



# Student Handbook

2019-20

**Stallions RISE!**  
**Principal**  
**Mrs. Betsy Bridges**

## **LEE COUNTY SCHOOLS MISSION STATEMENT**

Lee County Schools will teach each student the social and academic skills needed to become a responsible and productive citizen.

## **SANLEE MIDDLE SCHOOL MISSION AND BELIEFS**

### **Our Mission:**

SanLee Middle will promote respect and responsibility for student achievement through:

- A safe learning environment
- Equal opportunities to learning
- High expectations for ALL

To meet this, SanLee students are expected to behave with **PRIDE**: *Positivity, Respect, Innovation, Determination, and Engagement.*

### **Our Beliefs:**

- Teachers, administrators, parents, and the community share the responsibility for helping students learn.
- A student's performance is enhanced by mutual respect among students and staff.
- All students in our school need to have an equal opportunity to learn.
- A safe and physically comfortable environment promotes student learning.
- Curriculum needs to incorporate a variety of learning activities to accommodate differences in student learning.
- Students learn best when our staff maintains high expectations for learning.

### **Positive Behavior Support Motto:**

- PRIDE: Positivity, Respect, Innovation, Determination, and Engagement

### **Stallion Motto:**

- Whatever it takes! Stallions rise!

### **Administrative Team**

Mrs. Betsy Bridges, Principal  
Dr. Joanna Perkins, Assistant Principal  
*(6th grade & 8th grade last names N-Z)*  
Mr. Evan Roush, Assistant Principal  
*(7th grade & 8th grade last names A-M)*

### **School Counselors**

Mrs. Anna Whalen, 6<sup>th</sup> and 7<sup>th</sup> (N-Z) Grades Counselor  
Mrs. Alison Poole, 8<sup>th</sup> and 7<sup>th</sup> (A-M) Grades Counselor

### **Nurse**

Mrs. Chris Novak

### **Office Support Staff**

Mrs. Tina Cameron, Bookkeeper/Mrs. Bridges' Administrative Assistant  
Mrs. Katherine Allmond, Receptionist/Administrative Assistant  
Mrs. Alex Rivera, Receptionist (part-time)  
Mrs. Yanira Scott, Data Manager

### **School Resource Officer**

Officer Carl Herring

### **SanLee Clock Schedule**

7:00	Supervision begins
7:30	First Bell
7:40	Tardy Bell
7:40-2:30	Classes in session
2:30	Dismissal
3:00	Supervision ends

### Attendance and Absences

School attendance in North Carolina is a legal matter. The state recognizes the following three types of absences:

Absence Type	Reasons	Comments and consequences
<b>Lawful: code 1</b>	Illness, quarantine, death in immediate family, medical or dental appointments, court, religious observance, absences of an educational nature (requires prior approval by Principal), emergency circumstances (requires approval of Principal).	<b>Excused absence:</b> Work is expected to be made up. Students will receive full credit for this work if done within the guidelines. (See "Makeup Work" in next section.)
<b>Unlawful: code 2</b>	Absences for any reason other than those defined under Lawful or Suspension are considered unlawful.	<b>Unexcused:</b> Work at SanLee, is expected to be for partial credit. <b>Students receive zeros</b> for work due on days missed.
<b>Suspension: code 3</b>	Administered and determined by the Principal's office.	<b>Excused absence:</b> Work is expected to be made up for full credit according to the guidelines. (See "Makeup Work" in next section.)

#### Parent Note

Students must deliver a note to their teacher within three (3) days of an absence(s), signed by a parent or legal guardian. If a student does not bring a note within three (3) days they must be counted unlawfully absent. *Parents are held accountable for getting their children to school.* Students with three, six, and nine unlawful (unexcused) absences will be referred to a Lee County Schools Social Worker and parents will be notified in writing. Parents of students who have ten unlawful absences will receive letters informing them they may be prosecuted according to the *North Carolina Compulsory Attendance Law*

#### Family Trip Absences

Family trips fall into the category of “absences of an educational nature” and require prior approval to be counted as lawful absences. Educational Leave forms are located at the front desk. Forms must be signed by the principal prior to the absence in order for the absence to be lawful.

#### Yearly Attendance

The Lee County Board of Education requires 164 days of attendance in all classes in all grades in order for a student to be eligible for promotion. Absences of all types count as days not in attendance. Lawful absences are not an exception to this rule. Excessive "tardies" and "checkouts" will cause a student not to meet this requirement. **Five tardies and/or sign outs will be considered as an absence when calculating eligibility for Perfect Attendance and/or eligibility for team sports.**

#### Tardiness

Students arriving after 7:40 a.m., are considered tardy to school. These students must sign-in in the front foyer, receive a note, and present to the teacher to be admitted to class. Students reporting to class after it has started or not reporting with the rest of the class after a class change may be considered tardy or to be skipping class,

which can result in disciplinary action from an administrator's office. **Five tardies and/or sign outs will be considered as one absence when calculating eligibility for Perfect Attendance.**

## Daily Procedures

### Morning Procedures

The front doors are unlocked and supervision begins at 7:00 a.m.. **Bus riders remain on the bus unless they are eating breakfast.** All car-riders are to be dropped off at the front of the school and are to enter the building through the main entrance. Students eating breakfast are to report to the cafeteria. Car riders not eating breakfast are to report to the gym until they are released to classes. (only car riders NOT eating breakfast are allowed in the gym)

### Breakfast

Car riders who eat breakfast should arrive by 7:30am and go directly to the cafeteria. They will be released from the cafeteria to go to class. Bus riders will remain on their buses until released to go to class. Bus riders who eat breakfast will be released from their buses when they arrive at school and enter the cafeteria.

#### *Breakfast Procedures:*

- Students must keep book bags and belongings in your possession in the line, unless instructed otherwise by an adult.
- **Students must go through the line and receive a school breakfast.**
- All trash must be thrown away before leaving the cafeteria.
- Students must remain seated in the cafeteria until dismissed by an adult.
- Students must wait for an adult to dismiss the table to line up.
- Students must line up at the door, one behind the other, and wait to be dismissed by an adult.
- Students must walk down the hallway one behind the other on the purple and gold.

### End of Day Departure

Students will be released by grade levels on a bell at the end of each school day. Students riding the bus will proceed to the bus parking lot and board their buses. Students riding in a car are to proceed to the front of the school and wait for their ride in the assigned area for their grade level. Students staying for after school activities must report immediately to the assigned area. All students will be supervised during these time periods by school staff members. All other arrangements for going home must be approved by the administration of SanLee Middle school. **NO students will be allowed to walk to the campus of Southern Lee High School to "wait" for a ride or meet a ride anywhere other than at SanLee Middle School.**

**IMPORTANT:** Students **MUST** be picked up by 3:00 pm each day ,unless staying after school for an event. Pick-up arrangements must be understood by parent and students prior to the start of the school day. Students should have one designated way of leaving school every day. A note from a parent or guardian is required when a change in plans becomes necessary. Students riding home with friends must have a note signed by their own parents permitting this arrangement, and verified by the office. Changes in bus transportation are approved at

the discretion of the SanLee administration and will be made based on space available on buses. Changes in bus transportation are not guaranteed! Notes should be turned into Mrs. Cox, Assistant Principal in charge of transportation, or Mrs. Wilson, in the attendance, office by 9:00 a.m. **Emergency changes in transportation MUST be made by 1:00 pm. No transportation changes will be granted after 1:00 pm daily.**

### Early Dismissals

When a student needs to leave school during the day, a parent or guardian must come to the front desk to sign out the student. **Students may not be signed out after 2:15 pm.** The student will wait in the classroom to be called for dismissal. If a parent is not picking up the student, a note designating who will pick the student up must be presented and verified before granting the student's release. When a return to school on the same day is planned, this must be indicated on the note. Identification will be verified of the individuals signing out students at SanLee.

### Hall Passes

Students are required to have a hall pass at all times when out of their classes during instruction. Hall passes must have a destination, time, and a school staff member's signature on it. Students will not be allowed to use the phone, visit the nurse or a counselor without a signed pass from the teacher.

### Phone Use

School phones are primarily for the use of school staff. Should a student become ill during school hours, teachers will grant permission for students to see the school nurse. She will grant them permission to use the school phone to call home. This will provide a continuation of class sessions and at the same time provide monitoring of the student's well-being by the school nurse and/or staff from the front office areas. When appropriate, teachers may call a parent for the student, notify the front office, and allow the student to wait in that area for assistance. Classes will not be interrupted by phone calls to students. Parents may call and leave a message for a student. Students will not be called from class to take a phone call.

**Students must refrain from texting and calling parents/family on personal cell phones during the school day unless granted permission by a school administrator or teacher. This is against Lee County School's policy 4318 Rule 10 in Student Code of Conduct. Students should speak to their teacher or an administrator if there is an issue which needs to be addressed by an adult.**

### Withdrawals

Students being withdrawn from SanLee Middle School must be officially withdrawn by a parent/guardian. Students will then get a withdrawal form from the office which must have all areas necessary for withdrawal completed in order to verify that all school accounts (fees, books, locker, etc.) are cleared.

### School Counseling Services

Counseling services are available to students during the school day. A counselor can be seen either individually or in small group sessions. Students can expect the highest degree of integrity and confidentiality possible from guidance counselors at SanLee Middle School. Students can request to see a counselor by filling out the online form and submit electronically on the counselor's web page on SanLee Middle School's website. An

arrangement will be made through the student's teacher/s for counseling services as soon as possible. Teachers may call if there is a counseling emergency. If a counselor is not available, an administrator will be contacted. Parents are encouraged to call, email, and/or use the online form on our school's webpage if they wish to share information, need support or resources, or have a concern.

## Grades

### Make-Up Work

Following an absence, students, parents, and teachers must immediately make arrangements to help students complete missed assignments. A student can receive full credit when the work is completed satisfactorily and turned in within one week of the absence. At SanLee, we believe all work is important and should be completed. Working lunch may be assigned and other make up times before, during, and after school will be offered when a student does not complete assigned work. Students have until the end of a grading period to turn in missing work. Late assignments may have up to 11 points deducted. Assignments not turned in by the end of the grading period will be assigned a zero in the gradebook.

### Report Cards and Grades

Report cards are distributed at the end of each grading period. To encourage parent involvement, we ask that parent/guardian pick up the 1<sup>st</sup> quarter report card.

### Grading Scale

<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80-89</b>
<b>C</b>	<b>70-79</b>
<b>D</b>	<b>60-69</b>
<b>F</b>	<b>0-59</b>

### Personalized Plan for Success

Based on previous student test scores, classroom achievement, attendance, and/or behavior some students may be placed on a Personalized Plan for Success, PPS, as a means of increasing accountability for students, teachers and parents in an effort to improve overall achievement. Parents will be contacted during the first grading period of the school year for a conference to address the specifics of the PPS.

### Promotion and Retention Requirements

*The school principal shall have authority to grade and classify students. A student should repeat a grade when repetition is likely to benefit the child in acquiring minimum skills or competencies. [G.S. 115C-288(a)]*

Following is a summary of the North Carolina and Lee County Boards of Education standards, which govern Do satisfactory work,

- a. meet any school or county standards,
- b. score at least an Achievement Level III on state end-of-grade tests in both reading and mathematics; and
- c. demonstrate adequate progress in writing.

### Laptops

The Lee County Board of Education purchases laptops for the students in LCS to be used for educational purposes only. It is the student's responsibility to use for educational purposes ONLY and follow the acceptable uses for technology as stated in the LCS Student Code of Conduct (policy code: 3225, 4312, 7320). **Laptop privileges may be taken away from students at anytime for misusing or abusing technology.**

### Textbooks

The Lee County Board of Education purchases textbooks for school and student use. Students are issued textbooks in some courses at SanLee. Students will be charged for damages beyond normal wear and tear from usage while issued. Students will be charged the replacement cost for lost/stolen textbooks before being issued another textbook. Reimbursement will be issued for found textbooks. Teachers are not required to issue or use textbooks. A parent or student may request to be issued a textbook for at home use. The school will grant the request if there are extra textbooks available for checkout. The same responsibilities for damages, loss, and theft will apply in this circumstance.

## **Student Reminders**

### Athletics

The Lee County Board of Education, SanLee Middle School, and the North Carolina High School Athletic Association governs student participation in extracurricular or co-curricular activities.

### Requirements for Participation

1. Pass 3 of 4 core subjects and 1 of 2 other subjects each semester, including previous year
2. Be in attendance at least 85% of the previous semester
4. Be enrolled at the school
3. May not be 15 years of age on or before October 16 of the current school year.
4. Provide a copy of current physical exam before trying out for a team.
5. Provide proof of medical insurance
6. Complete athletic paperwork in its entirety by student and parent/guardian

Inappropriate behavior may result in dismissal from a team.

### Sports Seasons:

*Fall:* Football, Softball, Cheerleading, Tennis and Golf

*Winter:* Basketball, Cheerleading, and Wrestling

*Spring:* Baseball, Soccer, and Volleyball

***Updated (yearly) physicals and an academic/behavior contract signed by the student and parent are REQUIRED before tryouts for all sports.***

Athletic participation requires high levels of commitment and responsibility. Athletes are responsible for bringing the necessary equipment on appropriate days. Parents/Guardians are responsible to provide students transportation following practices and games. Students need to remain with coaches in assigned areas until their rides come. Students may be suspended or dismissed from a team if expectations established by the school or and/or coach are not met.



### Rules for Student Athletes

While each coach has his or her own rules for his or her team, the Lee-Harnett Athletic Conference and school administrations have developed rules regarding attendance and disciplinary actions on the day of any athletic event (practice is considered an athletic event). In order to participate in an athletic event the student must

- Be present at school for at least half of the day in his or her regular classes. Any student that is off campus due to a field trip or other school related event is considered to be present.
- Not have In-School Suspension (ISS) or Out-of-School Suspension (OSS). Any student with ISS or OSS is not able to participate in any activities after school. This also prohibits a student from attending the game as a spectator.

Rules regarding the accumulation of office referrals resulting in ISS and OSS are as follows

***If an athlete is in ISS or OSS they are not allowed to participate in any after school activities including practice AND games.***

- ***First ISS:*** Player cannot attend practice or game the day of ISS. Coaches will make decision about team-related discipline.
- ***Second ISS:*** Player cannot attend practice or game the day of ISS. Student will be suspended for one game.
- ***Third ISS:*** Student will be removed from the team.
  
- ***First OSS:*** Player cannot attend practice or game the day of OSS. Student will be suspended from the team for one game.
- ***Second OSS:*** Student will be removed from the team.

### Cafeteria

All students must remain on campus during lunchtime. Students may purchase from the cafeteria or bring a lunch from home. *Birthdays parties and food items to be shared with the class are not allowed in the cafeteria.*

#### Meal Prices

*Breakfast- \$1.50*

*Lunch - \$2.25*

Families may obtain a free/reduced lunch form from the homeroom teacher or front office. It is imperative to fully complete and return the form quickly. Full price will be charged by the cafeteria until it is approved by Lee County Schools Central Office. Parents will receive a letter through the mail when and if lunch status changes and are required to pay for meals until lunch status changes. Lunch status remains the same for the first two weeks of school. Parents are responsible for all charges encumbered by not filling out the lunch form in a timely manner.

### Food, Sodas, and Chewing Gum

**No food or drinks are allowed in the hallways or classrooms unless specified ahead of time by a classroom teacher.** No soft drinks or energy drinks are allowed to be consumed by students during the school day. For special occasions and field trips, soft drinks may be allowed, if specified by the teacher. Homemade food items are not allowed to be shared or consumed by students at school. SanLee does not allow gum chewing.

**Restaurant "to go" food will NOT be allowed to be dropped off in the office to a child during the day to be eaten at lunch.**

### LCS Dress Code

DOES NOT permit the following:

- Sagging pants and oversized clothing.
- Sunglasses and head coverings of any kind are not to be worn inside the buildings.
- Clothing and accessories, which can be perceived as weapons.
- Clothing and attire with any symbols or styles associated with intimidation, violence, or violent groups. (This includes the exhibition of symbols such as, but not limited to Confederate Flags, Nazi Swastikas, Anarchist symbols, gang symbols, bandanas, any cloth folded in such a fashion to indicate membership to a particular group or gang, depictions of bands or personalities or lyrics whose popularity or intent rests on intimidation, violence, sexually explicit or demeaning photos or characterizations.)
- Clothing and items with messages or illustrations which are lewd, derogatory, indecent, vulgar or advertising and product or service not permitted by law to minors such as drugs, illegal substances, tobacco and alcohol.
- Clothing, shorts, dresses and skirts which are excessively tight or shorter than mid-thigh.
- Clothing with excessive holes, see-through materials, strapless, tank and spaghetti tops.
- Clothing exposing cleavage, midriff and undergarments. Clothing worn inappropriately such as unbuckled belts, inside out or backward, unfastened, pants and skirts not at waistline, rolled-up pants and shoes not tied or secured.

*Face paint is not allowed unless it is related to school activities or events.*

### Cellular Phones and Other Electronic Devices

SLMS encourages students to leave all electronics at home. If brought to school, cell phones and other electronic devices (iPods, iPads, personal headphones, etc.) should be stored securely during the school day. Students caught using devices without permission may have the device confiscated. A parent/guardian will have to retrieve any confiscated items. *SanLee is not responsible for loss or theft of personal electronic devices on any school property. Please refer to the Lee County Schools Code of Conduct for further clarification of the policy.*

*Consequences for a phone out in class without permission, or a phone going off in class :*

1. **Verbal** warning to put the phone away or turn it off.
2. Teacher takes phone until the end of class
3. Teacher takes the phone, gives to admin, and is returned at the end of the day by admin.
4. Teacher takes the phone, gives to admin and is turned into front office. Parent/guardian must retrieve.
5. Teacher takes the phone, gives to admin and is turned into front office. Parent/guardian must retrieve. Parent will be informed by an administrator that student has lost the privilege to have a cell phone at school

### Lockers

Locker numbers and combinations are assigned to teachers at the beginning of each school year. Teachers assign lockers to individual students in their homeroom. Students are not allowed to share or change lockers without the permission of the homeroom teacher. Problems with lockers should be reported to the homeroom

teacher. In order to maximize instructional time and to keep the school orderly, students only will be allowed to go to your locker according to the schedule determined by the teachers.

Administration has the right to open, search, and remove any harmful or unauthorized items in lockers. Random locker searches may be conducted at anytime.

#### Money Collection

Students should present money to the homeroom teacher first thing in the morning. Checks should be made out to SanLee Middle School unless otherwise specified. No check should ever be made out to an individual for a school sponsored event. Receipts will be issued for all monies collected at school.

#### Student Code of Conduct and Discipline

The primary purpose of SanLee Middle School and Lee County Schools is to promote learning for all students. In order to provide a safe and orderly learning environment, SLMS adheres to the Student Code of Conduct established by Lee County Schools. Please refer to the Lee County Schools Student Code of Conduct for further clarification of rules and disciplinary procedures. A complete and updated version of all school policies and regulations may be obtained online at [www.lee.k12.nc.us](http://www.lee.k12.nc.us); at the Central Office, 106 Gordon Street, Sanford, NC 919-774-6225; and at each school office.

### **Notifications to Parents/Guardians**

#### Cafeteria

*Birthday parties and food items to be shared with the class are not allowed in the cafeteria. Restaurant “to go” food will NOT be allowed to be dropped off in the office to a child during the day to be eaten at lunch.*

#### Meal Prices

*Breakfast- \$1.50*

*Lunch - \$2.25*

Families may obtain a free/reduced lunch form from the homeroom teacher or front office. It is imperative to fully complete and return the form quickly. Full price will be charged by the cafeteria until it is approved by Lee County Schools Central Office. Parents will receive a letter through the mail when and if lunch status changes and are required to pay for meals until lunch status changes. Lunch status remains the same for the first two weeks of school. Parents are responsible for all charges encumbered by not filling out the lunch form in a timely manner.

#### Metal Detectors

Metal detectors will be used at random times and places on campus throughout the school year. They can also be expected at designated extra-curricular events within the Lee County School System.

#### Money Collection

Students should present money to the homeroom teacher first thing in the morning. Checks should be made out to SanLee Middle School unless otherwise specified. No check should ever be made out to an individual for a school sponsored event. Receipts will be issued for all monies collected at school.

### PTSO Thrift Shop

The Lee County Schools PTSO Thrift Shop is located at 303 S. Steele Street. This is a valuable asset for raising money for the schools of Lee County. In order for SanLee to be eligible for ANY funds generated at the PTO Thrift Shop, we must accumulate at least 150 volunteer hours during the school year. Students ages 12 and over may volunteer at the thrift shops as long as they are accompanied by an adult. Funds received from the Thrift Shop will be used to purchase instructional supplies for teachers and students.

### Permission to Print Photograph

The Lee County School System reserves the right to photograph your child at school for use in district publications including, but not limited to, social media, calendars, brochures, district website, promotional materials, advertisements, instructional materials and flyers, unless contacted in writing. A written objection to printing and posting a student's image should include the student's name, school, grade, teacher, date, and the printed name and signature of the parent or legal guardian. This notice must be written and received by the school within ten days of receiving this handbook.

### Permission to Publish Student Work

The Lee County School System reserves the right to promote academic work of students for use in district publications including, but not limited to, calendars, brochures, district website, promotional materials, advertisements, instructional materials and flyers, unless contacted in writing. A written objection to printing and posting a student's work should include the student's name, school, grade, teacher, date, and the printed name and signature of the parent or legal guardian. This notice must be written and received by the school within ten days of receiving this handbook.

### Permission for Release of Directory Information from Student Records

The Lee County Schools releases directory information. It includes a student's name, address, telephone listing, electronic mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members athletic teams, dates of attendance, diplomas, and awards received, the most recent previous school attended, and other similar information. Parent(s) may object to directory information for their child being released by making a written request to the principal not later than thirty days after the release of the student handbook.

### Parent Conferences

Parent conferences are encouraged and may be requested by the teacher or parent. Email and voicemail are the best ways to contact school personnel. Phone calls from parents to any staff member will be sent to voicemail during the school day. Parent meetings will be scheduled as soon as schedules allow. If you do not hear back from the person you are trying to reach within 24 hours, please call or email the appropriate grade level administrator.

### Progress Reports

At a minimum, teams will send home progress reports in the middle of each grading period. Some teams will send home progress reports weekly. All progress reports should be signed by a guardian and returned to the teacher within three days of distribution. Parents/legal guardians have the ability to view grades and attendance through PowerSchool's Parent Portal. The front office can assist families with this option.

### Video Surveillance

Video cameras are used throughout the school and campus at SanLee Middle School to monitor and ensure the safety of the students and staff. Cameras are equipped to record activities 24 hours each day.

### INTEGRATED PEST MANAGEMENT (IPM) CONTROL PROGRAM

Each school year each school will send out a notice regarding the Integrated Pest Management (IPM) Control Program.

IPM is a comprehensive approach that combines effective, economic, environmentally sound, and socially acceptable methods to prevent and solve pest problems. IPM emphasizes pest prevention and provides a decision-making process for determining if, when and where pest suppression is needed and what control tactics are appropriate.

Through its IPM program, the school district will strive to do the following:

1. minimize any potential health, environmental and economic risks from pests or from the use of pest control methods;
2. minimize loss or damage to school structures or property from pests or from the use of pest control methods;
3. minimize the risk of pests spreading into the community; and
4. enhance the quality of facility use for the school and community.

Pesticide use will not be based *solely* on a monthly schedule by a contracted pesticide company. School personnel in charge of pest management will consider how and when pesticides need to be used to achieve the pest management goals. Each year, the principal or designee will ensure that the student handbook includes the schedule of anticipated pesticide use on school property and notice to parents, guardians and custodians of their right to request notification of non scheduled pesticide use. Additionally, the principal or designee shall annually notify school staff of scheduled pesticide use on school property and of their right to request notice of non scheduled pesticide use. Insecticides for pest control including fire ants, crickets, fleas, ticks and nuisance ants are normally administered at the Easter break or July 4 break when no students are in attendance, or on weekends.

### School Nurse and Medication

Students must request to go to the nurse if they feel ill or are in need of medical assistance. Teachers will call to see if the nurse is on campus and available.

In the situations where medication—prescription or non-prescription—must be administered at school, the following procedures must be followed:

- Short-term medication—(antibiotic for an infection, pain medicine after an accident, etc.) If medication is required for a short time the doctor may write an official request for the child to take medication at school.
- Long-term medication—(Ritalin, asthma medication, Tylenol as needed for chronic headaches, etc.) If long-term medication is required, the physician must complete a "Request For Medicine To Be Given During School Hours" form (available at school) before school personnel can give medication.

All medication must be brought to the school in appropriately labeled bottles or containers. Students should bring medication and notes to the front office at the beginning of the school day. Medicine or drugs not handled in accordance with this policy are considered illicit drugs for school disciplinary purposes.

### School News and Information

SanLee Middle School uses several ways to keep our students, parents, and community informed of all the activities and happenings at the school.

- Website <http://www.lee.k12.nc.us/Domain/19>
- Blackboard Connect – automated phone messages and email
- FaceBook <https://www.facebook.com/SanLeeMiddleSchool>
- Twitter <https://twitter.com/SanLeeMS>
- Instagram <http://instagram.com/sanleems>
- YouTube [https://www.youtube.com/channel/UCGcl\\_rDoLyDNtMOXDS2PA5A](https://www.youtube.com/channel/UCGcl_rDoLyDNtMOXDS2PA5A)
- Remind - text @stallionn to 81010 to receive text messages about school events

Make sure to keep phone numbers, addresses, and email up to date with the front office and classroom teachers. Please follow us on our social media to ensure being notified of the latest news and events.

### School Insurance

The Lee County School System provides insurance for students at no cost to the parents. The insurance provides a limited benefit accident insurance plan for all students in grades Pre-K through 12; and student athletic participants in grades 6 through 12. Details regarding coverage and filing of claims can be found on the Lee County Schools website ([www.lee.k12.nc.us](http://www.lee.k12.nc.us)).

The insurance group is the American Advantage Marketing Group, Inc. The address for the company is:

*P.O. Box 505 Waynesville, N.C. 28786 Phone:  
(828) 452-5437 FAX: (828) 456-7354  
e-mail: [ameradvins@bellsouth.net](mailto:ameradvins@bellsouth.net)*

### Student Cell Phone Usage

**Students must refrain from texting and calling parents/family on personal cell phones during the school day unless granted permission by a school administrator or teacher. This is against Lee County School's policy 4318 Rule 10 in Student Code of Conduct. Students should speak to their teacher or an administrator if there is an issue which needs to be addressed by an adult. Students not following this rule will be subject to school discipline.**

### Student Code of Conduct and Discipline

The primary purpose of SanLee Middle School and Lee County Schools is to promote learning for all students. In order to provide a safe and orderly learning environment, SLMS adheres to the Student Code of Conduct established by Lee County Schools. Please refer to the Lee County Schools Student Code of Conduct for further clarification of rules and disciplinary procedures. A complete and updated version of all school policies and regulations may be obtained online at [www.lee.k12.nc.us](http://www.lee.k12.nc.us); at the Central Office, 106 Gordon Street, Sanford, NC 919-774-6225; and at each school office.

### **Morning and afternoon procedures for car riders at SLMS:**

Students must be in the building **by 7:40** am to be counted as on time for school. It is important that our students are here by 7:40 am to have time to go to their lockers, hear important morning announcements, and be ready to start the school day.

**Parents must go through the car rider line in the morning and drop off no earlier than 7:00 am .** DO NOT drop off in the parking lot at the flagpole, on Hickory House Rd, or at the end of the road that leads to the high school. The only exception will be for parents who park and are coming into the building with their child. We do not have enough people on duty to stop traffic or help students cross as we do in the afternoon. This also enables traffic to move swiftly and continuously for those going to work or dropping off at other schools. Those who are dropping off should pull forward **all the way to the end of the awning to allow for multiple students to be dropped off at the same time.** Please refrain from stopping at the door to drop off your child. To ensure everyone's safety, it is important for cars to remain in the line and not pass those stopped to drop off students.

After all bus riders are in the building our school resource officer moves the patrol car and allows for drop offs in the bus parking lot to help with traffic flow. This is usually around 7:35 am but is not guaranteed if students are still on the lot unloading. We close and lock the bus parking lot door at 7:40 am. If you drop your child off after 7:40, you must do so in the front of the school. There is a doorbell that can be rung to notify the front office to open the door.

Cars arriving before the bell rings to pick students up should line up on the right-hand side of the driveway in a single file line. The first car should pull up to the front of the school on the left-hand side when the first bell rings. Please be courteous of other cars, watch the cars in front of you and pull up when it is time, stay in single-file line, and do not pass. It is also important to allow cars that come in from the stoplight off Tramway Rd to filter into the traffic pattern every second or third car.

**If you pick up your child in the afternoon,** there is someone, usually Mrs. Bridges, that is at the crosswalk to help students across to meet parents. **Parent must come to the flagpole or walk across to pick up students.** Parents may not wait in cars. **If you cannot get out of the car, you must stay in the car rider line.** Your child will not be allowed to cross unless you come up to meet them. Please instruct your child to come to the crosswalk and wait until the person on duty instructs them that it is safe to cross. **All students and parents should cross at the crosswalk.**

Due to our heavy traffic and the busy highway, SanLee does not allow walkers; this includes walking to Southern Lee in the afternoon. The only exceptions are for those whose parents work at Southern Lee High School.

Thank you in advance for your assistance as we ensure the safety of your child at SanLee.

Sincerely,  
Betsy Bridges  
Principal

TO: All Parents and Staff of Lee County Schools  
FROM: Chris McNeill Director of Facilities and Maintenance  
RE: Notifications of Asbestos Inspections  
DATE: July 16, 2019

IN COMPLIANCE WITH THE US ENVIRONMENTAL PROTECTION AGENCY (EPA) ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA), IN THE FALL OF 1988. WE PERFORMED INSPECTIONS OF EACH OF OUR SCHOOL BUILDINGS FOR ASBESTOS-CONTAINING BUILDING MATERIALS. THE INSPECTION FINDINGS AND ASBESTOS MANAGEMENT PLANS HAVE BEEN ON FILE IN EACH SCHOOL ADMINISTRATIVE OFFICE SINCE THAT TIME.

THE EPA REQUIRES US TO PERFORM PERIODIC SURVEILLANCES OF THE ASBESTOS MATERIALS EVERY 6 MONTHS AND REINSPECTIONS EVERY THREE YEARS. ASBESTOS INSPECTORS PERFORM THE REINSPECTIONS AND AN ACCREDITED MANAGEMENT PLANNER REVIEWS THE RESULTS AND RECOMMENDS ACTIONS WE SHOULD TAKE TO SAFELY MANAGE EACH ASBESTOS MATERIAL IN OUR BUILDINGS.

CHANGES IN THE ASBESTOS MATERIALS CONDITION WERE NOTED AND REPORTED IN THE 2018-19 REINSPECTION.

ALL ASBESTOS MATERIALS IN OUR SCHOOLS ARE BEING MAINTAINED IN SATISFACTORY CONDITION AND WE PLAN TO CONTINUE TO MANAGE THEM IN PLACE, AS RECOMMENDED BY THE ACCREDITED MANAGEMENT PLANNER

SEVERAL NEW BUILDINGS RECENTLY COMPLETED HAVE BEEN CERTIFIED NOT TO CONTAIN ASBESTOS. THE DESIGNER HAS CERTIFIED, "NO ASBESTOS CONTAINING MATERIALS HAVE BEEN SPECIFIED TO BE USED IN THE BUILDING OR THE SCHOOL". THE SPECIFIC BUILDINGS ARE NOTED IN THE MANAGEMENT PLAN.

THE RESULTS OF THE SURVEILLANCE ARE ON FILE IN THE MANAGEMENT PLAN IN THE SCHOOL'S ADMINISTRATIVE OFFICE. EVERYONE IS WELCOME TO VIEW THESE ANYTIME DURING NORMAL SCHOOL HOURS (MONDAY - FRIDAY, 8:30 A.M. - 3:00 P.M.). I AM AVAILABLE TO ANSWER ANY QUESTIONS YOU MAY HAVE ABOUT ASBESTOS IN OUR BUILDINGS, AND CAN BE CONTACTED THROUGH THE LEE COUNTY SCHOOLS MAINTENANCE DEPT. AT (919) 776-4013.



STALLION	Classroom	Transition	Restroom	Cafeteria	Bus	School Wide
<b>Positive</b> <b>Make appropriate comments;</b> <b>Demonstrate reasonable behavior.</b>	Follow rules and directions of ADULTS  Be Honest  Use positive tone and language  Encourage and support peers  Respond appropriately to instruction and criticism	Follow rules and directions of ADULTS  Use positive tone and language  Move quickly and quietly in single file line on "purple & gold"	wait patiently when necessary  Return to class promptly	Stay in single file line  wait patiently when necessary  Use positive tone and language  Use appropriate table manners	Use positive tone and language	Follow rules and directions of ADULTS  Be Honest  Use positive tone and language
<b>Respectful</b> <b>Treating yourself and others properly with empathy and consideration</b>	Treat others respectfully  Stay out of others personal space  Listen to others  Honor the opinions and answers of others	Follow staff directions  Stay out of others personal space	Report problems to an adult  Stay out of others personal space  Follow staff directions	Report problems to an adult  Stay out of others personal space  Eat your own food  Follow staff directions  Honor the opinions of others	Follow staff directions  Report problems to an adult  Stay out of others personal space	Be considerate of self, others, and the environment.  Report problems to an adult  Stay out of others personal space
<b>Innovative</b> <b>Working well with others; featuring advanced and original ideas/products</b>	Participate in class activities and discussions  Help and support classmates  Be physically and mentally present  Help keep the classroom clean	Report any problems to adults  Help keep the hallways clean and clear of trash  Make everyone feel welcome at SLMS	Conserve supplies  Help keep the restrooms clean  Prevent and report vandalism	Help keep the cafeteria clean  Keep food and drink in assigned areas only	Help keep the bus clean  Keep the aisles clear  Prevent and report vandalism	Help keep the school clean  Help and support peers  Be a team player
<b>Disciplined</b> <b>Using self-control to be your best</b>	Work quietly  Report any problems to adults  Time on task  Do your own work  Give your best effort	Move quietly  Plan your route to save time  Speak in a low to no voice	Make use of scheduled restroom times  Refrain from horseplay and all other non-compliant behaviors	Gather all utensils, condiments, napkins, etc. before sitting down  Remain seated until instructed  Use "indoor voices"	Use caution when entering/exiting bus  Stay in your seat  Use "indoor voices"	Take responsibility for your actions and words  Follow student code of conduct at all times  Give your best effort at all times
<b>Engaged</b> <b>Make the best use of my time and resources; implement effect solutions to problems</b>	Keep focused on work  Follow rules about safety	Manage your time wisely	Use bathroom in a timely manner	Manage your time wisely	Follow rules about safety	Be physically and mentally present  Actively participate appropriately

