coordinator. Contact the PTSA President, Will Owens, should you be interested in coordinating all volunteer activities for the school.
- The PTSA Subcommittees, School Beautification, Newsletter Publishing, Fundraising, Dances and Grant Writing need assistance. The first PTSA General Meeting is **(Monday, September 12, at 6:30 p.m.,)** in the Media Center. Please contact Will Owens, President, [stanfordptsa@gmail.com](mailto:stanfordptsa@gmail.com) should you have any questions.
- The PTSA Executive Board and General Meetings need parent participation and the meetings are scheduled on our website calendar at <http://www.orange.k12.nc.us:82/cws>.
- The School Improvement Team needs one parent for each grade level and one parent of an Exceptional Child. The nominations and selection will be conducted at the **first PTSA General Meeting on September 12, at 6:30p.m.** Contact Anne Purcell, [anne.purcell@orange.k12.nc.us](mailto:anne.purcell@orange.k12.nc.us) or 919-732-6121 ext. #30001 for further information to let her know that you are interested in serving.
- The Athletic Booster Club needs parents to assist in all aspects of CWS Athletics. Contact Coach Karnes at [julie.karnes@orange.k12.nc.us](mailto:julie.karnes@orange.k12.nc.us) or 919-732-6121 ext. #30090 for further information.
- The Band Booster Club needs parents to assist in all aspects of the CWS Band. Contact Ms. May at [mary.may@orange.k12.nc.us](mailto:mary.may@orange.k12.nc.us) for further information.
- Parents are needed to assist in the Media Center. Please contact Media Coordinator, Lee Roane at [lee.roane@orange.k12.nc.us](mailto:lee.roane@orange.k12.nc.us) or 919-732-6121 ext. #30080.
- Math AVID tutors are needed on Tuesday's and Thursday's to assist AVID students with advanced math work. Contact Quanda Turner at [quanda.turner@orange.k12.nc.us](mailto:quanda.turner@orange.k12.nc.us) or 919-732-6121 ext. #30002 for further information.



# **C. W. STANFORD MIDDLE SCHOOL**

308 Orange High School Rd., Hillsborough, NC 27278

Phone: 919-732-6121 Fax: 919-732-6910

Anne Purcell, Principal

## **GENERAL SUPPLY LIST**

**2011-2012**

(You may also look online for this)

- ❖ 1 (ONE), 3 – RING, 3-INCH BINDER
- ❖ 6 SUBJECT DIVIDERS FOR BINDER
- ❖ LOOSE LEAF PAPER FOR EACH SUBJECT
- ❖ BLUE/BLACK PENS (NO GEL PENS)
- ❖ 2 BOXES OF FACIAL TISSUE
- ❖ COMPOSITION BOOKS (NO SPIRAL BINDING)
- ❖ LOOSE LEAF NOTEBOOK PAPER
- ❖ #2 PENCILS WITH ERASERS
- ❖ COLORED MARKERS
- ❖ HIGHLIGHTERS
- ❖ 2- POCKET FOLDER WITH CLASPS
- ❖ USB FLASH DRIVE

**Teams and individual teachers may require additional materials.  
Their supply list will be sent home the first week of school.**

# C. W. Stanford Middle School

## Rules and Procedures

- **Late arrivals and early checkouts are disruptive to student learning.**
  - School begins at 8:20 a.m. and ends at 3:20 p.m. Please have your child here on time. If a child is tardy he/she is missing valuable class time. Our Literacy block is the first 30 minutes of each day.
- Students should arrive to school between **7:50 and 8:15** a.m.
- Adult supervision is available at **7:30** a.m. in the school gym.
- Car riders should be dropped off at the front of the building.
- Students arriving after 8:20 a.m. **MUST** sign in at the Main Office and are considered tardy.
- Homeroom begins at 8:20 a.m. and 1<sup>st</sup> period class begins at 8:25 a.m.
- Any student signed out before 3:20 p.m. must be signed out in the Main Office by a parent or guardian. Students will not be released to non-custodial parents or guardians without prior written approval.
- All visitors **MUST** report to the Main Office, sign in, and receive a "Visitor's Badge".
- Afternoon car riders must be picked up at the front of the building between 3:20 p.m. and 3:45 p.m.
- Early arrivers to the afternoon car rider lot **MUST** not allow children to walk around or play on school property.
- All car riders must be off campus before 4:00 p.m.
- Visitor parking spaces are located in the front.

### ❖ **Bus Transportation and Safety**

- **School buses are a privilege not a right.** Under NC law, the Orange County School Board is authorized, but not required, to own and operate school buses for transporting students.
- Students must bring a **signed parent/guardian note** requesting to ride another bus. This should be brought to the Main Office **before 12:00 p.m.** and given to the Secretary to be verified and get administrative approval.
- The bus driver is responsible for the safety and security of student riders. Safety rules are posted on every bus. If a bus rule is broken, then the driver will write a Bus

Misconduct Report and submit it to a school administrator. Bus misconduct **WILL** result in disciplinary action. This can be removal from the bus for a number of days or if warranted, permanently.

### ❖ **Visitors**

- Parents are strongly encouraged to participate in school activities. Please sign in at the main office to receive a Visitor's Badge before visiting classrooms.

### ❖ **Parent Teacher Student Association (PTSA)**

- The first PTSA General Meeting is scheduled for September 12, 2011 at 6:30 p.m. in the Media Center. Parents will be able to purchase a PTSA membership at that time.
- The objective of the PTSA is to promote the welfare of all children through a working partnership among parents, educators, and community.
- The PTSA, in cooperation with teachers and administrators, works to provide funding and support for programs for our students.
- View the school calendar on the District's website for PTSA General and Executive Board Meeting dates and times.

### ❖ **School Improvement Team (SIT)**

- The purpose of SIT is to develop a School Improvement Plan (SIP) to improve student performance taking into account the annual performance goal that is set by the State. (G.S. 115C-105.27, G.S. 115C-105.35)
  - To function in an advisory capacity
- The Election to SIT for Parents – Parent/Teacher organization of the school will conduct an election in which parent representatives are selected by parents of children in the school. (G.S. 115C – 105.27)

Parent representatives shall reflect the racial and socioeconomic composition of the students enrolled in that school. Parent representatives shall not be members of the building – level staff. (G.S. 115C – 105.27).

In the event that meeting such criteria in a parent election is not feasible, the Orange County Board of Education in accordance with G.S. 115C – 105.27, allows for parents to volunteer to be on the SIT or for the principal to appoint a parent to serve.

## ❖ ATTENDANCE

- Student attendance is a key indicator of a child's success. Make sure your child comes to school every day, prepared, and on time.
- Please call the office at ext. #30005 when your child is absent. Also, please submit a written excuse for the absence.
  
- Student's checking in after 11:45 a.m. are considered absent unless they have the following:
  - Excused absences include illness, medical or dental appointments, suspension from school, religious holidays as defined by local board policy, death of an immediate family member, quarantine, or subpoena to court. All other absences are considered unexcused. A written note is required. Students who check out before 11:45 a.m. are not considered present for the day.
  
- Excessive absences will require a doctor's note.
- The school will contact parents after 3, 6 and 10 days of absences. After not more than six unexcused absences, the principal/social worker will notify parents/guardians by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and Orange County Schools.
- Law enforcement may be requested to intervene with excessive absences.
- After 10 accumulated unexcused absences, the principal shall conduct a review and determine whether the parent/guardian has made a good faith effort to comply with the law regarding compulsory attendance. If not, the principal shall notify the District Attorney or file a complaint with a juvenile intake counselor. If it is determined the parent/guardian has not made a good faith effort, a complaint may be made that the child is habitually absent from school.

## ❖ EARLY CHECK-OUT

- Please be mindful that checking students out early interferes with the learning process. Students leaving early on a consistent basis are missing the same class or classes. While doctor appointments, family emergencies, or the occasional family trip, are all reasons to check students out early, instruction is being missed. If this is done on a regular basis the minutes add up and your child's grades can be affected.

## ❖ After School Program

- We look forward to serving your child during the 2011-2012 school year. The program will operate Monday through Thursday with no after school program on Fridays. Hours of operation are 3:25pm to 5:30pm. Snacks are provided for students enrolled in the After School Program. The first hour of the program is the academic hour which is devoted to working on assigned homework. The second hour will consist of additional homework assistance and enrichment activities including recreational activities, 4-H, mentoring groups and technology. We will not have After School on Early Release days, Faculty Meeting days and Inclement Weather days. Transportation is not provided. The After School Program will begin after Labor Day and end before students take their End of Grade Tests.

## ❖ CIS After School Program

- Communities In School After School Program will begin on September 11, 2011. Hours will be daily from 3:20 to 5:20. This program will concentrate on 6<sup>th</sup> and 7<sup>th</sup> graders. There maybe 2 – 4 8<sup>th</sup> graders to act as mentors for others.

## Athletics

We believe that athletics are an integral part of the extracurricular activities offered at CWS. From participation in interscholastic athletics, young people learn valuable lessons in sportsmanship, teamwork and the importance of dedication and effort. Additionally, students develop self-control, responsibility, and dependability.

- Our athletic program enhances and supports the efforts of each student-athlete in the classroom. Student-athletes should maintain high standards of academic achievement and citizenship.
- To be eligible for participation in Middle School Athletics a student must be in grade 7 or 8, have been promoted from the previous grade, meet all state standards, and maintain an overall **"C"** average for the nine weeks grading period with no more than one failing mark.
- We also have an Athletic Booster Club at CWS. We welcome your participation and support in the Booster Club. Our website is: [www.stanfordchargers.com](http://www.stanfordchargers.com)
- Please contact Julie Karnes, the Athletic Director, (919-732-6121 ext. 30090) for more information about the Athletic Booster Club.

➤ Fall

- Football
- Volleyball
- Boy's Soccer
- Cheerleading
- Boy's Cross Country
- Girl's Cross Country
- Dance

Winter

- Boy's Basketball
- Girl's Basketball
- Wrestling
- Cheerleading
- Ultimate Frisbee

Spring

- Baseball
- Softball
- Boy's Track
- Girl's Track
- Lacrosse

## ❖ Health Services

- C. W. Stanford is fortunate to have the services of a Registered Nurse. The nurse provides a variety of services including health evaluation, management of illnesses or injuries, health counseling, health education, health promotion and protection.
- Parents are encouraged to help make learning a positive experience by communicating with the school nurse about their child's health needs. In order to best serve your child we ask the following:
  - Please complete and return your child's emergency form or sheet
  - Notify the school nurse of any health problems affecting your child
  - Keep your child at home if she/he has a fever.

## ❖ Accidents or Injuries/Insurance

- If a student receives an injury during the school day the teacher will report the injury to the nurse. The nurse will also call the parent to make them aware of the situation.
- The school will provide the opportunity for parents to purchase student insurance.
- All students are urged to take out school insurance if they do not have private insurance.
- All students participating in athletics at CWS must have insurance coverage.

## ❖ Medication

- When occasional medication must be taken at school, it must be in the original container with the doctor's directions for dispensing clearly printed.
- Medication is administered by the school nurse or secretary. Both are trained to administer medication.
- No medications, over-the-counter or prescription, will be dispensed at school without written doctor's instructions.
- All medications must be brought directly to the office to be placed in the secure location in the nurse's office. No medications are to be placed in classrooms.
- If you have any questions, please contact the school nurse, Penny Burton, at ext. #30065.

## ❖ Drills

- **Fire** – State law requires that school's conduct a fire drill each month. All students and adults must exit the building in an orderly manner, and proceed to their designated areas.
- **Tornado** – At least once during the year a tornado drill will be conducted. All students and adults will proceed to their designated areas in an orderly manner.
- **Lock Down** -
  - We have a crisis plan in place for emergencies in which teachers have discussed the proper procedures with students if the need should arise. We will have at least two lock down drills during the school year.

## ❖ Emergency Closing of School

- During inclement weather, please tune into the radio or television to receive information about closings or delays for Orange County Schools. The District will also communicate emergency closing using the AlertNow Telephone System.

## ❖ Cafeteria

- Students may pay the cashier each day or may pre-pay for a week or a month at a time.
- The school will provide a sandwich, piece of fruit, and milk for a student who has forgotten to bring money. The cafeteria must be reimbursed the next day.
- Free and Reduced Meal Applications must be completed and returned to school during the first week of school.
- Beverage containers must be non-breakable. **Glass bottles are not allowed** in the school.
- The cafeteria is a place to eat. Please help make it a pleasant place by following simple rules of courtesy and showing respect for the rights of others.
- We encourage parents not to check students out for lunch. This disrupts the consistency of an instructional day and our lunch periods are only for 25 minutes.
- **We encourage parents to not bring food from any outside source** (fast food, etc.) into the cafeteria. This causes unneeded disruption.
- **Each student is responsible for cleaning the area around them.**
- Students should remain seated once they have obtained their food.
- Students will remain with their class throughout the entire lunch period.
- Wandering around the cafeteria will not be permitted.

- No food or drinks can be taken out of the cafeteria.

**Breakfast Fees**

Regular \$1.30  
Reduced .30  
Adult A la Carte

**Lunch Fees**

Regular \$2.30  
Reduced .40  
Adult A la Carte

❖ **Parent/Teacher Contact**

- If you wish to talk with your child's teacher at any time, please contact the teacher(s) to schedule a conference. If you have questions about a classroom issue, **please talk with your child's teacher(s) first**. If you have further concerns, the Assistant Principals or Principal will be glad to discuss this with you.
- Parents must arrange a conference with your child's teacher at the end of the first nine weeks. You will pick up the first report card at this time.

❖ **ORANGE COUNTY SCHOOLS ASBESTOS COMPLIANCE NOTICE**

We are required by Federal Law to maintain an Asbestos Hazard Management Plan under the Hazard Emergency Response Act. The plan is housed in the office for your inspection and information. The plan indicates that there is No Friable or Dangerous Asbestos in the building.

# C. W. Stanford Middle School

## Student Guidelines

The following guidelines have been prepared to assist you in understanding what is expected of your child while on school property. It is intended that each student be fully informed of these guidelines. The guidelines are designed to assure the safety and health of the students and to allow the best atmosphere for learning.

### A. Lockers:

- Students will be assigned a locker. Please do not share lockers or lock combination numbers. Excessive damage to lockers will result in a school fine.
- Students must keep their lockers locked at all times.
- Locks will be provided for students for \$3.00 and will be issued during the first week of school. Locks for 8<sup>th</sup> grade students will be collected at the end of the year. (Note: these locks are a rental for three years, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade).
- Students are responsible for the lock assigned to him/her. If the lock is lost or stolen the student must pay to replace it by purchasing another school lock.
- Book bags must remain in lockers during the school day. They must be small enough to fit into a standard size locker (11'x12'x40').

### B. Unnecessary Items:

- Any items which might disrupt the educational process or present a safety hazard are not to be brought or used on school grounds or/at school events. These will be confiscated until a parent/guardian comes to pick it up from an administrator.
- Such items may include, but not limited to:
  - Tapes/CD Players/IPods/MP3 Players
  - Laser pointers
  - Cards of any type (collectible or playing)
  - Games (electronic or otherwise)

### C. School Telephones:

- School telephones are not for student use, **except** in case of sickness, injury or emergency.
- Messages may be taken and delivered to a student when deemed appropriate.
- Students must have a teacher-signed hall pass specifically allowing them to use the phone in the office during school hours.

## School-Wide Expectations

<b>LOCATION</b>	<b>BE SAFE</b>	<b>BE RESPONSIBLE</b>	<b>BE RESPECTFUL</b>
<b>Cafeteria</b>	Walk to form line. Eat only your food. Stay seated until dismissal.	Food & drinks remain in cafeteria. Place recyclables and trash in designated containers.	Clean your own area. Take personal belongings when you leave. Use appropriate table manners.
<b>Gym/Locker</b>	Walk up & down bleachers on the yellow steps; one level at a time. Use PE equipment for purpose & design intended. Keep hands & feet to self.	Use bleachers as seats. Keep food & drinks out of the gym. Handle & take only your own possession. Demonstrate good sportsmanship.	Avoid walking inside blue line on Gym floor. Keep locker room clean. Respect privacy of others.
<b>Assemblies</b>	Use bleachers as seats. Walk up & down bleachers on blue steps. Walk & enter in line with your group. Beware of directions being given by adult in charge.	Sit in designated areas. Be prompt & remain seated during performances or assemblies.	Attention to speaker or performer Clap appropriately. Use positive feedback for performers & speakers.
<b>Media Center</b>	Use only approved sites when using the internet. Use chairs & tables appropriately.	Return materials on time. Come with a pass. Seek permission before printing. Return materials & furniture to their places.	Use "library" voices while in the Media Center. Enter & exit quietly.
<b>Hallways</b>	Walk at all times. Keep to the right. Keep hallways clean & clear.	Use hall fountains as directed. Walk quickly, quietly & to the right.	Use indoor voices. Keep hands off displays in hallways. Respect groups in session.
<b>Office</b>	Wait in designated areas in office.	Enter office with a pass. State purpose of office visit politely. Obtain permission to use office phone or see the nurse.	Keep hands off office equipment & supplies. Use indoor voice.
<b>Bathrooms</b>	Number of stalls equals number of people in bathroom. Put paper towels in trash. Keep water in the sink.	Wash hands; use soap. Flush toilet. Report maintenance issues.	Respect privacy of others. Pick up after yourself.
<b>Car Riders</b>	Wait in designated areas. Walk Look both ways before crossing driveways. Only leave in cars for which you have permission. Wait without playing.	Watch for your ride. Only car riders should be in car rider area.	Be punctual; do not keep rides waiting. Keep personal belongings to yourself. Keep area free of litter.
<b>Bus</b>	Keep area around door clear. Stay behind yellow line in bus lot. Stay seated at all times. Keep aisles clear. Face forward in bus seats. Keep all body parts & belongings inside windows. Use Emergency Exit only when directed.	Wait in your bus line. Keep bus area free of litter. Go directly to your bus. Remain in a line while boarding the bus.	Treat bus & property of others with respect. Speak quietly with those around you.
<b>Lockers</b>	Only use locker assigned to you. Keep locker clean & tidy. Be aware of others when opening/closing lockers.	Go to lockers only at designated times or with permission. Get materials promptly. Report locker damage to an adult.	Be courteous to those around lockers. Close locker doors gently.

## Universal Expectations

<b>LOCATION</b>	<b>BE SAFE</b>	<b>BE RESPONSIBLE</b>	<b>BE RESPECTFUL</b>
<b>Keep hands &amp; feet to yourself</b>	Avoids accidents and injuries	Maintain control of yourself. Accept responsibility for your own actions.	Allows personal space. To avoid offending someone else.
<b>Use kind words</b>	Avoids aggravating and confrontation.	Creates a feeling of community. To encourage others. To create a positive climate at CWS.	Promotes self-esteem in others. To brighten someone's day.
<b>Respect yours, school &amp; others' property</b>	Avoids injury and confrontation. To avoid accidents. To assure proper/safe use of materials equipment.	Demonstrate/build citizenship. Prevent accidents and injuries. Lessen chances of offending others.	Maintains the quality of property. Demonstrates belief in positive relationship. To treat others as you would treat yourself. Keep things looking good.
<b>Keep food &amp; drinks in designated areas</b>	Lessen chances of slipping. Discourages insect and rodents from entering the building. Maintain sanitary conditions.	Keeps the school community clean. Demonstrates citizenship. Insures smooth running school community.	Maintains the purpose of each space on the campus. Lowers the risk of offending classmates and teachers.
<b>Follow directions the first time</b>	Avoids misunderstanding. To avoid confusion which could lead to accidents. To assure you are in the right place, at the right time, doing what you are supposed to be doing.	Demonstrates leadership. To insure performance at your highest level. To pay attention to the lesson being taught. Decreases need to teacher repetition.	Increases classroom task time. Improves positive relationships within the building. Demonstrates maturity. Reflects teamwork.
<b>Keep gum at home</b>	Aides in avoiding choking.	Maintains a clean school environment.	Decreases distractions. To maintain best conditions of property.
<b>Be where you are supposed to be; when you are supposed to be there; doing what you are supposed to be doing.</b>	Avoids involvement in inappropriate activities. Allows staff to know students' locations. Maintains security.	Demonstrates accountability. Insures student success.	Maintains a community of learning. To demonstrate respect for adult authority. Demonstrates respect for instructional time. Demonstrates knowledge of school-wide expectations.

In the event that a student does misbehave the Staff at CWS will utilize the following strategies to improve their behavior.

- Student warning
- Student, Teacher, Counselor conference; parent notified
- Parent, teacher, student, counselor conference with grade level administrator
- Discipline Referral

In addition, administrators will utilize the following strategies to promote positive behavior:

- After School Detention
- In School Suspension (ISS)
- Peer Mediation

Further,

- Parents/Guardians will be notified of any office referral resulting In School Suspension (ISS) or Out of School Suspension (OSS).
- ISS is offered as an alternative to suspension from school. Students will not be allowed to participate in regular classes or school activities while serving (ISS).
- Failure of students to follow the behavior expectations of (ISS) will result in (OSS).
- Major infractions or repeat infractions will result in (OSS). School administrators will determine the length of the suspension following guidelines set forth in the Orange County Student Code of Conduct.
- When suspended from school, students are not allowed to attend any school-related activities or be on any school district property.
- Teachers will provide make-up work for (OSS) students. Parents may pick up student work in the office.
- If a student fails to attend an assigned After School Detention (ASD) they will serve one (1) day (ISS).

### **DRESS CODE**

- Acceptable, appropriate clothing for C. W. Stanford students has been defined with emphasis on health, safety and decency.
- We follow the Dress Code put in place by the Orange County Board of Education. A copy of the Orange County Schools Dress Code Policy will be sent home the first day of school and is also on the OCS website.

**Board Policy 4300  
Student Code of Conduct**

**Rule 2  
Dress Code Violation**

The Orange County Board of Education respects a student's right to choose his or her style of dress or appearance. 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. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good safe school environment. If a student's dress or lack of cleanliness is such that it constitutes a threat to health or safety, the principal or principal's designee may require the student and student's parent or guardian to take appropriate action to remedy the situation. In addition, if a student's dress or appearance is so unusual, inappropriate or lacking in cleanliness that it clearly disrupts class or learning activities, the student may be required to change his or her clothing. Appropriate action may include having a parent/guardian bring appropriate clothes to school or sending a student home to change into more appropriate attire.

Principals will maintain guidelines to assist students in determining appropriate dress and appearance for school. A copy of this policy will be distributed to all students each year. Reasonable accommodations will be made by the school principal or principal's designee for those students who, because of a sincerely held religious belief or medical reason, request in advance a waiver of a particular guideline for dress or appearance. Reasonable accommodations shall be made by the principal to accommodate students involved in special duties, activities, or projects approved by the school. This would include but not be limited to: athletics, career-technical education classes and projects, special events, or other activities that would allow for non-conforming dress on a school campus.

**Items listed below shall apply to all students:**

- 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) or 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 as or used as a weapon, and any symbols, styles or attire frequently associated with intimidation, violence or violent groups will not be permitted.

...continued

**Board Policy 4300  
Student Code of Conduct**

**Rule 2 (cont.)**

- Students are not to wear halter tops, tank tops or 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 the 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 the chest/torso area. Shirts and blouses must cover the waist and go past the waistline.
- Coats must fit and be appropriate for the season.
- No sagging pants are allowed. A belt is required if pants do not remain at the waist.
- 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 properly. No bedroom slippers or shower shoes are allowed.
- For elementary schools, high heels and platform shoes are dangerous for young students and are prohibited. Students are not able to walk well in them and may trip when trying to run. Flip-flops and backless sandals present similar problems and are prohibited. Shoes that are firmly attached to the feet are required.

**Rule 2  
CONSEQUENCES**

**Elementary**

Ranging from in-school disciplinary action up to 1 day OSS.

**Middle School**

Ranging from in-school disciplinary action up to 3 days OSS.

**High School**

Ranging from in-school disciplinary action up to 3 days OSS.

## TOBACCO POLICY

- C.W. Stanford Middle School is a tobacco-free campus, inside and out, as are all Orange County Schools and grounds.
- Please adhere to this policy at all times (including athletic events) and help us set a good example for our children.
- A copy of the Orange County Schools Tobacco Policy will be sent home the first day of school.
- Use or possession of Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals & Paraphernalia are explained in the OCS Student Code of Conduct.

## COMMUNICATION DEVICES

- A copy of the Orange County Schools Portable Communication Devices (PCD) Policy will be sent home the first day of school. Parents are encouraged to review this policy with their child.
- The use or possession of cellular telephones and other PCD's is a privilege the Board extends to middle and high school students. Cellular Telephones may only be used **before and after** the official school day. The school day for middle school is defined as the hours between 7:50 a.m. and 3:20 p.m. High school hours are between 8:45 a.m. and 3:45 p.m. Middle/high school students are allowed to use cellular phones for athletic events and after school events; i.e., dances. PCD's are prohibited during the school day.
- During the school day, all devices must be kept turned off and in the student's locker.

## Deliveries

- Please **DO NOT SEND** flowers, balloons, etc. to the school for delivery to your child. This is a disruption to the school day. C.W. Stanford Middle School will not accept any deliveries of this kind.

**Rule 8**  
**Use of Tobacco Products**

The Board of Education believes that a smoke/tobacco-free environment will better protect the health and well-being of students of the Orange County School System and of other persons. To this end, the Board of Education will prohibit or restrict smoking and the use of tobacco products as follows:

- Students may not possess, display, or use any tobacco product at any time on school premises, including school vehicles or while participating in school events, both indoor and outdoor and both on and off school property.
- The prohibition of display of tobacco products shall not extend to display that has a legitimate instructional or pedagogical purpose.
- No student shall be permitted under any circumstances to use tobacco products in any indoor facility owned or leased or contracted for by the Orange County Schools.

**Rule 8 (cont.)**

For purposes of this policy, "tobacco product" is defined to include cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products.

**Rule 8**  
**CONSEQUENCES**

**Elementary**

Confiscation. Parental/guardian contact. Conference with school nurse. In-school disciplinary action.

**Middle School**

Confiscation. First Offense: Mandatory Alternative To Suspension (ATS) course or a one-day suspension & parent notification. Second Offense: Mandatory ATS course & parent notification. Third Offense: Three day suspension & parent notification. Fourth Offense: Administrator's discretion. *\*See below*

**High School**

Confiscation. First Offense: Mandatory ATS course or a one-day suspension & parent notification. Second Offense: Mandatory ATS course & parent notification. Third Offense: Three day suspension & parent notification. Fourth Offense: Administrator's discretion *\*See below*

*\* For the first violation at the middle and high school levels, an alternative to suspension may be offered. The alternative shall require participation of the student and parent/guardian in an approved corrective education program (ex. ATS-Alternative to Suspension Tobacco Education Program). Failure to meet the requirements of the alternative program reactivates the consequences listed above.*

Students interested in quitting will be assessed by the Youth Tobacco-Use Prevention Project Manager at the Orange County Health Department or appropriate school-based personnel and their interest in enrolling into a cessation program (ex. NOT-Not on Tobacco). Continued follow-up by the project manager or school personnel will be determined on a case-by-case basis.

## **Board Policy 4300**

## **Portable Communication Devices (PCD)**

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 (PCDs) are allowed only with the restrictions outlined below.

- Students in elementary school are not allowed to possess cellular telephones and other PCDs on any school site except for health or other unusual reasons approved on an individual basis by the school principal and subject to regulations developed by the Superintendent.
- The use or possession of cellular telephones and other PCDs is a privilege the board extends to high school and middle school students only before and after the official school day subject to regulations developed by the Superintendent. **The school day for middle school is defined as the hours between 8:20 a.m. and 3:20 p.m.** High school hours are between 8:45 a.m. and 3:45 p.m. Middle/high school students are allowed to use cellular phones for athletic events and after school events; i.e., dances. PCDs will be prohibited during the school day..
- During the school day, all devices must be 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.
- Staff members and visitors shall turn off the audible notification on their cell phones and pagers during the school day when they are supervising students or participating in an activity with students. School bus drivers may not use a cellular phone while operating a school bus.
- Students must insure 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 shall be personally and solely responsible for the security of their cellular telephones and other PCDs. The Orange County Board of Education shall not assume responsibility or liability for the theft, loss or damage to a student's cellular telephone or other PCDs 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.
- 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.
- Cell phones are banned for all students attending Partnership Academy Alternative School.

### **CONSEQUENCES**

**Elementary** Confiscation of device. Ranging from in-school disciplinary action up to 2 days OSS.

**Middle School** Confiscation of device. Ranging from in-school disciplinary action up to 5 days OSS.

**High School** Confiscation of device. Ranging from in-school disciplinary action up to 5 days OSS

## Board Policy 4300 Student Code of Conduct

### **Electronic Devices**

Students are not allowed to possess electronic devices including, but not limited to, beepers, lasers, walkie-talkies, and other non-instructional electronic devices on school grounds or at any school-sponsored activity, in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff. All electronic devices will be confiscated and a parent/ guardian is required to attend a conference in order to gain possession of the item. This rule does not apply to personal vehicles, overnight/day school-sponsored field trips and athletic events. Cell phones and pagers are governed by Board policy and are addressed elsewhere in the Code of Conduct.

### **CONSEQUENCES**

**Elementary** Confiscation of device. Ranging from in-school disciplinary action up to 2 days OSS.

**Middle School** Confiscation of device. Ranging from in-school disciplinary action up to 5 days OSS.

**High School** Confiscation of device. Ranging from in-school disciplinary action up to 5 days OSS.

## **Bullying**

Bullying and cyberbullying as defined in Policy 3532 are prohibited. The Orange County Board of Education recognizes that bullying is disruptive, damaging and sometimes violent, and has a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Every student has the right to learn and achieve high academic standards in a safe and civil school environment.

Cyberbullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. Examples of cyberbullying: sending mean or threatening messages to a classmate via email, IM (instant messaging), or text messages; spreading rumors about classmates through email, IM, or text messages; creating a Web site or MySpace (or other social-networking) account that targets another student; sharing fake or embarrassing photos or videos of classmates with others via a cell phone or the Web; stealing a classmate's login and password to send mean or embarrassing messages from his or her account.

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.

## **CONSEQUENCES**

**Elementary** Parents/guardian contact. Ranging from in-school disciplinary action up to 10 days including OSS. Long-term suspension may be recommended for serious violations if justified by the presence of aggravating circumstances. Repeated offenses may require student participation in an approved corrective education program (ex. Dispute Settlement Center). Law enforcement may be notified.

**Middle School** Parents/guardian contact. Ranging from in-school disciplinary action up to 10 days including OSS. Long-term suspension may be recommended for serious violations if justified by the presence of aggravating circumstances. Repeated offenses may require student participation in an approved corrective education program (ex. Dispute Settlement Center). Law enforcement may be notified.

**High School** Parents/guardian contact. Ranging from in-school disciplinary action up to 10 days including OSS. Long-term suspension may be recommended for serious violations if justified by the presence of aggravating circumstances. Repeated offenses may require student participation in an approved corrective education program (Dispute Settlement Center). Law enforcement may be notified.

## **Sexual Harassment**

Students are prohibited from engaging in or encouraging any form of harassment against students, employees or any other individuals on school grounds or at school-related functions. Harassment is unwanted, not welcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. The hostile environment can be created through pervasive or persistent misbehavior or a single incident if sufficiently severe. Harassment and sexual harassment are further defined in Board policy 3532 "Prohibition Against Unlawful Discrimination, Harassment, Bullying, and Cyberbullying".

## **CONSEQUENCES**

**Elementary** Ranging from in-school disciplinary action up to 10 days OSS.

**Middle School** OSS up to and including long-term suspension. Law enforcement may be notified.

**High School** OSS up to and including long-term suspension. Law enforcement may be notified

**Please call if you have a question about any of the following:**

- |                                    |   |                          |
|------------------------------------|---|--------------------------|
| ➤ Transportation                   | Quanda Turner   | Ext. 30002               |
| ➤ Scheduling                       | Ron Roche   | Ext. 30003               |
| ➤ Curriculum                       | Anne Purcell  | Ext. 30001               |
| ➤ Discipline 6 <sup>th</sup> Grade | Ron Roche   | Ext. 30003               |
| 7 <sup>th</sup> Grade              | Quanda Turner   | Ext. 30002               |
| 8 <sup>th</sup> Grade              | Anne Purcell  | Ext. 30001               |
| ➤ Athletics                        | Julie Karnes  | Ext. 30090               |
| ➤ PTSA                             | Email: <a href="mailto:stanfordpts@gmail.com">stanfordpts@gmail.com</a> |                          |
| ➤ Volunteering                     | Anne Purcell  | Ext. 30001               |
| ➤ Student/Absences/Records         | Pricilla Morrow   | Ext. 30030               |
| ➤ Parent/Teacher Conferences       | See Staff Directory or Web Page   |                          |
| ➤ Student Make Up work             | Classroom Teacher   |                          |
| ➤ Medication Administration        | Penny Burton  | Ext. 30065               |
| ➤ Exceptional Children             | Mary Quick  | Ext. 30750               |
| ➤ Food Services                    | Renee Baldwin   | Ext. 30075               |
| ➤ After School Program             | Shannon Dixon<br>Jeff Faulkner  | Ext. 30602<br>Ext. 30400 |
| ➤ Testing and Accountability       | Ron Roche   | Ext. 30003               |
| ➤ Counseling Services              | Hope Gregory<br>Sally Wintz   | Ext. 30020<br>Ext. 30021 |
| ➤ Family Specialist                | Carmen Johnson  | Ext. 30067               |
| ➤ SRO                              | TBA   | Ext. 30040               |



# C.W. STANFORD Middle School

## STAFF DIRECTORY - 2011 - 2012

NAME	Room #	Ext.	Title	Subject
<b>Baldwin, Renee</b>	233	<b>30075</b>	Cafeteria	Manager
<b>Barbee, Nancy</b>	136	<b>30902</b>	6th Grade	EC Teacher
<b>Barger, Traci</b>	134	<b>30102</b>	8th Grade	ELA/Social Studies
<b>Bishop, Dawn</b>	130	<b>30751</b>	All Grades	EC Self Contained - TA
<b>Boisvert, Phyllis</b>	320	<b>30105</b>	6th Grade	ELA
<b>Bradsher, Priscilla</b>	251	<b>30070</b>	Head Custodian	
<b>Brown, Andy</b>	320/Gym	<b>30710</b>	PE Teacher	Gym/Health
<b>Burton, Michelle</b>	100	<b>30010</b>	Secretary	
<b>Burton, Penny</b>	111	<b>30065</b>	School Nurse	
<b>Carlin, Max</b>	118	<b>30205</b>	8th Grade	Social Studies
<b>Carr, Aaron</b>	125	<b>30500</b>	8th Grade	Math
<b>Casteel, Kathryn</b>	309	<b>30504</b>	6th Grade	Math
<b>Chambers, Brenda</b>	233	<b>30075</b>	Cafeteria	
<b>Cowan, Amy</b>	130	<b>30751</b>	All Grades	EC Self Contained
<b>Crowley, Jessica</b>	172	<b>30800</b>	ELECTIVE	Art
<b>Davis, Mildred</b>	Café	<b>30075</b>	Cafeteria	
<b>Delvalle, Sylvia</b>	177	<b>30068</b>	LPN	LPN
<b>Dixon, Shannon</b>	147	<b>30602</b>	ELECTIVE	CTE Careers
<b>Faulk, Debbie</b>	169	<b>30904</b>	ELECTIVE	AVID
<b>Faulkner, Jeff</b>	119	<b>30400</b>	8th Grade	Science
<b>Fitzpatrick, Pamela</b>	171	<b>30950</b>	Reading Specialist	Reading
<b>Gorski, Jamie</b>	133	<b>30107</b>	8th Grade	ELA
<b>Green, Brenda</b>	140	<b>30204</b>	7th Grade	Social Studies
<b>Gregory, Hope</b>	107	<b>30020</b>	Guidance	
<b>Hammond, Evelyn</b>	123	<b>30600</b>	ELECTIVE	CTE-Business
<b>Harrington, Mark</b>	126	<b>30201</b>	8th Grade	Social Studies
<b>Holly, Maggie</b>	137	<b>30206</b>	7th Grade	Social Studies
<b>Johnson, Carmen</b>	104	<b>30067</b>	All Grades	Social Worker
<b>Karnes, Julie</b>	227	<b>30090</b>	ELECTIVE	PE/Health
<b>Keeter, Deena</b>	300	<b>30406</b>	6th Grade	Science
<b>Lewis, James</b>	246	<b>30601</b>	ELECTIVE	CTE-Technology
<b>Livingston, Patricia</b>	175	<b>30103</b>	7th Grade	ELA
<b>May, Mary</b>	200	<b>30802</b>	ELECTIVE	Band Director
<b>Maynard Cicely</b>	176	<b>30106</b>	7th Grade	ELA
<b>McDuffie, Eric</b>	121	<b>30404</b>	8th Grade	Science

**STAFF DIRECTORY - 2011 - 2012**

NAME	Room #	Ext.	Title	Subject
<b>McDuffie, Michele</b>	178	<b>30401</b>	7th Grade	Science
<b>Merritt, Lori</b>	322	<b>30501</b>	6th Grade	Math
<b>Moreno, Manuel</b>	170	<b>30350</b>	ELECTIVE	Spanish
<b>Nagy, Jessica</b>	135	<b>30301</b>	ELECTIVE	French Teacher/ESL
<b>Nally, Eric</b>	321	<b>30203</b>	6th Grade	Social Studies
<b>TBA</b>	218A	<b>30040</b>	School Resource Ofc	Resource Officer (Deputy)
<b>Morrow, Pricilla</b>	100	<b>30030</b>	NCWISE DATA Manager	
<b>Morrow, Teresa</b>	174	<b>30801</b>	ELECTIVE	Chorus
<b>Peveler, Sarah</b>	243B	<b>20066</b>	All Grades	School Psychologist
<b>Purcell, Anne</b>	117	<b>30001</b>	PRINCIPAL	
<b>Quick, Mary</b>	100	<b>30750</b>	EC Coordinator	Exceptional Children
<b>Riley, Cloie</b>	177	<b>30752</b>	7th Grade	EC Resource
<b>Roane, Lee</b>	159	<b>30080</b>	Media Center	Media
<b>Roche, Ron</b>	136	<b>30003</b>	ASST PRINCIPAL	
<b>Roemmich, Bonita</b>	103	<b>30050</b>	Bookkeeper	
<b>Rorrer, Kim</b>	131	<b>30755</b>	8th Grade	EC Teacher
<b>Sanford, Jacob</b>	139	<b>30405</b>	7th Grade	Science
<b>Sharpe, Kay</b>	306	<b>30403</b>	6th Grade	Science
<b>Stephens, Angie</b>	124	<b>30510</b>	8th Grade	Algebra/Math
<b>Stephens, Eric</b>	303	<b>30202</b>	6th Grade	Social Studies
<b>Thibodeaux, Judy</b>	323	<b>30900</b>	AIG Coordinator	6th - 8th Grade
<b>Turner, Quanda</b>	117	<b>30002</b>	ASST PRINCIPAL	
<b>Wagoner, Andrew</b>	243	<b>30041</b>	All Grades	ISS
<b>Wahlers, Marie</b>	Cafet	<b>30075</b>	Cafeteria	
<b>Wales, Daniel</b>	319	<b>30104</b>	6th Grade	ELA
<b>Walker, Michaela</b>	156	<b>30060</b>	Instr. Tech ResTeacher	Technology Facilitator
<b>Warren, Harold</b>	251	<b>30070</b>	Custodian	
<b>Wheland, Glenda</b>	141	<b>30509</b>	7th Grade	Math
<b>Wintz, Sallie</b>	108	<b>30021</b>	Guidance	
<b>Wright, Denise</b>	Café	<b>30075</b>	Cafeteria	
<b>Wright, Steven</b>	180	<b>30502</b>	7th Grade	Math

FAX NUMBER: 919-732-6910

## **C. W. STANFORD MIDDLE SCHOOL 2011-2012**

### **ELECTIVE TEACHERS**

Art – Jessica Crowley  
Band – Mary May  
Career/Keyboard/Business – Evelyn Hammond  
Career/Exploring Life Skills – Shannon Dixon  
Career/Exploring Technology – James Lewis  
Chorus – Teresa Morrow  
PE/Health – Julie Karnes  
PE/Health – Andy Brown  
Spanish – Manuel Moreno  
French/ESL – Jessica Nagy

### **INSTRUCTIONAL SUPPORT**

Counselor - Hope Gregory	Counselor - Sallie Wintz
Family Specialist - Carmen Johnson	SRO - TBA
Media Specialist - Lee Roane	Technology Specialist - Michaela Walker
Literacy Coach - Pamela Fitzpatrick	AVID - Debbie Faulk
AIG - Judy Thibodeaux	Nurse - Penny Burton

### **TEACHER ASSISTANTS**

Self Contained - Dawn Bishop      ISS - Andrew Wagoner

### **EXCEPTIONAL CHILDREN**

Kim Rorrer (8 <sup>h</sup> grade)	Amy Cowan - Self Contained Teacher
Nancy Barbee - (6 <sup>th</sup> grade)	Mary Quick - Coordinator/LEA
Cloie Riley – (7 <sup>th</sup> Grade)	Sarah Peveler- Psychologist

### **ADMINISTRATION**

**Anne Purcell – Principal**

Quanda Turner – Assistant Principal      Ron Roche – Assistant Principal

### **FRONT OFFICE**

Michelle Burton – School Secretary      Pricilla Morrow – NC WISE  
Bonita Roemmich – Bookkeeper

### **CUSTODIAL STAFF**

Priscilla Bradsher – Head Custodian      Harold Warren

### **CAFETERIA**

Renee Baldwin – Manager  
Denise Wright      Mildred Davis  
Brenda Chambers      Marie Whalers

**C. W. STANFORD MIDDLE SCHOOL**

**2011-2012**

**CORE TEACHERS**

**6TH GRADE**

Wales	ELA	Room 319	Boisvert	ELA	Room 320
Casteel	Math	Room 309	Merritt	Math	Room 322
Keeter	Science	Room 300	Sharpe	Science	Room 306
E. Stephens	SS	Room 303	Nally	SS	Room 321

AIG Teacher Thibodeaux – 2 section of ELA (6<sup>th</sup> only) Room 323  
EC Facilitator – Nancy Barbee

**7<sup>TH</sup> GRADE**

Maynard	ELA	Room 176	Livingston	ELA	Room 175
Green	SS	Room 140	Holly	SS	Room 137
Wright	Math	Room 180	Wheland	Math	Room 141
M. McDuffie	Science	Room 178	Sanford	Science	Room 139

EC Facilitator – Cloie Riley Room 177

**8<sup>TH</sup> GRADE**

Gorski	ELA/Eng. I	Room 133	Barger	ELA/Eng. I	Room 134
Carlin	SS	Room 118	Harrington	SS	Room 126
A. Stephens	Math	Room 124	Carr	Math	Room 125
E. McDuffie	Science	Room 121	Faulkner	Science	Room 119

Kim Rorrer EC Facilitator Room 131  
Amy Cowan EC/Resource Room 130

## Student Locker Agreement

**In accepting assignment of this locker for the 2011 – 2012 school year, I agree to the following stipulations:**

- The lock and locker is the property of the school and the school has access to it;
- The locker is subject to inspections by school authorities;
- For my protection, I shall only use the locker assigned to me.
- Only property related to school activities will be stored in the locker assigned to me;
- Perishable items which could constitute health hazards will not be stored in the locker for periods exceeding one day;
- I will clean out my locker periodically.

Homeroom Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Locker #: \_\_\_\_\_

**\*\*Fill out both copies. Keep one copy and return the other copy to the homeroom teacher\*\***

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## Student Locker Agreement

**In accepting assignment of this locker for the 2011 – 2012 school year, I agree to the following stipulations:**

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Homeroom Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Locker #: \_\_\_\_\_

**\*\*Fill out both copies. Keep one copy and return the other copy to the homeroom teacher\*\***

## Appendix I

### STUDENT INTERNET ACCEPTABLE USE AGREEMENT

I have read, understand, and will abide by the Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by the Orange County Schools. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated. The Orange County School System seeks to promote positive, responsible and appropriate use of the Internet/Network.

**However, the user is ultimately responsible for his or her activity on the Internet/Network.**

Name of Student (please print) \_\_\_\_\_

Name of Parent/Guardian (please print) \_\_\_\_\_ Phone number: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Adapted from the National Center for Education Statistics suggested Acceptable Use Policy template.

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## Appendix II

### Orange County Schools Student Code of Conduct

#### Student and Parent/Guardian Verification of Receipt and Review

This is to certify that we have received and reviewed the Student Code of Conduct and understand that this document governs the standards of behavior for students in the Orange County School District. We understand that these standards of student behavior apply to all school sites, off-site school sponsored activities, and on any form of transportation provided by the Orange County Schools.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*This form must be returned to the student's designated teacher within 10 school days.

## Appendix III

### THE EXTRACURRICULAR ACTIVITIES STUDENT CONDUCT PROCEDURAL CODE FORM FOR MIDDLE AND HIGH SCHOOL STUDENTS ONLY

#### Student and Parent/Guardian Verification of Receipt and Review

*All Coaches and sponsoring Club Advisors will review the Procedural Code with participating students in middle and high school extracurricular activities each season per school year and retain a signed copy of this agreement in addition to the "blanket" release found on page 43 in this handbook.*

*This signed document is required for student participation in any middle and high school extracurricular activity and shall be kept on file by the school Athletic Director or sponsoring Club Advisor within ten (10) school days.*

*We, the undersigned Student and Parent/Guardian, have read the Extracurricular Activities Student Conduct Procedural Code for Middle and High School Students. We understand that all students participating in extracurricular activities are expected to abide by these rules.*

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

**Orange County Schools  
Student Media  
Permission Slip**

**Photographs/Videos**

The Orange County School System seeks to promote the positive classroom experiences of students. To do so, schools or the district public information officer will frequently contact area news media to report on activities in our schools. In addition, the media may contact the school district for permission to photograph or video classroom or school activities. Media representatives may not photograph students without principal approval. The district also publishes student accomplishments on school or district web sites. Most parents enjoy seeing their children's positive activities publicized; however, if you do not want us to release photos of your child, please do not sign the following form.

**I give my permission for photographs/videos or other likenesses of my child to be released to the media (newspapers/TV) or published on school or district web sites and publications.**

Name of Parent/Guardian (please print) \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of Student (please print) \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_