



Student & Family Handbook *2023-2024*

Principal
Dr. Natalie Kelly

Assistant Principals
Mrs. Christina Reed
Ms. Elayne Monjar
Mrs. Gloria Perez - Dean Of Students
Mrs. Ciji Burnham- Academic Coach

The information provided in this handbook is subject to change.

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.

Vision Statement

SanLee Middle School, in partnership with families and our community, will provide a caring and safe learning environment in which all students are able to maximize individual potential and are prepared to meet and overcome everyday challenges of education, work, and life.

Lee County Schools Administration

Dr. Chris Dossenbach, *Interim Superintendent*
Dr. Johnnye Waller, *Assistant Superintendent, Auxiliary and Student Services*
Stacie Eggers, *Assistant Superintendent, Human Resources*
Kelly Jones, *Chief Financial Officer*
Dr. Carol Chappell, *Executive Director of Instruction for Performance*
Angel Mills, *Director of ESL*
Anne Sessoms, *Director of Exceptional Education*
Justin Covert, *Transportation Director*

Lee County Board of Education

Sherry Lynn Womack, Board Chair
Eric Davidson, Vice Chair
Sandra Bowen
Chris Gaster
Patrick Kelly
Jamey Laudate
Alan Rummel

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 Mottos:

- Whatever it takes! Stallions rise! THE SanLee Way!
- You Matter! Every Child, Every Teacher, Every Day!



MAKING MIDDLE GRADES WORK

Key principles identified in Making Middle Grades Work (MMGW):

- *Improve school/parent relations and communication*
- *Improve teacher collaboration*
- *Maintain high expectations and differentiate instruction along with providing extra help and support to struggling students*
- *Effectively make use of available data*

Key principles identified in Making Middle Grades Work (MMGW):

An academic core that is aligned to what students must know, understand and be able to do to succeed in college-preparatory English, mathematics and science – All students in the middle need an academic core curriculum that accelerates their learning, challenges them and appeals to their interests.

A belief that all students matter – Each student needs to have a personal relationship with an adult who takes an interest in his/her successful learning, goal-setting, educational planning and personal growth.

Literacy across the curriculum – Teachers must embed reading and writing standards and strategies into all courses to advance academic and reading achievement. Students must be provided reading instruction in all academic curricula through grade eight.

High expectations and a system of extra help and time – Students learn in different ways and at different rates. Middle grade students need enough time and help to meet more rigorous, consistent standards for all eighth-graders. The middle grades curriculum should accelerate achievement for all students.

Intervention program for at-risk students – At-risk students must be identified early and provided accelerated instruction in reading, mathematics, and language arts targeted to their individual needs.

Classroom practices that engage students in their learning – Young adolescents need varied learning activities linked to challenging academic content and opportunities to use new skills and concepts in real-world applications.

Teachers working together – All teachers need time to plan together; to develop and coordinate learning activities, and to share student work that meets proficiency standards.

Support from parents – Parents must understand clearly and must support the higher standards for performance in the middle grades.

Highly qualified teachers – Middle grade teachers must know academic content and how to reach, teach, and engage young adolescents.

Use of data – States, districts and schools continuously must use data on student, school and teacher performance to review and revise school and classroom practices as needed.

Use of technology for learning – Middle grade students and teachers must have opportunities to explore and use technology to improve knowledge and skills in all subject areas. Students must be allowed to explore multiple uses of technology to address the array of contemporary problems and projects linked to a range of broad careers.

Strong leadership – Middle grade schools need strong, effective principals who encourage teachers and participate with them in planning and implementing research-based improvements.

Middle grades schools must have a new mission: to prepare more students for success in rigorous high school courses – and, ultimately, for most students to graduate and proceed to college or technical training.

~Gene Bottoms, Southern Regional Ed. Board (MGTW)

Administrative Team

Dr. Natalie Kelly, Principal

Assistant Principals

Mrs. Elayne Monjar

Mrs. Christina Reed

Mrs. Gloria Perez, Dean of Students

Mrs. Ciji Burnham, Academic Coach

School Counselors

Mrs. Rachel Goodwyn Ellenberger, 6th Grades Counselor

Mrs. Madison Faulk, 7th Grade Counselor

Mrs. Angela Fallin, 8th Grade Counselor

School Social Worker

Consepsion Martinez

Nurse

Mrs. Hannah Hussey

Office Support Staff

Mrs. Tina Cameron, Bookkeeper/Administrative Assistant

Mrs. Katherine Allmond, Receptionist/Administrative Assistant

Mrs. Mattie Allmond, Data Manager

Ms. Stephanie Bustamante, Receptionist

School Resource Officer

Officer Larry Whitaker

SanLee Clock Schedule
7:10am Supervision Begins, Doors Open
7:20am Homeroom Begins
7:40am Tardy Bell
7:40-2:30 Class In Session
2:30 Dismissal
2:55 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
Lawful: code <u>1</u>	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).	Excused absence: 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.)
Unlawful: code <u>2</u>	Absences for any reason other than those defined under Lawful or Suspension are considered unlawful.	Unexcused: Work at SanLee, is expected to be made up. Students receive zeros for work due on days missed if not completed in a timely manner.
Suspension: code <u>3</u>	Administered and determined by the Principal's office.	Excused absence: 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.**

Perfect Attendance

Perfect attendance is defined as being present each day school is in session. A student will qualify for perfect attendance if he/she did not miss a day of school for any reason, excused or unexcused. In order for a student to be considered present for the school day he/she must check-in by 11:30am. Also a student cannot leave school or be checked out from school prior to 11:30am in order to be considered present for the school day.

Unexcused Tardy/Early Pick Up Policy (Lee County Schools Student Code of Conduct Rule 22)

Tardiness: Student attendance is imperative. Students are expected to be at school and in class in a timely manner. It is important that our students are here on time in order to hear important morning announcements and to be ready to start the school day. Students must be in the building **by 7:40 am** to be counted as on time for school. Students will be counted as tardy if they arrive to the building door after 7:40 a.m. Students arriving after 7:40 a.m., are considered tardy to school. These students must sign-in at the front, receive a note, and present to the teacher to be admitted to class. The Data Manager will mark these students as tardy in PowerSchool. 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.

No student shall be tardy in his/her arrival for school or class, without permission or excuse by school officials. 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. No student who attends school during any portion of any school day shall thereafter leave the school grounds prior to the end of the school day without permission or excuse from school personnel.

The following are recognized as excused tardies/early pick up:

- Personal illness
- Quarantine
- Death in the immediate family
- Medical or dental appointment
- Court or administrative procedure
- Religious observance
- Absences that in the judgment of the principal have an educational value at least as great as that received during an equal amount of time in the classroom and permitted only if a comparable opportunity shall not be available at a time other than during school hours (complete Educational Opportunity Form and submit to principal)
- Miscellaneous causes of an emergency nature approved by the principal or assistant principal

Discipline Consequences for Unexcused Tardies:

3 rd Unexcused Tardy/Early Pick Up Each Quarter	Parent Contact by Administrator
4 th Unexcused Tardy/Early Pick Up Each Quarter	Parent Contact by Guidance Counselor/Social Worker
5 th Unexcused Tardy/Early Pick Up Each Quarter	Up to one day Lunch Detention
6 th Unexcused Tardy/Early Pick Up Each Quarter	Up to two days Lunch Detention
7 th Unexcused Tardy/Early Pick Up Each Quarter	In School Suspension

Recurring unexcused tardies/early pickups may result in further disciplinary consequences/suspensions.

Enforcing this policy helps to minimize loss of instructional time and classroom disruptions. We are confident that these procedures will improve the teaching and learning in our classrooms.

Daily Procedures

The front doors are unlocked and supervision begins at 7:10 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 at 7:20am. (only car riders NOT eating breakfast are allowed in the gym)

Breakfast

Car riders who eat breakfast should arrive by 7:25am 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. If the cafeteria is not in use, still keep areas clean & free of trash.
- Students must remain seated in the cafeteria as assigned by admin 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 2:50pm 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. ***Please note that students are required to be transported to their address in PowerSchool.*** Students are NOT allowed to ride with another student on the bus.

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 will have a destination, time, and a school staff member's approval. Students will not be allowed to use the phone, visit the nurse or a counselor without a hall 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

Student withdrawals are now completed using our online process. The parent/guardian is the only person who may withdraw a student. You may access this online form by going to the Lee County Schools website under parent/student/community tab and then click on enrollment/withdrawal.

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 submitting 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 mid term progress report and then 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 mid term progress report and by the end of the grading period will be assigned a zero in the gradebook. Grades will be updated in PowerSchool once per week as a form of communication between school and home.

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 2nd quarter report card.

Grading Scale

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

Schedule for PR and RC Distribution (subject to change):

Quarter	Progress Report	End-of-Quarter	Report Card
<i>1</i>	<i>Week of Sept. 12</i>	<i>Oct 27</i>	<i>Oct 25</i>
<i>2</i>	<i>Week of Nov. 15</i>	<i>Dec 19</i>	<i>Jan 17</i>
<i>3</i>	<i>Week of Feb 6</i>	<i>Mar 8</i>	<i>Apr 10</i>
<i>4</i>	<i>Week of Apr 23</i>	<i>May 24</i>	<i>TBD</i>

MTSS -Personalized Plan for Success

Based on previous student test scores, classroom achievement, attendance, and/or behavior some students may be placed in Tier II of our Multi-Tier System Of Support (MTSS) program, as a means of increasing accountability for students, teachers and parents in an effort to improve overall achievement. If applicable, parents will be contacted for a conference to address the specifics of the Tier II MTSS plan.

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 satisfactory work,

- meet any school or county standards,
- score at least an Achievement Level III on state end-of-grade tests in both reading and mathematics; and
- 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 any time 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 and Parent 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 the 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, Golf, Cross Country, Volleyball, Boys Soccer

Winter: Basketball, Cheerleading, and Wrestling

Spring: Baseball and Girls Soccer

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

Rules for Students Attending Athletic Events:

Attending athletic events at SanLee Middle is a privilege.

Students are not allowed to attend athletic events if he/she:

- Is in ISS or OSS the day of an athletic event
- Has 3 or more referrals within an athletic season (resets each season)
- Has a pattern of not being picked up in a timely manner following an athletic event
- Does not follow the athletic event procedures

Procedures for attending athletic event:

- Students staying for the game report to the cafeteria/media center at dismissal.
- At 3:20 teachers will sell tickets to the students in the cafeteria/media center. Tickets are \$2 for students.
- At 3:30 the teachers and the students will walk out to the athletic field/gym for the game.
- Students are to remain at the game area and the designated bathrooms only. They are not to roam around the campus, building, etc.
- All students are to have rides and be picked up at the front of the building in the car rider line at:

5:00 for football / softball 5:00 volleyball/soccer 6:15 for basketball 5:30 for wrestling 5:15 soccer/baseball

Students who are picked up late will not be able to attend the next home game. (A pattern of late pick up will result in being ineligible to attend any home game)

Bus Rider Procedures

Policy Code: 4300 Code of Student Conduct -School buses are state property. Students who ride the bus are expected to conduct themselves in an orderly manner. The school principal or designee has the authority to suspend pupils from riding the bus for failure to observe established safety rules and regulations.

Rule 23 Bus Conduct - Students shall comply with all appropriate rules in this code of conduct while riding, boarding, or leaving the bus. In addition, students shall adhere to any additional school, county, or state rules developed specifically to govern their conduct while riding, boarding or leaving the bus.

No student shall fail to observe established safety rules, standards, and regulations on the bus and in bus aisle ways. No student shall interfere with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.

To provide maximum safety for students to and from school, students must remain seated at all times facing forward. Students are not permitted to sit with feet and legs in the aisle and all other objects such as book bags etc. should not be placed in the aisle.

Students are NOT permitted to take any photos or videos while riding, boarding, or leaving the bus. Disciplinary consequences will be enforced for any student that takes photographs or videos while on the school bus as this is a violation of SanLee bus rules.

The principal or principal designee will take such action with reference to any misconduct on a school bus or any violation of the instructions of the driver, as she might take if such misconduct or violation had occurred upon the grounds of the school. In addition, the principal has the authority to remove any student from the bus for minor misconduct.

<p><i>Discipline:</i></p> <p><i>1st offense - Counsel with student: parent notification and maximum 3 days off bus.</i></p> <p><i>2nd offense - Up to 5 day suspension off bus.</i></p> <p><i>3rd offense - Up to 10 day suspension off bus; may be suspended from bus remainder school year.</i></p> <p><i>4th offense - Student will be suspended from bus for the remainder of the school year.</i></p>
--

Please read the updated Lee County Schools Student Code of Conduct for more information. It is located at www.lee.k12.nc.us.

Student Bus Expectations at SanLee Middle:

Safety is always our TOP priority! In order to provide our students and bus drivers a safe ride to and from school each day, our school buses have the expectation that a quiet and calm environment is the safest option. Students are not permitted to take any photos or videos while on the school bus.

Student bus discipline is a growing concern in North Carolina concerning the safety of children riding school buses. Evidence supports the fact that children creating problems on buses distract the bus drivers and inhibit their performance – thus causing accidents. These problems must be dealt with in a uniform manner. It is to be understood that the measures described are the minimum actions to be taken. The school principal or assistant principal may use his/her discretion to increase consequences as needed. By promoting a positive bus environment and enforcing bus safety expectations on the school bus, we are creating the safest bus transportation possible. Parents have the option of utilizing personal transportation if they do not wish to participate in optional school bus transportation.

Parent Follow-Up to Written Notice of Student Discipline for Bus

When a student is given a written warning or bus suspension, that student will be told and parents will receive a copy of the referral. It will be given to the student to take home for parent/guardian signature and should be returned to school the following day.

Cafeteria

All students must remain on campus during lunchtime. Students may purchase from the cafeteria or bring lunch from home. *Birthday 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. Free/reduced lunch forms may also be completed and submitted online at <https://leecountyschoolmeals.com/index.php?sid=1595345427545&page=lunchapps>

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 or delivered to the office for a child during the day to be eaten at lunch.

Physical Contact

SanLee Middle has a “no touch / hands off” policy. Students are not to make physical contact with one another and this includes but is not limited to: horseplaying, aggressive behavior, public displays of affection, etc. Students are to keep their hands, feet, and all other objects to themselves at all times. Out of school suspension is the consequence for violating the SanLee “no touch / hands off” policy.

LCS Dress Code

DOES NOT permit the following:

- Pajamas (e.g. tops and pants)
- 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, off the shoulder, 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.
- 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 (including bedroom slippers)
- Sunglasses and head coverings of any kind are not to be worn inside the buildings
- Face paint is not allowed unless it is related to school activities or events

- Blankets and pillows are not allowed
- Costumes are not permitted unless there is a specified spirit day allowing for them
- Pants/ Jeans with revealing holes above mid-thigh (can wear leggings under)

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, earbuds, air pods, smart watches, etc.) he/she assumes responsibility for the device. Devices should be off and stored securely during the school day. Best practice is to leave the device at home if one does not want it damaged, lost, etc. 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.

Student Electronic Device and Cell Phone Usage

Students must refrain from texting and calling parents/family on personal cell phones or other electronic devices during the school day unless granted permission by a school administrator or teacher. Students must refrain from texting and calling anyone, including parents/family, listening to music, watching videos, taking pictures, taking videos, sending messages, etc. on personal cell phones during the school day unless granted permission by a school administrator or teacher for instructional purposes. This is against Lee County Schools' 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.

Students are not to take pictures or record videos using any device at any time while on school campus unless granted permission by a school administrator or teacher. Recording videos or taking pictures of inappropriate behaviors on SanLee's campus or buses is not acceptable. Students that record videos or take pictures will receive consequences as this is a violation of school rules.

Consequences for **an electronic device (phone, air pods, ipods, earbuds, etc.) out in class without permission, or a phone going off in class:**

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

Lockers

Locker numbers and combinations are assigned to teachers at the beginning of each school year. Locker usage is determined by the homeroom teacher. 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 will only be allowed to go to their 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 any time.

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; at the Central Office, 106 Gordon Street, Sanford, NC 919-774-6225; and at each school office.

Notifications to Parents/Guardians

Field Trips

We recognize the importance of field trips as educational opportunities for our children and each grade level may plan field trips throughout the year. The school administration holds the authority to deny a student from participating in a field trip based on disciplinary and safety issues. Grade levels/teachers are allowed to plan trips of educational value to allow our students to experience the world outside to the classroom. The following guidelines must be followed by students participating on the trip

- The cost of the trip will include the cost of transportations and any other fees associated with the trip. Every effort will be made to assure the reasonableness of the cost involved in each trip.
- Parents and other volunteers will be responsible for their cost of admission or other fees related to the field trip.
- Before a student can go on a field trip, parents will be notified and will be required to give permission in writing. Children will not be allowed to attend without a permission slip.
- Only the parent/volunteer chaperoning the trip may attend the field trip. **Other children and siblings will not be allowed to accompany the school group.**
- Students must be transported on the school bus. Parents/Chaperones will have to provide their own transportation.
- Students will only be permitted to be signed out by their parent at the conclusion of the field trip prior to the bus departure. In the case of an emergency, parents will be permitted to sign out their child early and be dismissed from the field trip. Parents serving as chaperones can sign out their child only.

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.

[Please click here to access this year's Annual Notification of Pest Management Program for the School Year 2023-2024.](#)

Metal Detectors

Metal detectors, including individual wand metal detectors, can and 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 on the first day of school.

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 on the first day of school.

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 no later than thirty days after the release of the student handbook on the first day of school.

Permission for Health Screenings

During the school year the Nursing Department has a day or two set aside for Health a Rama in each elementary and middle school. During our Health a Rama screenings, height, weight, vision, hearing and sometimes dental screenings are done in our Kindergarten, 1st, 3rd, 5th and 7th grade classes. Screenings are used as prevention strategies that the school nurses utilize to detect and treat health-related issues in their early stage. If a potential disability can be identified before it becomes symptomatic, then diagnosis and treatment can be undertaken at the optimum time, and sometimes at less cost. Screening is an easy way to identify from a large number of apparently well children and youth those who may be at risk for a health problem. Parents are notified by the school nurse if their child fails a screening and needs further care with a medical provider. If you do not wish for your student to participate please notify your school nurse in writing. Signature at the end of this handbook will indicate your permission for your child to participate in Health a Rama screenings.

Permission for Vision and Hearing Screenings

At times a vision or hearing health screening may need to be done on your student during school that has been identified by a staff member. The request for this screening is usually due to the following concerns: the student complains of not being able to see the board or words in a book, or has other vision complaints. The student complains of not being able to hear, or not responding appropriately when spoken to and the staff members suspect hearing loss. A school nurse will conduct the vision or hearing screening and let the parent know if the student fails the screening and needs further follow up care by a medical provider. If you do not wish for your student to participate please notify your school nurse in writing. Signature at the end of this Handbook will indicate your permission for your child to participate in vision and hearing screenings at school.

Permission for Academic and Safety Surveys

At times throughout the school year teachers and staff members may conduct academic and safety surveys with your student. These surveys will be utilized to gather student input, feedback, and to assess student learning and understanding of the curriculum, content standards, classroom instruction, learning environment, and overall school environment. The results of these surveys will be utilized to guide further instruction including: reteaching, remediation, or enrichment, as well to guide necessary changes of improvement in the overall learning environment. If you do not wish for your student to participate in these surveys please notify your school principal in writing no later than ten days after the release of the student handbook on the first day of school. Signature at the end of this handbook will indicate your permission for your child to participate in academic and safety surveys at SanLee Middle School.

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.

PTSO & SIT

All parents are encouraged to be actively involved in our PTSO. The PTSO provides an opportunity for parents to contribute to the overall success of our school.

Parents may also serve on our School Improvement Team (SIT). The School Improvement Team is responsible for revising the School Improvement Plan and making decisions regarding the school's programs and activities.

Please contact Dr. Kelly if you are interested in serving as a SIT member or joining PTSO.

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, texts, and email (keep your information updated in our system)
- FaceBook <https://www.facebook.com/SanLeeMiddleSchool>
- Twitter <https://twitter.com/SanLeeMS>

- Instagram <http://instagram.com/sanleems>
- YouTube https://www.youtube.com/channel/UCGcl_rDoLyDNtMOXDS2PA5A
- Remind- SanLee uses different remind classes to communicate with families. Please check our school website for this year's remind codes.

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).

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*

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; at the Central Office, 106 Gordon Street, Sanford, NC 919-774-6225; and at each school office.

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.

Visitors

Parents and visitors are welcome at SanLee Middle School. All visitors must report directly to the front office in order to sign in and then all guests will be given a visitor's badge which will show them to be identified as an approved guest of the school. Teachers will not permit students from other schools to visit without special permission from the principal. Children below school age shall not be permitted to visit unless accompanied by their parents.

Websites and Social Networks. Parent Portal

All employees must use the school system's network and approved communication portals when communicating with students. Employees may not use personal websites or on-line networking profiles to post information to communicate with students.

All teachers will maintain a web page that is accessible on our school's website. Teacher webpages will include: the preferred phone number for communication, email, primary communication medium, student resources, and homework /assignment expectations. Google Classroom or Canvas are the educational platforms (learning management systems) used in Middle Grades Lee County schools.

The Home Base Parent Portal is an easy-to-use and powerful tool for parents to use to keep up with their child's grades, assignments, and other information. Information in regards to gaining access to the Parent Portal will be available at Open House and directions for signing up can be given by calling the front office.

Specific Notifications To Parents and Students

Car Rider Procedures 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.

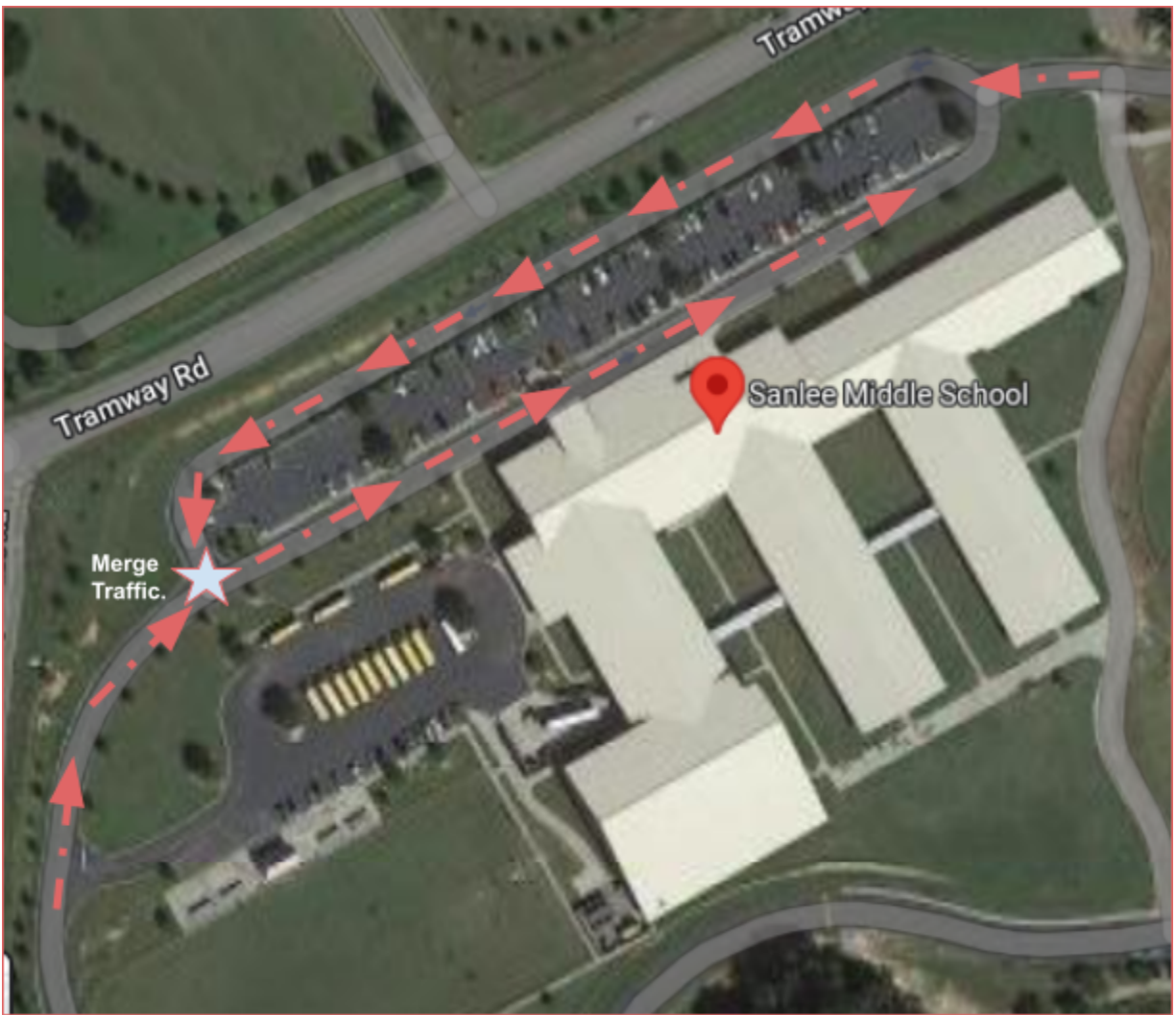
All cars must go through the car rider line in the morning and afternoon. Merge every other car at the intersection of the 2 traffic lines. Please follow the diagram below for traffic flow.

Parents must go through the car rider line in the morning and drop off no earlier than 7:10 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.

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. Southern Lee Employees need to communicate this with your child's grade level administrator. Thank you in advance for your assistance as we ensure the safety of your child at SanLee.



Technology Acceptable Use Policy (AUP)

Policy Code: 3225/4312/7320 Technology Responsible Use

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning, and improve communication within the school community and with the larger global community educational goals of the board. Through the school district's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks and all devices that connect to those networks.

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

Internet access is coordinated through an association of governmental agencies and regional networks. The operation of the Internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. The use of school district technological resources, including access to the Internet is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition anyone who uses school district computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive as well as the acceptable use provisions outlined in the administrative regulations.

Before using the Internet, all students must be trained about appropriate online behavior as provided in policy 3226/4205, Internet Safety.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school district technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that the school system uses monitoring systems to monitor and

detect inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuses may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School district technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school district technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business and is not otherwise prohibited by board policy or procedure.
2. Under no circumstance may software purchased by the school district be copied for personal use.
3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing abusive or considered to be harmful to minors.
5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently, (i.e., by misrepresenting the identity of the sender).
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying, information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information. In addition, school employees must not disclose school district websites or web pages or elsewhere on the Internet personally identifiable private or confidential information concerning

students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users may not forward or post personal communications without the author's prior consent.

9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software computer networks or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

10. Users may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the express permission of the Chief Technology Officer or designee.

11. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized access or unlawful access to other computers, computer systems or accounts.

12. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official. Users may not read, alter, change, execute or delete files belonging to another user without the owner's express, prior permission.

13. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express, prior permission.

14. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.

15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

16. Teachers shall make reasonable efforts to supervise a student's use of the Internet during instructional time.

17. Views may be expressed on the Internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by the superintendent or designee.

C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students.

The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school district personnel shall take reasonable precautions to prevent students from accessing materials, and information that is, obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that do not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 30, 40 service).

D. PARENTAL CONSENT

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's e-mail communication by school personnel.

In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

E. PRIVACY

Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system's network devices. Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes.

Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will be private. The school district may, without notice, (1) monitor, track, and/or log network access, communications, and use, (2) monitor and allocate file server space; and (3) access, review, copy, store, delete or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with board policy and applicable laws and regulations protecting the school system from liability and complying with public records requests. School

district personnel shall monitor on-line activities of individuals who access the Internet via a school-owned device.

By using the school system's network, Internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

F. USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY

Each principal may establish rules for his or her school site as to whether and how personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. Student's devices are governed also by policy 4318. Use of Wireless Communication Devices. The school system assumes no responsibility for personal technology devices brought to school.

G. PERSONAL WEBSITES

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school district or individual school names, logos or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school district devices during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the 4300 series).

2. Employees

Employees' personal websites are subject to policy 7335, Employee Use of Social Media.

3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or on-line networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

SCHOOL DISTRICT INTERNET SERVICE

Lee County Schools makes no warranties of any kind, expressed or implied, for the Internet service it is providing. Lee County Schools is not responsible for any damages a user may suffer, including loss of data and is not responsible for any damage a student and/or employee may cause to any data system. Furthermore, the district is not responsible for the accuracy or quality of information obtained through the Internet connection.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. §254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 et seq.; 20 U.S.C. 7131; G.S. 115C-325(e) (applicable to career status teachers), -325.4 (applicable to non-career status teachers), -391

Cross References: Curriculum and Pacing Guides (policy 3115), Technology in the Educational Program (policy 3220), Internet Safety (policy 3226/4205), Copyright Compliance (policy 3230/7330), Web Page Development (policy 3227/7322), Code of Student Conduct (policy 4300 and all policies in the 4300 series), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records - Retention, Release and Disposition (policy 5070/7350), Use of Equipment, Materials and Supplies (6520), Network Security (6524), Staff Responsibilities and Ethics (policy 7300), Employee use of Social Media (policy 7335)

Issued: September 17, 1997

Revised: December 11, 2000; March 18, 2002; February 13, 2006; April 21, 2009; August 29, 2012; November 6, 2012; June 3, 2014; December 9, 2014; December 13, 2016

Laptop Checkout Form

Student ID #: _____

Homeroom Teacher _____

Lee County Schools Laptop Usage Agreement

2023-2024

By picking up a laptop, I understand and agree to the following:

- ☐ All equipment should be returned in the same condition in which it was distributed.
- ☐ **In the event that equipment is lost or damaged while in my possession, I agree to cover any and all costs associated with the replacement of lost or damaged equipment.**
- ☐ All equipment must be returned to my child's home school when school resumes a normal schedule.
- ☐ There is no charge for the use of equipment.
- ☐ Lee County Schools will only be able to provide limited assistance with the supplied equipment.
- ☐ This device will only be used by a student enrolled in Lee County Schools to complete school-related assignments and/or tasks.
- ☐ I have received a copy of and will adhere to the Acceptable Use Policy. ☐ Under Federal Law, Lee County Schools is required to monitor and filter all school-issued devices.

Please fill out the following information:

Student Name: _____

Student Signature _____

Student Address: _____

Parent/Guardian Name: _____

Phone Number: (_____) _____ - _____

Parent/Guardian Signature: _____

Date: ____/____/____

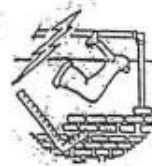
Special Notice Regarding Asbestos

**MAINTENANCE
MISSION STATEMENT**

WE ARE DEDICATED TO
PROVIDING A SAFE,
CLEAN, HEALTHY LEARNING
ENVIRONMENT FOR THE
CHILDREN OF
LEE COUNTY SCHOOLS.

**LEE COUNTY SCHOOLS
MAINTENANCE DEPARTMENT**

2000 Nash Street
Sanford, N. C. 27330
919-776-4013 FAX: 919-776-2410



TO: All Parents and Staff of Lee County Schools

FROM: Chris McNeill
Director of Facilities and Maintenance

RE: Notifications of Asbestos Inspections

DATE: March 2, 2021

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 BUILDINGS.

CHANGES IN THE ASBESTOS MATERIALS CONDITION WERE NOTED AND REPORTED IN THE 2019-2020 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.

Our SLMS School Wide Behavior Support Matrix

<u>The SanLee Way:</u> Stallions Rise with PRIDE!	Classroom	Transition	Restroom	Cafeteria	Bus/Car Lot & School Wide
Positive Be honest & appropriate by demonstrating kindness in our tone and language	-Follow rules and directions of all adults -Support each other -Respond appropriately to instruction & criticism	-Move quickly and quietly in a line on the "Purple & Gold"	-Wait patiently -Return to class promptly	-Stay in a single line -Use manners	-Follow rules & directions of all adults -Use appropriate tone and language
Respectful Treat yourself & others properly, with empathy and consideration	-Respect yourself, others, and their property -Honor Others' opinions	-Follow all staff directions -Stay in your space	-Report problems to an adult -Prevent and report vandalism	-Report problems to an adult -Eat your own food	-Be considerate of self, others, and the environment
Innovative Work well with others, featuring your advanced & original ideas/products	-Be present -Be prepared -Be responsible	-Keep the hallways clean -Make everyone feel welcome	-Conserve supplies -Keep restrooms clean	-Keep food and drink inside the cafeteria -Keep cafeteria clean -No outside food	-Keep aisles and sidewalks clear -Support each other
Determined Use self-control to be your best	-Do your own work -Give your best effort	-Move quietly -Speak in a low voice	-Refrain from horseplay	-Gather utensils, napkins, etc. first -Remain seated	-Use caution when entering or exiting -Be responsible for your actions
Engaged Make the best use of your time and resources	-Keep focused -Actively Participate	-Manage Time Wisely -Walk with a purpose	-Use restroom in a timely manner	-Manage your eating time wisely	-Be present -Be in the moment

NOTIFICATION OF RIGHTS

Title IX

Lee County Schools does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972 and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. The Board will not tolerate discrimination on the basis of sex, including any form of sexual harassment as that term is defined under Title IX, in any program or activity of the school system.

The Board has designated a Title IX coordinator to coordinate its efforts to comply with its responsibilities under Title IX and its implementing regulations. Inquiries about the application of Title IX and its implementation of federal regulations may be referred to the Title IX coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U. S. Department of Education.

The contact information for the Title IX coordinator is as follows:

Stacie Eggers, 106 Gordon Street, Sanford, N. C. 27330

seggers@lee.k12.nc.us 919-774-6226

The contact information for the Office for Civil Rights with jurisdiction over North Carolina is as follows:

4000 Maryland Ave., SW Washington, DC 20202-1475

Telephone: 202-453-6020 TDD: 800-877-8339

FAX: 202-453-6021 Email: OCR.DC@ed.gov

<https://boardpolicyonline.com/bl/?b=lee>

Section 504

It is the intent of Lee County Schools to ensure that students with disabilities as defined by Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate education services while

ineligible for services under IDEA. In addition, students may be eligible for services under Section 504 and IDEA. Information regarding referral services may be obtained by contacting your child's school principal.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

<https://boardpolicyonline.com/bl/?b=lee#&&hs=158056>

- The right to inspect and review the student's educational records and the procedure for exercising this right.

The parent and/or eligible student should contact the school principal to arrange a time and place for the records to be inspected.

- The right to request amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading or in violation of the student's privacy rights, and the procedure for exercising this right:

-The parent and/or eligible student notify the principal in writing of the information that needs to be changed and why.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;

- The type of information designated as directory information and the right to opt out of release of directory information.

-Lee County Schools will release "directory information" about individual students upon request as explained in Board Policy 4700 <https://boardpolicyonline.com/bl/?b=lee#&&hs=158056>

unless the parent has opted out of the disclosure of directory information by providing written notice to the school principal or superintendent's designee no later than thirty (30) days after the beginning of the school year. Any such opt-out must be renewed annually and/or when the child changes schools.

- That the school district releases records to other institutions that have requested the information and in which the student seeks or intends to enroll;

- The right to opt out of releasing the student's name, address and phone number to military recruiters or institution of higher education that request such information;

- A specification of the criteria for determining who constitutes a school official and what constitutes a legitimate education interest if a school official discloses or intends to disclose personally identifiable information to school official without consent;

A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff, school security, and school resource officers); a Board of Education member; or person or company with whom the school system has contracted to perform a specific task that it would otherwise use its own employees to complete and who is under the direct control of the school with respect to the use and maintenance of education records. A school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill his or her professional responsibility.

- Notification if the school district uses contractors, consultants, volunteers or similar persons as school officials to perform certain school district services and functions that it would otherwise perform itself; and
- The right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education.

Title I Annual Parental Notification

In accordance with federal law, parents of students in Title I schools are being notified of the following parental rights as well as other required information regarding Title I.
<https://boardpolicyonline.com/bl/?b=lee#&&hs=157854>

- Title I parent and family engagement policy (see policy 1320/3560)

<https://boardpolicyonline.com/bl/?b=lee#&&hs=157855>

- Parent rights related to student records (see policy 4700, Student Records)

<https://boardpolicyonline.com/bl/?b=lee#&&hs=158056>

- Parental rights related to student surveys (see policy 4720, Surveys of Students)

<https://boardpolicyonline.com/bl/?b=lee#&&hs=15805>

- The approximate dates of any non-emergency, invasive physical examination or screening that is: a) required as a condition of attendance, (b) administered and schedule in advance by the school administration, and (C) not necessary to protect the immediate health and safety of students;

- The schedule of pesticide uses on school property and their right to request notification of on scheduled pesticide use (see policy 9205, Pest Management);

<https://boardpolicyonline.com/bl/?b=lee#&&hs=158291>

- Student behavior policies, the Code of Student Conduct, and school standards and rules (see policies in the 4300 series)

<https://boardpolicyonline.com/bl/?b=lee#&&hs=158008>

- The permissible use of seclusion and restraint in the schools (see regulation 4302-R, Rules for Use of Seclusion and Restraint in Schools);

<https://boardpolicyonline.com/bl/?b=lee#&&hs=158019>

- Policy 4329/7311, Bullying and Harassing Behavior;

<https://boardpolicyonline.com/bl/?b=lee#&&hs=924551>

- Policy 1740/4010, Student and Parent Grievance Procedure;

<https://boardpolicyonline.com/bl/?b=lee#&&hs=157866>

- The dates of the system-wide and state-mandated tests that students will be required to take during that school year, how the results from the tests will be

- Required to take during that school year, how the results from the tests will be used, and whether each test is required by the State Board of Education or by the local board;

- Grading practices that will be followed at the school and, for parents of high school students, the method of computing the grade point averages that will be used for determining class rank (see policies 3400, Evaluation of Student Progress <https://boardpolicyonline.com/bl/?b=lee#&&hs=157938>

and 3450 <https://boardpolicyonline.com/bl/?b=lee#&&hs=157945> Class Rankings);

- Available opportunities and the enrollment process for students to take advanced courses and information explaining the value of taking advanced courses;

- If applicable, that their child will be provided advanced learning opportunities in mathematics or will be placed in an advanced mathematics course;

- A clear and concise explanation of the North Carolina testing and accountability system that includes all information required by federal law;

- A report containing information about the school system and each school, including, but not limited to:

-The following information both in the aggregate and disaggregated by category: student achievement; graduation rates; performance on other school quality and/or student success indicators; the progress of students toward meeting long-term goals established by the state;

student performance on measures of school climate and safety; and, as available, the rate of enrollment in post-secondary education;

The performance of the school system on academic assessments as compared to the state as a whole and the performance of each school on academic assessments as compared to the state and school system as a whole;

The percentage and number of students who are:

assessed,

assessed using alternate assessments,

involved in preschool and accelerated coursework programs, and

English learners achieving proficiency;

The per pupil expenditures of federal, state, and local funds; and

Teacher qualifications.

The grade earned by the school on the most recent annual report card issued for it by the State Board of Education if the grade was a D or F;

- Supportive services available to students, including guidance, counseling, and health services (see policy 3610, <https://boardpolicyonline.com/bl/?b=lee#&&hs=157965> Counseling Program)
- Information about meningococcal meningitis and influenza, including the causes, symptoms, and vaccines, how the diseases are spread, and places where parents and guardians may obtain additional information and vaccinations for their children;
- For parents of students in grades 5 through 12, information about cervical cancer, cervical dysplasia, and human papillomavirus, including the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and places parents and guardians may obtain additional information and vaccinations for their children;
- How to reach school officials in emergency situations during non-school hours;
- Information about and an application form for free and reduced price meals and/or free milk (see policy 6225 <https://boardpolicyonline.com/bl/?b=lee#&&hs=158100>, Free and Reduced Price Meal Services);

- Information about the school breakfast program
- Information about the availability and location of free summer food service program meals for students when school is not in session;
- For parents of children with disabilities, procedural safeguards (see also policy 1730/4022/7231 <https://boardpolicyonline.com/bl/?b=lee#&&hs=157865>, Nondiscrimination on the Basis of Disabilities);
- Information on the availability of the asbestos management plan and planned or in-progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities;
- Education rights of homeless students (see policy 4125 <https://boardpolicyonline.com/bl/?b=lee#&&hs=157987>, Homeless Students)
- The content and implementation of the local school wellness policy (see policy 6140,) <https://boardpolicyonline.com/bl/?b=lee#&&hs=15805>)
- Their right to take four hours of unpaid leave from their jobs every year in order to volunteer in their child's school as stated in [G.S. 95-28.3](#) (see policy 5015, <https://boardpolicyonline.com/bl/?b=lee#&&hs=158064> School Volunteers);
- That the school system does not discriminate on the basis of race, color, national origin, sex, disability, or age, and that the school system provides processes for resolving discrimination and harassment complaints (see policies 1710/4020/7230, <https://boardpolicyonline.com/bl/?b=lee#&&hs=924454> Discrimination and Harassment Prohibited by Federal Law, 1720/4030/7235, <https://boardpolicyonline.com/bl/?b=lee#&&hs=924524> Title IX Nondiscrimination on the Basis of Sex, and 1730/4022/7231, <https://boardpolicyonline.com/bl/?b=lee#&&hs=157865> Nondiscrimination on the Basis of Disabilities
- That the school system provides equal access to its facilities, programs, and activities to the Boy Scouts and other designated youth groups (see policy 1710/4021/7230, <https://boardpolicyonline.com/bl/?b=lee#&&hs=924454> Discrimination and Harassment Prohibited by Federal Law; and
- The availability of and the process for requesting a waiver or reduction of student fees (see policy 4600, <https://boardpolicyonline.com/bl/?b=lee#&&hs=158055>) Student fees

Parent / Guardian & Student Signature Page

I have familiarized myself with the information provided in the SanLee Middle School Student and Family Handbook. I understand that I may reference this handbook at any time online via SanLee's Webpage or via a printed hardcopy from SanLee Middle School's Front Office.

If you have any questions regarding the information in this handbook please contact a SanLee Middle School Administrator. Thank You!

Parent/Guardian Signature:_____ Date:_____

Student Signature:_____ Date:_____

