

Upper Campus

GOVERNORS' VILLAGE STEM

2026-2027

PARENT/STUDENT HANDBOOK AT A GLANCE

Please acknowledge that you and your student have read and understood the information in this document by typing in or clicking on the following link:

https://bit.ly/4dP5abt

ATTENDANCE

School attendance is compulsory. Regular attendance is necessary for the success of all students. Upon returning to school from an absence, students should bring a written excuse including name, date(s) of absence, the reason for absence, and signature of the parent on the first day of return to his/her homeroom teacher. The responsibility for make-up work must be initiated by the student when they return to school.

Homeroom Teachers are responsible for taking and submitting student attendance daily. It is expected that attendance will be submitted via Power School by **9:30 a.m.** daily.

ARRIVAL

The school day for students begins promptly at 9:15 a.m. All students may enter the school building at the cafeteria entrance by the bus parking lot at 8:45 a.m. GVSA is a **No Cell Phone School**. **Students are expected to turn off their cell phones and other electronic devices, including headphones (earbuds), and place them in their book bags, before entering the building.**

Students can get a "Grab and Go" breakfast from the cafeteria and report directly to homeroom.

LATE ARRIVAL

Students arriving late to school, after 9:15 a.m. should sign in to the front office. Students will receive a permission slip to enter class.

EARLY DISMISSAL

The school day ends at 4:15 PM. Parents/legal guardians are discouraged from checking students out early. In the event that a student must check out early, **please check out before 3:00 PM!!**

- The person picking up the student must come in the front office and sign the student out and may be asked to show proper identification.
- Students will not be called out of class to sit in the office to wait for the parent/legal guardian to get to the school.

Although these procedures may be inconvenient at times, they must be followed to ensure the safety of all students.

DELIVERIES

Deliveries for students should **not** be sent to the school. Parents, family members, friends, etc. should not bring ***balloons, candy, cake, flowers***, etc. The front office will allow parents to drop off lunch. These other items will **not be accepted and should not be delivered or brought to the school**.

DOORDASH/UBER EATS DELIVERIES

According to Rule 2 in the CMS Student Code of Conduct Handbook, students are not allowed to receive food deliveries (DoorDash, UberEats…etc) to the school. If a student receives a food delivery, the food will be confiscated. The student will also receive a Level 1 consequence according to the CMS Student Code of Conduct Handbook for violating this policy.

CLASSROOM VISITS/INTERRUPTIONS

Visitors are welcome on campus by appointment only. Parents wishing to confer with a teacher must contact the teacher by telephone or email to make an appointment.

CONFERENCES

Conferences must always be scheduled in advance and are held outside school hours or during the teacher's planning period.

UNSCHEDULED MEETING REQUESTS

Generally, administrators are not available at the beginning of the school day until all students are in class and all buses have arrived. Additionally, administrators may already have scheduled appointments. Please send an email to schedule a conference with your Grade Level Administrator:

6th & 8th Grade= Janiqua Barnes: janiqua1.barnes@cms.k12.nc.us

7th Grade=Katrina Lawson: katrinal.lawson@cms.k12.nc.us

MESSAGES TO STUDENTS

We **will not interrupt** class to call students, relay phone messages, or call students who have forgotten items. Parents may drop off messages or items in the main office. In the event of an emergency, the student will be called to the office either at the end of the block or at dismissal. Only in the ***most extreme*** emergency will a class be interrupted to give a message to a student. Students will be contacted during class change time to pick up their messages or items.

Changes in transportation will not be taken after 3:00 pm

BUS TRANSPORTATION

If you have a question or concern about bus times, routes, or drivers please call CMS Transportation at 980-343-3665.

- **SCHOOL BUS POLICY:**

Riding a bus is a privilege! Disruptive and inappropriate behavior is strictly prohibited and will not be tolerated. Any and all discipline problems that occur on the school bus will be dealt with according to the *CMS Student Code of Conduct.* All school rules are in effect on any bus and at any bus stop. Failure to adhere to those rules will result in suspension from riding the bus or suspension from school. Parents are expected to arrange for transportation to and from school if their child is suspended from the bus. Please keep in mind these rules are put in place for the safety of the students.

CELL PHONES & TECHNOLOGY

Student use of personal cell phones, headphones, and electronic devices is prohibited during the school day.

Students may not use cellular telephones, including smartwatches, camera phones, or other electronic devices (e.g., laser pointers and attachments, personal digital assistants, and other devices designed to receive and send an electronic signal, iPads, etc) during the school day. Student arrival in the building at 8:45 a.m. until dismissal at 4:15 p.m. constitutes the school day. This policy applies but is not limited to restrooms and common areas, such as the

gymnasium and cafeteria. Students and parents/guardians are expected to read and understand the policy regarding the use of cell phones and electronic devices.

Using or displaying a cellular telephone, headphones, or electronic device during the instructional day will result in the device being confiscated after a verbal warning/conference with the teacher has been given. **The second offense** will result in the cell phone/device being held in the main/administrator's office until the end of the school day, during which it can be picked up by the student. **Additional offenses** will result in the cell phone/device being held in the main office until the end of the school day, **during which a parent must come to pick it up.** This provision addresses the possession of a cellular telephone, headphones (earbuds), and other electronic devices.

Failure to surrender a cellular telephone, headphones, or an electronic device can result in an out-of-school suspension.

Students are not permitted to use cell phones or other videotaping equipment to record teachers in the classroom. It is a violation of individual privacy to record teachers in the classroom. Students will receive appropriate consequences for this violation. **School personnel will not be responsible for searching for lost or stolen cell phones or electronic devices. Governors' Village Stem Academy is not responsible for theft, loss, or damage to cell phones or other PTDs (Personal Technology Devices) brought onto CMS property.**

DRESS CODE POLICY

According to Rule 4 in the CMS Student Code of Conduct Handbook, the dress and grooming of students shall contribute to the health and safety of the individual and promote an orderly educational environment. The Dress Code Details have been listed below. These dress code standards apply to all students unless a specific exception is made by the school administrator.

Dress Code Violation Steps

1st- Allow the student the ability to **self-correct.**
2nd- A parent/guardian will be called to explain the violation and have the parent bring clothing/shoes up to the office. The child will be placed in ISS (In-School-Suspension) until the parent drops off the item.
3rd- Two Dress Code Violations will constitute a consequence, according to the CMS Student Code of Conduct.

DRESS CODE DETAILS

APPROPRIATE ATTIRE	INAPPROPRIATE ATTIRE
• Sneakers, shoes, and sandals with a back strap	• Flip flops, slides, or slip-on sandals without a back strap
• Crocs with a back strap	• Bedroom shoes, slippers, or pajamas
• Oversize pants or jeans (must be worn with a belt)	• Biking shorts or legging shorts

• Sweatpants worn above the waist • Loose-fitted skirts, dresses, or shorts at or below fingertip length • T-shirts/shirts that cover the stomach • Shirts with straps at least three fingers wide • Leggings, only when worn with a top that covers the bottom • Dresses worn at or below knee length • Distressed jeans with holes only below the knee • Basketball jerseys worn with a T-shirt • Hoodies (not worn over the head)	• Pants worn below the waist or showing undergarments • Shorts/skirts/dresses/slits above fingertip length • Crop tops (exposing stomach or back) • Excessively tight, see-through, or low-cut tops • Headgear (scarves, bandanas, stocking caps, hoods, hats, towels, sunglasses, doo-rags, combs) unless for religious practices • Skinny jeans that fall below the waist • Leggings/jeggings without a top that covers the bottom • Bracelets with inappropriate messages • Distressed pants with holes above the knee • Abusive, suggestive, or profane language/symbols on clothing/jewelry

HALLWAY SAFETY & PERMISSION

At GVSA, **Student Safety is our Top Priority! Students are not allowed to be in the hallways without a pass. Students are to remain in class at all times unless they have a hall pass or are being escorted by a staff member.** If a student is out of class without a pass, they are considered skipping, which is an unsafe activity. Students who are skipping class or who walk out of class, without permission, (hallway pass given by a staff member) will receive a consequence according to the *CMS Student Code of Conduct*.

TARDY POLICY

Students are responsible for arriving at every class on time. The bell schedule allows enough time for students to transition to classes. Bathrooms are closed during transitions. Students will receive two passes to use the restroom during the day. Students are also allowed to use the restroom during lunch. Emergency situations will be accommodated.

When students do not arrive to class on time or with a pass from a staff member, they are considered tardy.

ANTI-DISCRIMINATION, HARASSMENT, & BULLYING;

All students have the right to attend school and school-related activities without any discrimination on the basis of sex, including sexual harassment that is motivated by race, color, sex, religion, national origin, or disability. Students are expected to treat other students and school employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

A student who believes he/she has been harassed by another student or by a school employee must report the incident to a teacher, counselor, or school administrator. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense. The school resource officer will be involved in most cases as necessary.

DRUG/TOBACCO FREE SCHOOL:

Charlotte Mecklenburg Schools prohibits the use of drug/tobacco products at any time or on any district-owned, leased, or maintained buildings, property, or vehicles; or at any instructional program or school-related activity or event, including field trips and athletics. This drug/tobacco-free policy applies to everyone, including all students, employees, visitors, guests, vendors, and private vehicles while on school property.

STUDENT BEHAVIORAL EXPECTATIONS:

At GVSA, we focus on the teaching and learning environment that is conducive to quality instruction. We expect students to behave in a manner that allows the maximum benefit of educational opportunities for all students. We encourage our faculty and staff members to serve as role models and mentors for all students. We hold high expectations for our students in creating a safe and orderly environment where respect for others reigns as a guiding force in all decisions that students and staff make daily. Teachers are held responsible for teaching the accepted behaviors and practices that we expect from all students. Therefore, we hold students accountable for their behavior, and they need to realize that certain behaviors carry negative consequences. As a staff, we will help students to understand that the best discipline is self-discipline. However, those behaviors and practices that interfere with teaching and learning will not be tolerated at GVSA. In addition to the system and school-wide expectations, each team and core teacher will have individual classroom expectations so they can maintain a classroom atmosphere conducive to learning.

In order to maintain a climate that promotes healthful living and cooperative attitudes, we have established the following expectations, procedures, and consequences:

1. **Everyone should conduct himself or herself in a courteous and respectful manner**.
   Fighting and/or aggressive behavior will not be tolerated. Students who choose to fight could face up to ten-day suspension from school. Horseplay, play fighting, and verbal altercations are other examples of disruptive behavior that will be dealt with according to the CMS Student Code of Conduct Handbook. Students should seek preventative measures to avoid hitting, pushing, or provoking in any aggressive manner with a student.

2. **Everyone should show respect for all people, personal property, and school property**.
   Some examples of inappropriate behavior include (but are not limited to): profanity directed towards a faculty member, staff member, student, or anyone on this campus; failure to identify one's self when directed to do so; outright defiance in response to a reasonable request by a faculty or staff member; failure to report to the ISS room or office when directed to do so; repeated failure to follow instructions; interference with teaching and learning by constant disruption. When a teacher refers a student to an administrator for disrespectful behavior, the offenses will be dealt with according to the CMS Student Code of Conduct Handbook.

3. **All students should help create and maintain a positive and safe learning environment**.
   Bus conduct, hall conduct, online conduct, media center conduct, gym and classroom conduct should be appropriate for a school setting. There are some items that should never be in a student's possession whether at the bus stop, on the bus, or on school property. These items include (but are not limited to): weapons or any items

that may be used as a weapon, drugs, vapes, alcoholic beverages, tobacco products, or any item that appears to be unlawful. Illegal activity of any kind will not be tolerated and the consequences for possession or use of any aforementioned item will result in suspension.

4. All students should be prepared to actively engage in classroom activities, both on campus and online.
In order for students to learn, there are certain items that are deemed unacceptable on our campus. Items such as radios, cellular telephones, headphones, earbuds, video games, playing cards, and items for sale, will not be allowed and will be confiscated and returned according to the GVSA policy for that item. Please help us by not bringing any of these items to school or turning them off and keeping them in your book bags.

REFLECTION CENTER (ISS)

When student behaviors escalate and disrupt the learning environment or a student fails to comply with classroom or school rules, they may be assigned to the Reflection Center/ISS Room. This provides them the opportunity to reflect on their choices and realign themselves with school expectations. Students who are assigned to the Reflection Center/ISS typically receive a discipline referral. **The Grade Level Administrator will call parents/guardians while a student is in the Reflection Center/ISS.**

The primary focus of ISS will be on helping students develop tools that enable them to make better behavioral choices. ISS placement will be assigned by administrators as deemed appropriate based on the seriousness of the offense. Parents will be notified of the date(s) that a student is assigned to ISS.

Specific Expectations for Students Assigned to ISS

- Students must complete their assigned time before returning to the regular classroom.
- Absences from school during ISS assignments will be made up upon return to school.
- Inappropriate behavior in ISS will result in OSS (Out of School Suspension)
- Assigned work must be completed before exiting ISS. Failure to do so may result in further disciplinary action.

1. Students must remain silent while in the Reflection Center/ISS.
2. No electronic devices will be permitted in ISS.
3. Students must use their Chromebooks solely for assignments

OUT OF SCHOOL SUSPENSION (OSS):

Students and parents should familiarize themselves with the *GVSA Parent/Student Handbook*. Policies included will be strictly adhered to, and all violators will be dealt with in a fair, equitable, and consistent manner. Parents will be notified any time students are suspended from school.

Automatic Suspensions

- Fighting
- Failure to identify one's self
- Possession of lighters, matches, smoking on campus, any tobacco violation
- Refusal to leave a classroom/Refusal to follow directions given by an administrator
- Under the influence of drugs or alcohol
- Refusal to submit a technology device (cell phone, tablet) at the request of an administrator

ASSEMBLIES:

Throughout the school year, we may hold student assemblies. Certain standards for assembly conduct will be expected.

- In any formal situation, clapping is the only correct method of applause. Whistling, stomping, and cheering are not acceptable.
- Absolute silence is necessary at public performances. There is no excuse for anyone talking during any part of a program.
- During the program, courteous audiences will sit attentively.
- No books or papers are to be brought to assemblies by students.
- An audience should not begin to leave an assembly until it has been dismissed.

DISMISSAL PROCEDURES

At the sound of the bell, all students involved in after-school activities should report to their designated areas immediately. At dismissal, bus riders must report to the bus parking lot after their slots have been listed on the Live Dismissal Document. Car riders must report to the front sidewalk area in front of the school building.

Please acknowledge that you and your student have read and understood the information in this document by typing in or clicking on the following link:

https://bit.ly/4dP5abt

Resource Hub

School Counselors

Please scan the QR code to request an appointment with your student's grade-level counselor. This code will also be posted in the front office.

- **6th & 7th grade: Ms. Whitfield**
- **7th & 8th grade: Ms. Ziama**



bit.ly/24-25GVSACounselorAppointmentForm



IMPORTANT RESOURCE LINKS

CMS Family Academy

CMS Student Code Of Conduct

CMS Parent/Student Handbook

Cell Phone Policy

Cell Phone Policy Flyer

26-27 CMS Academic Calendar