

**Grover C. Fields Middle School
Student and Parent Handbook
2023-2024**

Home of the Grizzlies!



Mrs. Kaitlyn Watson, Principal
Ms. Kristina Lowe, Assistant Principal

2000 Dr. MLK Jr. Blvd.
New Bern, NC 28560
Phone: 252-514-6438

Meet Our Staff

6th Grade	7th Grade	8th Grade	Exploratory
Judith Allen Melissa Soutl Renae Willis Paige Dixon Joshua Boyd Danielle Butler Anthony Aiuto Jennifer Caskey	Heidi Helms Joseph Quadrino Margaret Jackson Ryan Foreman Kristin Lane Darria Yeager	Lori Sugg Curt Myers Seth Smith Carol Wasicki Sarah Bailey Rachel Price	Band: Mark Lorek Chorus: DeeDee Killilea Health/PE: Matthew Bowman Health/PE: Christa Blakelock STEM: Carla Barker ART: Daniel Williams Computers: Marie Davis Digital Literacy Media Coordinator: Mike Leyland

Support	ECP	Custodial	Cafeteria
Counselors: April Hall Michelle Harrelson MTSS Interventionist: Erin Kennedy Office Staff: Deja McGee Michelle Mara Catherine Ackerman Katelyn Henderson Nurse: Jaime Williams SRO: Deputy Best	EC Teachers: Paige Kirk Haley Wiggins Meghan Brown Michael Rowlands EC Support: Joyel Hargett Lauren Bethel Jacquelyn Lecadre Christina Shannon	Lead Custodian: Kelvin Stewart Patricia Cannon Eh Lay	Manager: Alyssa Scott Mayte Ramirez Pilar Adams Hae Bu Raikah Binti Abdul Shukur

Craven County School's Vision:

We envision a **public education system** that **challenges all students** as **learners** and **prepares them to imagine and create a successful life**; **values educators and empowers them to inspire and spark innovation** in every student; **leads in education and community engagement**; and **invites all students, their families, and all members of the community to work together to support public education to the benefit of our students, our community, our nation and our world.**

Craven County School's Mission:

Together with OUR families and community, Craven County Schools will educate all learners to personal, professional, and civic success through challenging and personalized instruction.

Grover C. Fields Middle School's Vision:

We envision a school where educators, families, and communities unite to foster a collaborative and supportive learning environment in which all students leave college, career, and civic ready.

Grover C. Fields Middle School's Mission:

Grover C. Fields will continuously improve student achievement for all learners by supporting their personal and academic success.

Student Code of Conduct

As a student at GCF, I agree that:

1. I have a right to an uninterrupted education.
2. Other students in my classes have that same right.

As a student at GCF, I agree that I will:

1. not participate in conduct that can interfere with the classroom teaching/learning process.
2. not participate in behaviors that can create an unsafe or unruly situation.
3. not harass other students verbally or physically.

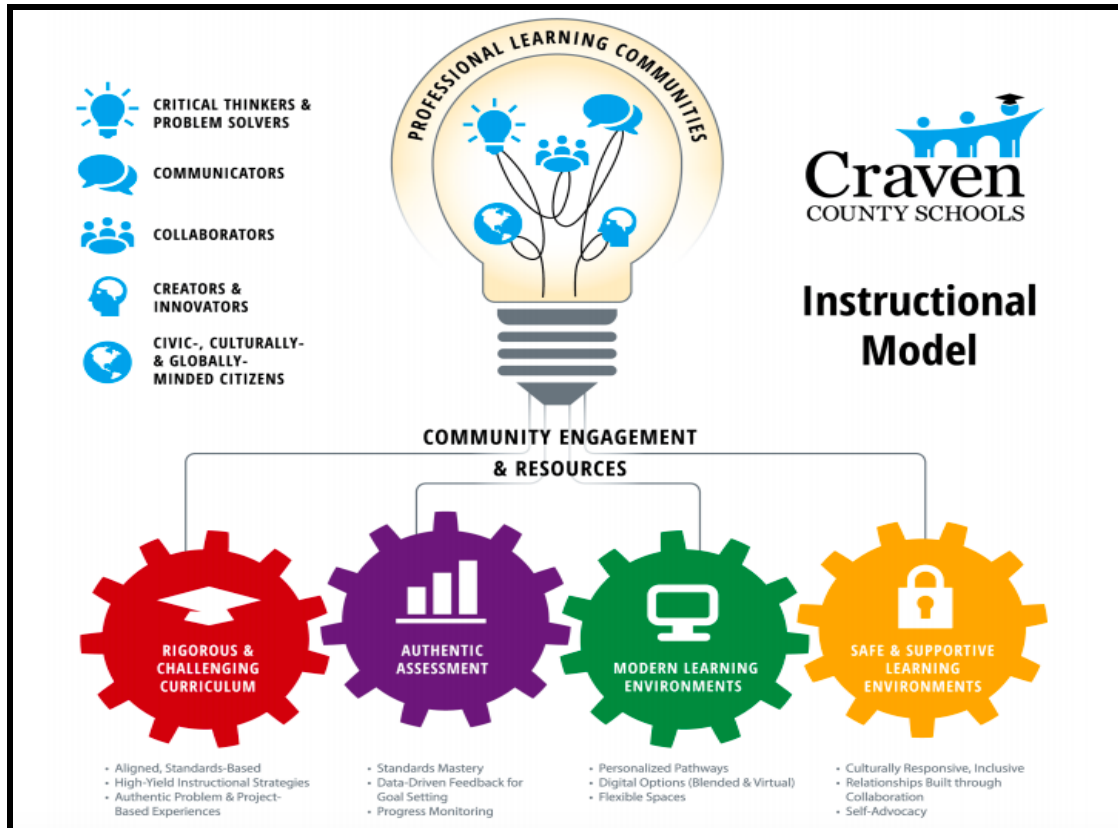
4. not bring weapons or drugs to GCF.
5. not take things that do not belong to me.
6. refrain from using profanity at school.
7. stay drug, alcohol, and tobacco free.
8. take pride in GCF and not vandalize, destroy, or deface school property.
9. show the same respect for others that I want for myself.
10. report violations of the code of conduct to administration, teachers, the SRO, or another staff member.

SCHOOL-WIDE GOALS

School Improvement Plan Goal Topics:

1. Student Achievement
2. Professional Learning Communities
3. Teacher Retention
4. Social and Emotional Learning

The School Improvement Team will meet the first Wednesday of each month and we invite all to attend and participate. Please contact the school for specific dates.



Policies and Procedures

I. STUDENT SAFETY: Physical and emotional safety is our first concern at GCF.

A. Physical safety:

1. **Student supervision and drop-off/pick-up:** Students should **not** be dropped off or arrive on campus before 8:00 AM or a supervising adult is on duty. **Parents must use the front of the school to drop-off/pick-up students everyday. There is a 5 MPH speed limit in the carpool line.**

2. **Emergency Contact & Student Supervision:** Adults not listed on the emergency contact list will not be allowed access to students while at GCF. Please make sure you update parent/guardian contact information if it changes during the school year. Safety and supervision are our primary concerns. Please help us by making sure students are picked up **ON TIME** because we cannot allow students to remain on campus without supervision.

B. Emotional safety:

1. **Conflict resolution:** Conflict is normal and can be healthy **if** managed effectively. Respectful disagreements can bring about closer relationships and positive change. Middle school is a time when adolescents are undergoing physical and emotional changes and may need additional support in learning the skills needed to manage conflict. If students need assistance resolving conflict with a peer, students are encouraged to discuss conflicts with a school counselor or with a teacher. Additionally, parents are encouraged to contact a school counselor by **calling** 514-6438.

2. **Bullying: Bullying is not normal, is not healthy, and is not tolerated at Grover C. Fields Middle School.** Bullying is **intentional** aggressive behavior that occurs when there is an **imbalance of power** and **happens more than once**. From Craven County Policies 1013.01 and 1013.02, "harassment or bullying behavior is any pattern of gestures or written/electronic or verbal communications, or any physical act of any threatening communication that: places a student in actual and reasonable fear of harm to his or her person or damage to his or her property; or creates or is certain to create a hostile environment (victim subjectively views the conduct as harassment or bullying and a reasonable person would agree) by substantially interfering with or impairing a student's educational performance, opportunities or benefits." **There is no place for bullying at Grover C. Fields Middle School. If a student experiences bullying or a student witnesses bullying, the student should report it immediately to a teacher, school counselor, SRO, or an administrator.**

II. ATTENDANCE: All students are required to be in attendance every day unless temporarily excused by the principal. North Carolina has General Statutes that deal with the issue of school attendance: GS 115C-378; 115C-379; 115C-380; 115C-381; 115C-382. Attendance is a critical part

of student academic success. It is important that a student attend school daily. To be considered present, a student must be present in-school or in a place other than school with the approval of a school administrator for the purpose of attending an authorized school activity. **Absences, tardies and early dismissals that exceed the permitted number will be considered when making promotion decisions. Students must be in class for half of the school day to be counted present for that day (8:30-12:00/12:00-3:30).**

(Note) Perfect attendance means the student must be in the classroom 100% of the School Year.

A. Note (parent's/doctor's): A written note is required within two days of a student's absence. Written notes must include the student's name, the date and reason for the absence, and have the parent's signature. Provided the school receives a note from the parent or guardian within 2 days of the absence, the following **lawful absences may be classified as excused:** Illness or injury, quarantine, death in the immediate family, medical or dental appointment (However, please try to schedule appointments after school hours), court or administrative proceedings, religious observance, educational opportunity, deployment related activities. A doctor's note will be required for extended absences due to illness.

Any absence other than those listed (above) will be classified as unexcused; however, a written note is still required. If there is a reason your child cannot attend for an extended period of time, please notify the administration or school counselor immediately. Arrangements can be made in regard to assignments missed during an extended absence.

B. Consequences:

6 unexcused absences: The school will notify the parent in writing that they may be in violation of the state compulsory attendance law and may be subject to prosecution if the absences cannot be documented. An action plan may be created to improve attendance.

10 unexcused absences: The school counselor and/or principal shall contact the parent to determine that a good faith effort has been made to comply with the law. The principal may notify the district attorney, or file a complaint with the juvenile intake counselor, if it is determined there is no lawful reason for the absences.

20 excused or unexcused absences: The principal will notify the district attorney to file a complaint with the juvenile intake counselor if it is determined there is no lawful reason for the absences. **It is a Craven County Policy that a student with more than 20 excused or unexcused absences at the middle school level shall not be promoted to the next grade unless the principal grants a waiver upon review of the student's records.**

C. Tardy/Check-Out Policy: Our instructional day is from 8:30 a.m. - 3:30 p.m. and we firmly believe that instruction occurring at the end of the day is just as important as instruction occurring at the

beginning of the day. Students entering the classroom late and leaving early can be disruptive and results in reduced instructional time. Students should arrive to GCF and be **inside their first class** by the 8:30 a.m. bell (breakfast in the cafeteria will be offered from 8:00- 8:30 a.m). Early check-outs will not be permitted after 3:00 p.m. unless it is an emergency situation. Therefore, please refrain from scheduling afternoon appointments until after 3:30 p.m.

Educational Opportunity

To be granted "excused" absences to participate in an Educational Opportunity, a parent must do the following:

1. Request that the absence be considered an Educational Opportunity in writing **at least one week prior** to the absence. The letter must give an explanation of specific circumstances of the trip that would warrant it being documented as an Educational Opportunity.

2. The request should adequately describe how the proposed activity/experience is directly related to at least one of the child's current grade level content standards. The content standards can be accessed here:

6th grade:

<https://sites.google.com/a/staff.craven.k12.nc.us/craven-instructional-toolbox/middle/sixth-grade>

7th grade:

<https://sites.google.com/a/staff.craven.k12.nc.us/craven-instructional-toolbox/middle/seventh-grade>

8th grade:

<https://sites.google.com/a/staff.craven.k12.nc.us/craven-instructional-toolbox/middle/eighth-grade>

3. The student will submit a 1-2 paragraph reflection on the activity/experience. The reflection should be submitted to the Principal in hard copy or electronic form no later than 7 days from the first day back in school.

4. Make up all assignments within the time agreed upon by the teacher. Work may be requested prior to the absence.

The absence will be coded as "unexcused" until all above work is submitted. Failure to adequately follow all steps above will result in the absence remaining as "unexcused". It's

important to note that this criteria is not to create extra work but is necessary to be consistent and substantiate requests of this nature.

III. ACTIVITIES FOR STUDENTS

A. Athletics: Sign-up dates and tryouts will be announced in advance of the start date for a sport or club activity. Coaches will give schedules and expectations to participants. Students in grades 6th, 7th, and 8th are eligible to play sports in middle school, however, 6th grade students are not eligible for football. To participate in sports, a student **MUST:** be enrolled in the sixth, seventh or eighth grade, have a current physical form signed by a physician, be younger than 15 on August 31st, and be passing 5 of their 6 scheduled classes. Students that did not receive a free and clear promotion (administratively promoted) the previous year will be ineligible to participate for the first semester of the following academic year. Each student participant must have health insurance documentation before trying out for a sport. **THERE ARE NO EXCEPTIONS TO THESE GUIDELINES. No student may be eligible to participate at the middle school level for a period lasting longer than six consecutive semesters, beginning with the student's entry into sixth grade.** Any questions regarding athletics may be directed to our athletic director, Coach Blakelock.

Student spectators that are picked up more than 15 minutes after the conclusion of the athletic event will not be permitted to attend subsequent athletic events.

B. Athletics parent meeting: Some sports will require a parent meeting before the season begins. Parents are expected to attend this meeting. The purpose of the team meetings are to answer any questions parents might have about the sport and their child's participation. At this meeting, the coach will outline his or her expectations and requirements. **Playing time is not guaranteed to any student for any sport and is at the discretion of the coach.**

C. Clubs: Club offerings will vary based on teacher and student interest.

D. Dances: Dances are held periodically throughout the school year. Student performance on class work and appropriate conduct at school are determining factors as to whether a student may attend a school dance. Any student who is absent, on suspension, has monies owed on the day of a dance, or for any other reason deemed appropriate by administration will not be allowed to attend that dance. **Any school fines must be paid to attend dances or extracurricular activities. Please make sure that students are picked up on time. Students that are picked up more than 15 minutes after the conclusion of the dance will not be permitted to attend the next dance.**

E. Celebrations: Academic celebrations will be held throughout the year to celebrate outstanding academic achievement.

Honor Roll/Principal's List celebrations will be held each quarter. Parents of honored students will be notified and invited to attend these events.

Principal's Pride celebrations will be held for all students whose conduct grades are "S" and above, and have no ISS, OSS, or bus suspensions for that quarter. The purpose of Principal's Pride is to promote good citizenship among our students.

General Information

A. Electronic devices:

Student electronic devices (to include cell phones and smart watches) must not be activated, used, displayed, or visible from 8:00 a.m. until 3:45 p.m. School-issued devices will be monitored through 'Bark' for inappropriate use. The school will not be responsible for the loss or theft of any cell phone.

First Offense: The device will be confiscated and returned to the student at the end of the school day.

Subsequent Offenses: The device will be confiscated and returned to the parent/guardian at the end of the school day.

****A student's refusal to surrender the device to a staff member will result in 3 days of out of school suspension.**

B. Federal Cards.

Each October, A Pupil-Parent Survey Card will be sent home with each student. The Craven County School System is eligible to receive federal funds based on these survey cards. Under Public Laws 815 and 874, to qualify for the funds, it is **IMPORTANT** that each family complete, sign, and return a card **for each child enrolled** in our school. Your assistance in this matter is **GREATLY** appreciated.

C. School Insurance.

As a public service, the School Board has negotiated a general accident policy covering all pupils who have subscribed. Participation in this insurance program is entirely voluntary. The policy is underwritten by Sentry Life Insurance.

There are two options for premium payments:

1. enroll on-line with a credit card at www.k12specialmarkets.com or

2. cut along the dotted line of the online form, complete the form, and mail it, along with check or money order to:

The Young Group, Inc.

256 West Millbrook Road

Raleigh, NC 27609

888-574-6288

Claim forms can be found at <http://www.theyounggroupinc.com>. It is very important that any accident be reported to the supervising teacher immediately. SCHOOL TIME OR 24-HOUR PREMIUM COVERS ALL ATHLETES.

Any student choosing to participate in athletics at GCF must purchase school insurance or provide proof of insurance by another reputable insurance company.

D. Visitors and Volunteers: We welcome visitors and volunteers at GCF! **All visitors to Grover C. Fields Middle School are expected to check in at the Main Office upon arrival.** Visitors will be issued a pass that must be worn at all times while they are in the building. Students are **NOT** permitted to bring visitors with them to school (this includes brothers, sisters, or visiting family members).

Classroom visits by parents are welcomed but require 24-hour prior notification. Volunteers must complete the required school system process to register as a school volunteer prior to volunteering in the school (<http://www.cravenk12.org/volunteers/apply.php>). High school students may not visit staff or students until after 3:45 PM. Visitors that enter GCF without checking-in at the Main office will be subject to trespassing charges.

E. Lost and Found: Any found items will be turned into the school's lost and found. All items must be picked up by the end of the last day of school or they will be donated or discarded.

Disciplinary Consequences

The Craven County School System discusses discipline policies in detail in the Student Policies and Regulations handbook. The CCS handbook is available on the Craven County website at:

<http://www.cravenk12.org>

Certain behaviors will not be permitted at Grover C. Fields Middle School. The violation of school or county rules will have consequences. The school's jurisdiction begins when the student leaves home in the morning and continues until the student arrives home in the evening. School and county discipline policies also apply at all school-sponsored activities including athletic events, concerts, field trips, etc. Students that cannot maintain appropriate behaviors at school may not be permitted to attend after school events or field trips.

It is the intention of the school administration to provide a safe and orderly environment that is conducive to the educational process. Students, who choose to disobey school and county policies, disrupt class, or break the law will be assigned consequences at the discretion of the school administration. School policies are designed to provide students with structured rules and consequences that are fair to all students.

The policies described here are not all-inclusive and are not intended to cover all situations.

Affection

Students are expected to conduct themselves in an appropriate manner when interacting with other students. Grover C. Fields has a hands-off policy, and students are not allowed to publicly display affection.

Referrals for public displays of affection will result in ISS or OSS depending on the nature of the offense and the student's discipline record.

Electronic Devices

Student electronic devices (to include cell phones and smart watches) must not be activated, used, displayed, or visible from 8:00 a.m. until 3:45 p.m. School-issued devices will be monitored through 'Bark' for inappropriate use.

First Offense: The device will be confiscated and returned to the student at the end of the school day.

Subsequent Offenses: The device will be confiscated and returned to the parent/guardian at the end of the school day.

**Failure to turn over a device when requested by a staff member will result in 3 days of out-of-school suspension.

Cheating

Students caught cheating on assignments/tests or forging grades will receive a zero and will be disciplined at the discretion of the classroom teacher. Teachers will call parents when a child has been caught cheating. Multiple offenses may result in administrative consequences.

Defacing or Abusing School Property

Students who deface school property in any way may be assigned ISS or OSS depending upon the nature of the offense. Intentional damage to school property will be reported to law enforcement, and students may be required to make retribution for damages.

Dress Code

Grover C. Fields Middle School believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. We expect that parents outfit their children in clothing that is conducive to learning.

Students are reminded of the Craven County Schools dress code. Students must wear their pants at their waist and no undergarments should be shown. Students are not to wear hats or any kind of full head covering in the school buildings. Clothing with derogatory, mature or inappropriate messages, including gang affiliations, are prohibited.

Referred students will be sent to chill-out. If students do not have the necessary clothing to comply with the dress code, they will be allowed to use the telephone to call home for proper clothing. Students who are able to obtain the necessary clothing to comply with the dress code may return to class. Students who cannot obtain clothing to comply with the dress code will spend the remainder of the day in the ISS room.

Please refer to the Craven County School's 2023-2024 Student Handbook for more specific dress and appearance expectations.

Drugs and Alcohol

Alcoholic beverages and illegal drugs are prohibited on campus. Referrals for drug possession, selling drugs, alcohol use, alcohol possession, or any other drug related offense may result in suspension for the remainder of the year or expulsion and immediate referral to law enforcement.

Further explanation of drug related offenses and consequences can be found in the Craven County School System Student Policies and Regulations.

Fighting/Affray/Assault

Any student who engages in a fight may be suspended out-of-school for up to 10 days.

Students who fail to disperse during an altercation after being asked to do so may be suspended out-of-school. Students who use their cell phones to video fights may be suspended out-of-school for up to five days.

Harassment/Threats

Threatening behavior, comments, words, and/or harassment etc. will not be tolerated. Threat offenses and consequences are explained in more detail in the Craven County School System Student Policies and Regulations.

Referrals for bullying may be made to a school administrator or made anonymously at the Craven County Schools' website: <http://www.cravenk12.org> or on the Grover C. Fields website: <https://www.cravenk12.org/GCF>.

Click on the 'Report a Bully' link to begin the process.

Insubordination/Disrespect

Students are expected to comply with reasonable teacher requests. If a student refuses to do what a teacher asks, the insubordination will initially be dealt with according to the teacher's classroom management plan.

The position of teacher demands a level of respect from students. In order to ensure a safe and orderly learning environment, school staff members must be treated with respect. If a student has a complaint about a teacher, the student should notify the administration or have their parents handle the problem prior to getting into trouble with the teacher. Students should be especially careful about how they address teachers when they are upset. Being upset is not an excuse for insubordination, disrespect or the use of profanity.

Referrals by a classroom teacher to administration will result in a parent conference, ISS, or OSS, depending on the nature of the offense.

Profanity

The use of profanity or abusive language is prohibited at school.

Not directed towards a staff member: Parent conference or ISS depending on the nature of the offense and the student's discipline record.

Directed towards or in response to a staff member: Up to 5 days OSS depending on the nature of the offense and the student's discipline record.

School Buses

Riding a school bus is a privilege, not a right. Students are expected to follow the direction of the school bus driver. All students who ride a bus must complete the bus contract and turn it in at the beginning of the school year. Following the completion of this contract, it is understood that the contract is the warning and all offenses will result in disciplinary action to maintain the safety of the route.

Bus referrals will result in the following consequences:

- 1st offense: 3 day bus suspension
- 2nd offense: 5 day bus suspension
- 3rd offense: 10 day bus suspension
- 4th offense: removal from bus route for the remainder of the school year

Skipping

Any student who is out of class without permission and has not been checked out by a parent or guardian will be given ISS for up to two days. Subsequent offenses may require out-of-school suspension.

Smoking/Vaping

Possession or use of tobacco products (cigarettes, chewing tobacco, etc.), tobacco paraphernalia (lighters, matches, etc.), e-Cigarettes (vapes or juuls), and e-Cigarette paraphernalia is prohibited. Craven County Schools are to be free of tobacco, and possession or use of tobacco or electronic smoking devices is prohibited at all times.

Students who violate this policy will have the items confiscated and serve a 3 day out-of-school suspension.

Weapons

Weapons are defined in the Craven County Schools Student Policies and Regulations handbook. Possession of a weapon will result in up to ten days OSS, suspension for the remainder of the school year, or expulsion, and referral to law enforcement.

Counselor Information

A school counselor is a certified professional who is trained at the graduate level in counseling and consulting practices and has in depth knowledge of human development, helping relationships, social/cultural foundations, group processes, evaluation, career development and

the school setting. The school counselors are available to assist students with personal, academic, and career development individually, in small groups, and in the classrooms. Students are encouraged to visit their school counselor if they have a problem or concern. Students should obtain a classroom teacher's permission to visit the school counselor. The school counselors will make an effort to talk with their counselees as many times as possible during the school year. Counselors also are available to interpret pupil information to students, parents, and teachers and are responsible for registering new students and introducing them to the school. The school counselors also obtain records and evaluate data pertaining to the aptitudes, interests, and abilities of each student. They also oversee the character education program. Counselors cannot provide clinical counseling to students but can assist parents/guardians in identifying community resources. Contact your classroom teachers to schedule a parent conference if needed.

Counseling Services Provided

Student Conferences: Students may see the school counselor by requesting through a classroom teacher or completing a counselor referral. Parents, teachers, and other staff members may refer students to the counselor as well. Parents may also make appointments by phone, email.

Class Lessons: The counselor visits classrooms to provide instructional and informational presentations on career development, character education, academics, and conflict resolution.

Small Groups: Counsel students who have similar concerns or experiences together to offer each other support and learn skills to deal with specific issues.

Teacher Consultation: work with the teachers to help determine the most appropriate services for students.

Confidentiality: The school counselor maintains a high level of confidentiality to students and parents. We can repeat information given to us by students and parents only if danger to self or others exists or if we have the permission of the student or members of the family to repeat information. Otherwise any information provided or discussed during the counseling session is kept private.

Student 2 Student: The counselors oversee a team of students called S2S. These students will buddy with new enrollees at GCF to make them feel welcome, take them on school tours, and acclimate them to their new school environment.

Academic Instruction

A. **Teacher websites:** Each teacher maintains an individual teacher website complete with class information, lesson plans, teacher assignments, class work and/or homework. Students that are absent from class should refer to the teacher's website or Canvas course to obtain make-up work.

B. **“Powerschool for Parents” (Online Gradebook) and checking student's grades:** Students are required to share their grades with parents and retrieve parent/guardian signatures on periodic progress reports. Parents can monitor student's grades online via phones, tablets, and computers. Parents are issued a **unique username and password** and instruction sheet from our school's data manager. This information is sent home during the first week of school. Download the **app for “Powerschool for Parents”** and then follow the prompts **using your school issued username and password**.

C. **Promotion Policy:** Middle school students must pass ***ALL*** classes with an average of 60% or better for the school year to be considered for promotion to the next grade. The final average for the year is calculated by averaging the two semester averages in each class. Students must also demonstrate proficiency by scoring a level 3, 4 or 5 in Math and Reading on the End-of-Grade tests to be promoted to the next grade. Students that do not pass a class(es) or receive a score of 1 or 2 on an End of Grade test(s) **may** be considered for retention. GCF recognizes the gateway standard for **eighth grade and will consider EOG results for ELA, Math and Science** in making promotion decisions.

D. **Principal's List/Honor Roll:** The principal's list and honor roll are published following each grading period. Students in these prestigious groups will be honored for their accomplishments at an academic celebration. Satisfactory conduct in all classes is also a factor to be included in the Principal or Honor Roll list. Principal's list is composed of students with all A's. Honor roll students have A's and B's and an overall average of at least 80%.

E. **Principal's Pride:** This recognition is for students who have no ISS, OSS, or bus suspensions each quarter. This recognition promotes good citizenship among our students.

F. **Homework:** Please refer to the Craven County Handbook for the complete homework policy. Many students may complete homework requirements during the school day; however, homework will be assigned based on teacher discretion.

G. **[2023-2024 Schedules](#)**