

**Eastern Guilford Middle School**



**2023 - 2024**

**Student/Parent Handbook**

Eastern Guilford Middle School  
435 Peeden Drive  
Gibsonville, NC 27249  
(336) 449-4255 phone  
(336) 449-0728 fax

Dear Parent/ Guardian:

Please review the Eastern Guilford Middle School Handbook with your child. Sign below and return this form to the school. My child, \_\_\_\_\_ and I have reviewed and understand the Student Handbook for the 2023-2024 school year.

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

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

## Eastern Guilford Middle School



### Academic Excellence

Dear Eastern Guilford Families,

Welcome to a new school year, 2023-2024! We are excited to begin this year with many new ideas and events we are incorporating into our procedures. We have many of our staff returning and some new faces joining our wonderful Wildcat Family at Eastern.

This year is a year of new beginnings, as we continue to deliver rigorous, relevant, and engaging curriculum in all content areas. We are building a strong learning community that challenges us to work together ensuring that students are learning and developing as productive citizens in the 21<sup>st</sup> century and in a global world.

Please review the Eastern Guilford Middle Student Handbook. It can be found on our school's website through ([www.gcsnc.com](http://www.gcsnc.com)) as well as the Guilford County Student Code of Conduct Handbook. The EGMS student handbook will share procedures and policies that are a part of our school and expectations. Please read and discuss with your child the GCS Student Code of Conduct Handbook and the EGMS Student Handbook for knowledge to understand of operations at EGMS with your child.

We invite all families to join us as we work together in building the vision for Eastern by providing a caring, respectful, and rigorous learning environment that will increase academic achievement and success for students. Your voice is a huge part of our partnership in education. We welcome your comments and suggestions to make Eastern Middle School a distinguished school of EXCELLENCE!

Sincerely,

Eastern Guilford Middle School

## **Eastern Guilford Middle School**

### **Academic Excellence**

**School Colors:** Blue & Yellow

**School Mascot:** The Wildcats

Visit EGMS online at <http://www.egms.gcsnc.com> and GCS on the Web at <http://www.gcsnc.com>

### **School Vision and Mission Statement**

#### **Vision**

Eastern Guilford Middle School will be an ever-evolving diverse community that builds the skills to empower students to be life-long learners.

#### **Mission Statement**

Eastern Guilford Middle School will prepare all students for their future endeavors as lifelong learners by providing a challenging, data informed, student centered curriculum in a safe, supportive, and nurturing environment.

### **General Operations and Information**

#### **Telephone**

Students are not to receive or make phone calls, including text messages using their cell phones during the school day. In the event of an emergency, a staff member will contact the home for the student. Students needing to contact a parent for any reason must do so from the front office phone.

#### **Lost & Found Items**

If you have lost an item, please tell your teacher where you last remember having the item as soon as you discover the item missing. A central lost and found will be established in the front office area.

#### **Forgotten Items**

We ask that parents bring forgotten items (e.g.: laptops, homework, lunch, lunch money, and articles of clothing) to the school office. Office personnel will notify your child at the appropriate time to come to pick up these items. We ask for your cooperation in this matter to minimize disruption of the learning process.

### **Gifts for Students**

Due to safety concerns and the need to limit disruptions during the school day, students are not allowed to receive gifts during the school day. *No gifts will be delivered to students on school campus. This includes flowers and balloons.* Balloons are not allowed on school buses.

### **Visitors**

All visitors to the school must report to the office to receive a visitor's pass and record the reason for their visit. Meetings with a teacher or the counselor must be pre-arranged. Parents will be asked to wait in the office for the staff person to escort them to the meeting place. Student visitors are not allowed on campus during school hours, nor are they permitted to attend classes with friends or relatives.

### **Weather Policy**

When snow or other severe weather conditions occur, it may be necessary to cancel school, to have a remote learning day, delay the opening of school, or dismiss classes early. Please keep the following in mind when inclement weather occurs:

- Guilford County Schools will make an announcement of cancellations, delays, or dismissals as soon as a decision is determined.
- Guilford County Schools will make a general phone call to all students and teachers as soon as the district makes decision to cancel or delay classes.

### **Emergency Information**

It is important that we have the student's current address and phone number on file in the office at all times to ensure that in the event of an emergency we are able to contact the parent/guardian. Please update this information as needed by calling Ms. Hendren, Data Manager at (336) 449-4255.

### **Student Illness and Injury**

Any student who becomes ill, injured, or is involved in an accident while at school should go to the front office until the parent arrives to take them home. Teachers may call the front office for assistance as needed. In the event of an accident, the teacher should complete the Student Accident Report form and turn it in to Mrs. Wendy Cottingham the same day of the accident.

### **Alternate Transportation Home (including buses and car riders)**

Students wishing to ride home with another student must:

- provide a written statement from his/her parents including a phone number to call the parent to verify the request
- bring the note to the office before school
- get approval from an administrator
- pick up the note during lunch

Please note the following:

- Confirmation calls to parents may be made
- Due to limited capacity on buses, notes requesting the use of a different bus may not be approved

### **EGMS Attendance Policy**

- Students accumulating more than 10 absences (excused or unexcused) will be required to bring in documentation of a justified excused absence under the standards stated in the section entitled "Excused Absences" in the student handbook in order for additional absences to be excused.

- We will follow the attendance procedures outlined in the handbook. The social worker and the courts will be involved as soon as a student's attendance warrants such action.
- Classes are in session until 3:20. Students leaving before this time are missing instruction. Students will not be called from class after 2:50 unless s/he has an approved appointment. **Please do not make a habit of picking your child up early.**
- Any student accumulating 3 tardies or early dismissals will not receive recognition for perfect attendance. (Verified "Excused Absences" in the student handbook will not count.) Students who are not at school cannot learn.
- After ten tardies/early dismissals (excused or unexcused) parents will be required to provide documentation of an approved tardy/early dismissal to be excused. After 10 unexcused tardies/early dismissals we will follow the procedures outlined in the handbook to the letter. The social worker and the courts will be involved as soon as a student's tardies/early dismissals warrant such action.

Attendance is extremely important. Each student who is absent from school must bring and give to their teacher a signed excuse within three days. The excuse should include:

1. Student's name
2. Date(s) absent
3. Reason for absence(s)
4. Parent's signature

A student may be required to bring written verification from the appropriate agency's personnel before an absence can be excused. Any excused absence, other than listed below, may require authorization prior to being absent from the Administrator.

Excused absences are as follows:

- |                                 |                                     |
|---------------------------------|-------------------------------------|
| • Illness                       | Injury                              |
| • Quarantine                    | Death in immediate family           |
| • Medical or dental appointment | Court or administrative proceedings |
| • Religious observances         | Educational opportunity             |
| • Suspension                    | Expulsion                           |

Travel is not an excused absence unless it relates directly to an educational opportunity and has received prior approval from Mrs. McNeill. Please see the form on the last page. A letter is sent home when a child has accumulated three to six unexcused absences. Excessive absences can lead to student's inability to learn which could create grounds for retention.

Written excuses for all absences must be sent with your child upon returning to school. **School policy requires that the parent/guardian send a note telling the reason for an absence within three school days of the absence, otherwise it will be considered an unexcused (unlawful) absence.** Students must be present at least one half of the school day to be counted present. Any student arriving later than 11:00 a.m. or leaving earlier than 11:45 a.m. will be considered absent for the day. You will be notified by mail when your child accumulates 3-6 unexcused absences.

### Make-up Work/Requests

Teachers must have a minimum of 24-hour notice to prepare assignments. Parents may pick up assignments from the front office, or they may arrange for a sibling or another student to retrieve the materials. Work assigned prior to the absence should be turned in immediately upon returning to school.

### Tardy Policy

Students reporting to school after 8:20 a.m. are tardy. Tardy students must report directly to the office and be issued an admission slip by the secretary. Excused tardies include late buses, illness, or medical appointments. Please schedule appointments after the school day if possible. Students tardy due to a late bus must report to the office and give the secretary their name and the name of their AA teacher. **For a student to be considered present for a full day, they must attend school until 11:45 a.m.**

### Early Dismissals

1. **Illness During School Day:** If a student becomes ill during the school day and feels that he/she can no longer remain in school, the student must have a pass from his/her teacher authorizing the student to come to the office to call a parent/guardian.
2. If it is necessary for a student to leave school early other than for illness, the student must bring a note signed by a parent or guardian to the office. This note must include a telephone number, time of student departure, and the name of the person picking up the student.
3. The student's parent or guardian must come into the office and sign the student out on the early dismissal log.
4. If a parent comes to the office at **3:00 or after, the student will be dismissed at 3:20 with regular dismissal.**

### Prescription & Non-Prescription Medication

If it is necessary for a student to take prescription **or non-prescription** medication (including but not limited to Tylenol, Advil, etc.) at school, the parent or guardian is responsible for supplying the medication to the school and retrieving any unused dosage. The medication must be in its original container, and must be appropriately labeled including the student's name, the name of the medication, the unit dosage to be given, and the time and method of administration. Along with the medication, an "Authorization of Medication for a Student at School" form must be completed and signed by the **health care provider and** the parent/guardian. *No medication of any kind can be given without this completed and signed authorization form per North Carolina law.*

### Responsibilities of the Parent/Guardian

It is the parent or guardian's responsibility to:

- Provide to the school the medication in an appropriately labeled container which includes the student's name, the name of the medication, the unit dosage to be given, and the time and method of administration.
- Provide new containers with appropriate labeling when medication changes are made, and to remove medications from school premises when they are discontinued by the health care clinician. (Note: A health care clinician is defined as a licensed health care provider who can prescribe medication under North Carolina statute.)
- Ensure that the "Authorization of Medication for a Student at School" form is completed, signed by the health care clinician and parent/guardian, and returned to school. (Note: The health care clinician may use another format [letter, computer printout, etc.] to authorize the administration

of medication as long as all information requested in the "Authorization of Medication for a Student at School" form is provided.)

- Inform the school in writing if he/she wishes to withdraw authorization for medication to be given at school. The withdrawal of authorization is documented on the "Authorization of Medication for a Student at School" form.
- Remove medication from school premises at the end of the school year.

### **Eastern Guilford Middle School Discipline Plan**

It is imperative that every student at Eastern feels safe and is able to learn to their best ability. To encourage this, the staff have put into place structures and policies to make sure every student is able to succeed academically, emotionally and socially. Eastern Guilford Middle School will follow the policies and procedures outlined in the GCS Student Handbook. A copy of this handbook is available on the GCS website. Please review the specific policies and consequences related to middle school students (GCS Policy, Student Discipline JD, JD-P).

#### **School Expectations**

EGMS has established school-wide expectations for students. Specific expectations are expected in all common areas. Each classroom teacher establishes expectations for his/her classroom.

#### **Consequences**

Goal: To promote self-discipline and teach student responsibility for his or her own behavior. Teachers have a variety of actions/consequences that they can use to help students avoid office referral for minor offenses. These may include but are not limited to the following:

Behavior intervention plan	Parent conference	Student, teacher, admin. Conference
After school detention	Encore detention	Proximity management
Counseling referral	Silent lunch/isolation	Teacher, student contract
Cross team suspension	IST referral	Verbal warning
Detention w/ teacher	Student conference	In-team suspension

#### **Dress Code**

In assuring a quality learning environment and with regard to good manners, self-respect, and respect for others, students are expected to **wear school appropriate clothing**. Students are expected to wear school appropriate attire not only on the EGMS campus but also at school sponsored events and field trips. In the event students come to school dressed in clothing that does not meet the EGMS dress code, they will have to change into more appropriate clothing. We have such clothing in our clothing closet. Students refusing to change parents will be contacted.

**“School appropriate attire” attire applies to all “layers” of clothing, must be in place immediately upon stepping onto school grounds and is defined as the following:**

- All shirts must have full sleeves that are at least 3 fingers wide, and the hem must come to at least an inch below the belt line. Shirts may not be “Peekaboo/cold shoulder sleeves, mesh, or back outs unless a dress-code appropriate shirt is beneath it.
- Pants must be worn around the waist.
- Shorts, skirts, skorts, and dresses can be no shorter than mid-thigh for all genders.

- Jeans may not have holes higher than mid-thigh unless something is worn underneath the jeans.
- No undergarments may be shown at any time. (all genders)
- Hoodies may be worn to school but hoods must remain off while in the building.
- Students are not allowed to wear hats, head wraps, nets, beanies, hoods, bandannas, sunglasses, or any other item on their heads. (Exception: religious head coverings)
- All footwear must be attached to the ankle. Crocs must have the strap around the ankle. (Slides and flip flops do not attach to the ankle.)
- Pajamas, loungewear, nightwear, blankets, or slippers may not be worn at any time.

**Clothing and accessories with words or images that depict drug/alcohol/tobacco or the promotion of gang affiliation, violence, sexual innuendo, intolerance, racism, or racial/sexual degradation are not permitted.**

**Any apparel that is deemed by administration to be disruptive to the learning environment will be immediately banned.**

### **Bus Conduct**

**Rule II - 3: Bus Misbehavior** Any physical or verbal disturbance which occurs on GCS-provided transportation (including public transportation) and which interrupts or interferes with the safe and orderly operation of the vehicle is prohibited. Students must observe the directives of the school bus driver and/or bus/contract vehicle safety monitor. The following conduct is specifically prohibited and may result in revocation of GCS-provided transportation privileges: delaying the bus schedule, fighting, smoking, inappropriate behavior of a lewd or offensive nature, using profanity or refusing to obey the driver's instructions, tampering with or willfully damaging the school vehicle, getting off at an unauthorized stop, departing the bus via the emergency door or windows without being told to do so by the driver, distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation, standing or moving around the bus while the vehicle is in motion, throwing objects from the bus windows or doors, failing to observe and obey safety regulations, failing to sit in an assigned seat if applicable, willfully trespassing on a school-owned or operated vehicle, or violating any other Code rule while on the school bus.

### **Cell Phone & Electronic Devices**

Personal electronic devices during the instructional school day (Rule I - 6, GCS Policy, Student Discipline JD-P) must remain in students' bookbags from 8:20 - 3:20.

### **Rule I - 6: Prohibitions on the Use of Cellular Phones and Other**

Students may not use any electronic device or personal entertainment device during instructional time unless authorized by the classroom teacher or other school personnel with supervision responsibilities during instructional time. Further, students are prohibited from using electronic devices in an unauthorized manner, including but not limited to, playing games, sending messages, and browsing websites, unless authorized by the classroom teacher or school personnel with supervision responsibilities during instructional time. In addition to other disciplinary interventions, any device used in violation of this policy may be confiscated and only returned to the students' parents/caregiver.



**Food and Drinks**

Individual teachers will decide if students may have water, food, candy and/or gum in the classroom. Non-compliance with the teacher's directives may result in consequences, up to and including an office referral for repeated non-compliance. Parents/siblings that bring food for students, will eat their food while in the main office.

Only water is allowed in the classroom (at the teacher's discretion). All containers must be clear plastic. All container contents are subject to inspection, including smelling and tasting.

**REQUEST FOR ABSENCES BASED ON EDUCATIONAL OPPORTUNITY**

For an excused absence for educational reasons, the intent of the experience should have been educational from the onset and comparable to that which the student would have experienced in school. Family vacations or business trips accompanied by students will not be approved. All requests for approval are required to be made in advance of the trip. These pre-approval forms are also located at the front office. **Within 5 days of the return from the absence, the student will be required to present evidence of the educational value of the trip such as a written report or presentation (oral, digital, photo, etc.).** Students are also responsible for completing any missing assignments from their classes within the appropriate time period. Absences will be marked unexcused until the required evidence is submitted. It is the parent’s responsibility to ensure that the evidence is submitted during this timeframe. Students will not be granted more than 5 excused absence days in the current school year under Educational Opportunity. Consideration will also be given to the number of days the student has been absent or tardy during the current school year.

**References: GCS Board Policy JBD Attendance Policy K-12; JBD-P Attendance Procedure K-12. Signing this form documents that this absence is for valid educational purposes.**

As the parent or guardian of \_\_\_\_\_, Grade: \_\_\_\_\_  
(Student’s Name)

I state that the absence from school for the date (s) \_\_\_\_\_ is an educational opportunity that is of comparable value to my child’s regular attendance at \_\_\_\_\_.  
School name

\_\_\_\_\_  
Signature of Parent or Guardian Date

Please briefly describe the educational opportunity and its connection to grade level standards: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Office Use Only:**-----

# of Total Absences to Date \_\_\_\_ # Excused \_\_\_\_ #Unexcused \_\_\_\_ # Tardies

Approved

Not Approved

\_\_\_\_\_  
Principal (or Designee’s) Signature Date

Reason for denial (if applicable): \_\_\_\_\_

Date Evidence Presented: \_\_\_\_\_ Teacher Signature \_\_\_\_\_

Date Entered into PowerSchool \_\_\_\_\_ Data Manager Signature \_\_\_\_\_