

West Lake Middle School  
Student and Family Handbook  
*Showing our Wildcat PRIDE in all that we do!*  
2019-2020



West Lake Middle School  
4600 West Lake Road  
Apex, NC 27539  
Telephone: 919-662-2900  
School Website – <http://westlakems.wcpss.net/>  
Twitter – @WLMS\_Wildcats  
Instructional Hours – 7:10 A.M. – 2:25 P.M.

**WEST LAKE YEAR-ROUND MIDDLE SCHOOL**  
**2019-2020 STUDENT/PARENT HANDBOOK**  
**Anne Marie Adkins, Principal**  
**4600 West Lake Road, Apex, NC 27539**  
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***FAMILIES, PLEASE READ AND DISCUSS THIS HANDBOOK WITH YOUR CHILD.***

**Mission:** West Lake Middle School in WCPSS will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

**Vision:** The West Lake Middle Community will increase achievement by actively engaging all students in a collaborative, student-centered environments, to ensure that they become critical thinkers and life-long learners, prepared to meet the challenges of the 21st century.

*The WCPSS Student/Parent handbook is also available online in both English and Spanish at <http://www.wcpss.net/parent-handbooks/> You may find a copy of the WLMS Student/Parent Handbook on our school website at <http://www.wcpss.net/westlakems>*

## **WELCOME**

Dear Wildcat Students and Families:

Welcome back to another great year of learning at West Lake Middle School. The faculty and staff of West Lake Middle are ready for a successful 2019-2020 school year focused on student achievement and growth. We are excited to partner with students, families and community members to keep this at the forefront of all of our work. This Parent/Student Handbook will inform you of the school rules, procedures, and expectations. Please review and reference your handbook throughout the school year. Together, we will ensure this school year is a positive experience for ALL!

Anne Marie Adkins, Principal

## **POLICIES AND PROCEDURES**

The following policies and procedures are in place to ensure West Lake Middle School operates safely, effectively and efficiently for ALL students.

## **West Lake Middle School Expectations**

West Lake Middle School has implemented a positive behavior program to encourage students to be in control of themselves. This simply means that we have high expectations for student behavior and we encourage students to always do their best. At West Lake, we expect all students to show their Wildcat

## **PRIDE:**

Perseverance  
+ **R**espect  
+ **I**ntegrity  
+ **D**edication  
= **E**xcellence

**WEST LAKE MIDDLE SCHOOL: School Wide Expectations Matrix**

	<u>Expectations</u>	<u>Assemblies</u>	<u>Office</u>	<u>Media Center</u>	<u>Throughout the school building</u>
<b>P</b>	<b>Perseverance</b>	Pay attention to the speaker the entire time.	Wait patiently for your turn.	Stay on task. Apply problem-solving skills.	Keep the school clean by throwing trash away and keeping hallways clear.
<b>+ R</b>	<b>Respect</b>	Be courteous and polite.	Be courteous, polite, and pleasant.	Enter, exit and work in a quiet orderly manner. Return/renew books on time in their original condition.	Be pleasant and helpful to others.
<b>+ I</b>	<b>Integrity</b>	Participate positively and ask appropriate questions.	Be patient while waiting. Be honest.	Use computers appropriately for educational purposes.	Do the right thing and always use your best judgement.
<b>+ D</b>	<b>Dedication</b>	Positively engage.	Arrive with a purpose. Agenda/Hall pass should be visible.	Arrive with a purpose.	Keep the walls clean by avoiding contact with them.
<b>= E</b>	<b>Excellence</b>	<b>Act Like It, Dress Like It, Learn Like It Show Your Wildcat PRIDE!</b>			

	<u>Expectations</u>	<u>Between Class Transition</u>	<u>During Class Transition</u>	<u>Cafeteria</u>	<u>Restrooms</u>	<u>Arrival/Dismissal</u>
<b>P</b>	<b>Perseverance</b>	Patiently and safely get to your destination on time.	Move quickly and quietly in a single file line.	Wait patiently for your turn.	Wait patiently for your turn	Safely get to your destination on time.
<b>+ R</b>	<b>Respect</b>	Use inside voice and non-offensive words. Walk on right side of hall. Follow directions of all staff.	Be courteous of others in class. Follow directions of all staff.	Be courteous to others. Follow directions of all staff.	Use inside voice and non-offensive words. Follow directions of all staff.	Be aware of others' personal space. Follow directions of all staff.
<b>+ I</b>	<b>Integrity</b>	Follow the rules even when no one is watching.	Follow School/Teacher expectations.	Raise your hand if you need assistance.	Respect school property and report inappropriate behavior.	Keep personal property stored in your backpack including electronic devices.
<b>+ D</b>	<b>Dedication</b>	Walk directly to your destination.	Walk silently in a single file line on right side of hall.	Keep your area CLEAN.	Promptly and appropriately use facilities leaving the area CLEAN.	Arrive on time Dismiss quickly to carpool, buses, or supervised area.
<b>= E</b>	<b>Excellence</b>	<b>Act Like It, Dress Like It, Learn Like It Show Your Wildcat PRIDE!</b>				

## **ARRIVAL AND DEPARTURE OF STUDENTS**

The instructional day starts at 7:40 a.m. and ends at 2:25 p.m. Students are allowed to enter the building at 7:10 a.m. Students should not be on campus prior to 7:10 A.M. unless they have an appointment with a teacher. **Students cannot be checked out after 2:00 p.m. from class.** This will allow the staff time to ensure procedures are in place for a safe dismissal.

If a student must leave school for a medical/dental appointment or some other vital reason, please adhere to the following procedure:

- The student's parent or guardian must come to the office to sign the student out prior to 2:00 p.m. The student will be called to the office only when the parent arrives at the office.
- If returning to school the same day, students must check in at the office to acquire a pass allowing to return to class.

Arrangements for travel, after school activities, and necessary materials should be made before school so that all students can have uninterrupted classroom instruction.

## **ATHLETICS & ATHLETIC EVENTS**

All athletes must meet requirements by the district and the school in order to participate in tryouts or teams. Eligibility requirements are set by the district and state.

Team rules and expectations will be presented to students at the beginning of their season. Students and parents are expected to be aware of these.

Students staying after school to watch an athletic event will be dismissed to a staff member's classroom for study hall until the event begins. Students are expected to follow the student code of conduct while in attendance and should be picked up as soon as the event concludes.

## **ATTENDANCE**

1. All children up to 16 years of age must attend school. This is N.C. law as well as Wake County's policy (NC Law 115C-378 and Wake County policy 6000).
2. Every absence is considered either excused or unexcused. Please see policy 6000.3 for a list of excused absences.
3. A note written by the parent or guardian is required **within 2 school days** explaining the nature of the absence with dates and the student's name. A note is required even if the parent contacts the school by phone. A note does not guarantee an absence will be excused but all absences without notes will be considered unexcused. **It is preferred that attendance notes are emailed to [NCWise607@wcpss.net](mailto:NCWise607@wcpss.net).**
4. Excessive absences (15 days or more) may lead to school failure (in some cases, based solely on absences), the requirement of a doctor's note for any absence to be excused, and/or court penalties including fines or imprisonment. Though the law is strongly worded, its intention is for children to be successful in school. Every effort is made to avoid such serious consequences.
5. Note if your student had **Chronic absences** (15 days or more absence) for the 2018-19 school year, our School Social Worker will be scheduling a conference to develop a plan of support for your student in the area of reducing their absences and increasing their academic goals.

## **State Law and WCPSS Policy**

WCPSS policy states "attendance in school is central to educational achievement and school success."

- 3 unexcused absences will result in a verbal or written notice to a parent
- 6 unexcused absences will result in a written notice with Form 1700
- 10 excused and unexcused absences will result in a 10 day letter mailed to the home and the school social worker will make contact with the student and parent to identify ways to improve attendance
- 15 unexcused absences will result in the Attendance Committee meeting with the student and parent to

develop a plan to improve attendance. A contract will be created with parent and student. A phone call or home visit will be completed. The plan will be monitored monthly by the Attendance Committee. The case can then be presented to the Social Worker's Supervisor to process the court referral.

- 15 excused and unexcused absences will result in a written notice. School will develop intervention involving social worker and/or school nurse. Re: WCPSS POLICY R&P 6000.6

### **Excused Absences**

An absence or tardy is excused only under these conditions:

- A student is unable to attend school when the student or his/her child is ill, injured, has a medical appointment, or is isolated by order of the State Board of Health or the Wake County Health Department. The principal shall require written documentation from the parent, guardian, emancipated student, or doctor, of the reason the student was absent. At the principal's discretion, other family illness may be accepted as an excused absence. Emancipated students are those that are eighteen (18), married, or emancipated by court order. A principal may allow students under eighteen (18) who do not live at home, to write their own absence notes if the parent gives written consent.
- Death in the family.
- A student who is called to court under subpoena or court order is to receive an excused absence. If the student is called to court because they are being charged with an offense, they should receive an excused absence for the time in court.
- Religious observance, as suggested by the religion of the student or the student's parents.
- An absence may be excused in advance for educational reasons. The parent must complete the form #1710 "Request for Excused Absence for Educational Reasons." By signing the document, the parent assures the school that the absence meets the requirements of the law for excused absences. The law provides principals with the latitude to determine when the cumulative effects of such absences are of such duration as to interfere with the education of the student.
- A student is unable to attend school due to a catastrophic event or natural disaster.

Absences not classified as excused are coded as unexcused.

### **Returning After an Absence**

Parents should send a detailed email to [NCWise607@wcpss.net](mailto:NCWise607@wcpss.net) if their student will be absent from school. If a parent is unable to email a note then the student must bring a dated note, giving student's name, grade and track, date/s of the absence/s, reason for the absence, and signature of a parent or guardian. Students have 48 hours to bring a note after an absence in order to be considered for an excused absence.

### **Credit for Attendance**

To be counted present, a student must be in attendance more than one-half of the academic day. A student shall be considered present if at an official school activity at a place other than the school with principal approval.

### **Tardies: Arrival to school and classes**

Students are expected to arrive to school and class on time per board policy. Being on time to class means that students have all their materials and are ready to learn at the start of each class.

### **Arrival Tardies**

- Students are considered tardy if they are not in their first period class by the time the bell rings at 7:40 A.M. A student accompanied by an adult arriving at school after 7:40 A.M. shall report directly to the main office. For an excused tardy, a note must be sent in with the student.
- If a student has multiple unexcused tardies to school, the Attendance Committee and Social Worker will contact the parent.

## **BRING YOUR OWN DEVICE/TECHNOLOGY EXPECTATIONS**

You can find materials, information and resources on our school website by clicking [here](#).

- **WCPSS Vision:** Student devices should be used to support learning, enhance instruction, and provide the best possible outcome for student achievement.
- **Overview:** “Devices” are defined as privately owned wireless and portable electronic devices that can be used for wireless Internet access, word processing, image/video capturing, sound recording, and information transmitting.
- Students unable to bring own devices to school will be provided access to school owned technology. Security and Damages Principals, teachers and/or staff are not liable for any device that is stolen or damaged.
- Responsibility to keep the device secure rests with the individual owner. We recommend using skins (decals) and protective cases for an easy identification, differentiation, and protection of personal devices.
- Participation in the BYOD program requires parents and students to review, sign, and return the BYOD contract.
- **Students will be permitted to use personal technology devices only if the contract is signed by all parties and returned to the school.**
- The use of personal devices to support educational experience is not a necessity but a privilege. When expectations are abused, or the contract is violated, the privilege of participating in BYOD could be revoked.

## **CAFETERIA**

- All students share the responsibility for keeping the cafeteria safe and clean. They must remain in their seats throughout the entire lunch period and clean up their area prior to leaving.
- Students must know and use their Student ID number and make purchases only for themselves.
- Students should not combine containers of food or remove containers from their tray until after paying.
- Please reference the PRIDE matrix for behavioral expectations.

## **CODE OF STUDENT CONDUCT**

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct (Policy 6410) and school board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. It can also be found online at [wcpss.net](http://wcpss.net). **Please note that the Student Code of Conduct was changed at the beginning of the 2019-2020 school year.**

## **COMMUNICATION**

**We ask that parents initiate contact with teachers regarding any questions or concerns about their child.**

Additional methods of communication between the school and families include:

- All teams and teachers have internet sites to post homework, major assignments, assessment dates, and other pertinent information, which is updated regularly. You can find the link on our school website by clicking on the Home Base icon.
- Home Base/Parent Portal: All students receive an individual login and parents who sign up for an account have access to attendance and grades for all classes. Grades are updated weekly.
- Weekend Messenger: Contains school wide information and events – sent out by phone to all families and by email to those who sign up. This information will also be posted on the school website.
- School Website (<http://westlakems.wcpss.net>) – Primary school communication portal including school calendar
- School Twitter account (@WLMS\_Wildcats)

Messages - If it is necessary for a parent to get a message to a student during the school day, a member of the office staff will relay it by the end of the school day. We do not accept messages for students from anyone other than parents or guardians. Only in case of emergency will a message be delivered while classes are in session. Parents who wish to leave a message should call the school prior to 1:30 P.M.

### **STUDENT DRESS- CODE of CONDUCT**

To help keep our students focused on learning without distractions, we expect each one to dress appropriately. Parents are asked to partner with the school district to monitor student attire to help adhere to the guiding principles set forth in the policy Board Policy 4316.

To promote these goals, students may not wear or carry clothing, jewelry, book bags, or other personal articles that:

1. Depict profanity, vulgarity, obscenity, or violence;
2. Promote the use or abuse of alcohol, tobacco, or illegal drugs;
3. Are prohibited under Policy 4309 III-2 (Gang and Gang Related Activity) or any other provision of the Code of Student Conduct;
4. Threaten the health or safety of staff or students; or
5. Are reasonably likely to create a substantial disruption of the educational process or operations of the school.

Specifically:

- a) Students must wear clothing that covers their skin from chest to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides.
- b) Students must wear shoes at all times except when changing for physical education or athletic practices or events or when specifically directed otherwise by a teacher or administrator.
- c) Clothing must cover undergarments (waistbands and straps excluded).
- d) Breasts, genitals and buttocks must be covered with opaque (non-see-through) fabric.
- e) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- f) Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- g) Head coverings (including hats, hoods, sweat bands, and bandanas) are generally prohibited in the school building. However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).

### **ELEVATOR USE POLICY**

Students may not use the elevator unless they have permission from an administrator. Students with permanent or temporary disabilities may use the elevator if deemed appropriate by an administrator and a doctor's note may be requested.

### **FIELD TRIPS**

Group trips to off campus sites provide a valuable extension to the curriculum objectives. When on the trips, students are expected to follow all school rules and directions given to them by staff and other adult chaperones. Information regarding all field trips will be sent to parents in the fall. Payments for all trips will be collected at one time either by sending cash/check to school or paying online.

### **GRADING PLAN**

At West Lake Middle School grades reflect students' learning of the content standards.

#### **Grading Scale**

A=90-100

B=80-89

C= 70-79

D= 60-69

F= 0-59

#### **Grading Percentage Breakdown**

Student grades will be calculated based on the following weights:

Tests= 40%

Quizzes=30%

Class Work= 20%

Homework= 10%

#### **Homework**

Homework will be used to reinforce and extend their learning of the curriculum standards. Homework is graded for completion, not accuracy, at West Lake Middle School and will be factored into the final grade.

#### **Grading Communication**

- Teachers will provide students and their parents/guardians with clear explanations of their grading practices.
- Teachers will provide each student with weekly feedback to promote learning, self-evaluation, and growth.
- Communication about student progress and grades will be ongoing using system-wide mechanisms for communication of student progress and grades. Interims and report cards will be sent quarterly. Grades will be updated online in PowerSchool throughout the quarter.
- Interims will be issued after the 4th week of each grading period to students who are currently earning a D or an F in a class.

#### **Missed Work**

For absences of one to three days, the student will have one day for each day absent. For absences exceeding three days, the student may have two days for each day absent to make up work. Teachers should use discretion and may make exceptions in the case of students whose excused absences were not planned in advance, were beyond the student's control, and the nature of which would not support make-up the day of return. There is no academic penalty for make-up work completed in the time frame stated above. All assignments are graded for full credit earned.

#### **Interims**



Students who are not meeting grade level/curriculum standards by earning a D or F will receive an interim. Interims will be sent home to parents after the 4th week of each grading period. Students who are earning an A, B, or C at mid-quarter will not receive an interim. Parents and students should continually review assignments and grades on PowerSchool to follow a student's learning of the standards.

### **Report Cards**

Report cards are issued at the end of each quarter. Dates vary depending on the student's track.

### **Late Work**

Late work is defined as any work that was not turned in during the class period on the day it was due. The impact on grades will be determined by the PLT. Communication to students and families will come from teachers after the PLT decision.

### **Wildcat Success Plan**

West Lake Middle will have a 30 minute intervention period in the master schedule to provide students additional time and support for learning, assessment and academic improvement. For students at risk of academic failure, a Tier II and/or Tier III intervention plan will be developed.

For students at risk of academic failure, PLTs along with the Intervention Facilitator will develop a prevention/intervention system that provides students additional strategies/support to be successful. The system will include opportunities for additional learning, assessment of learning and grade recovery to support prevention/intervention efforts. PLTs will develop systematic ways for students to be re-assessed on their learning.

### **Extra Credit**

We do not allow students to work for extra credit at West Lake Middle School. Students who need assistance to master concepts and skills receive that assistance through re-teaching.

### **HONOR CODE**

Academic honesty is essential to excellence in education and is directly related to the Board's educational objectives for students to promote integrity and self-discipline in students. As all schoolwork is a measure of student performance, academic honesty facilitates an accurate measurement of student learning. Each student, parent, family and staff member has a responsibility to promote a culture that respects and fosters integrity and honesty. Academic integrity and honesty requires that all stakeholders share responsibility in the fulfillment of this policy.

In fulfilling these responsibilities:

- students will collaborate with their peers to foster a culture of academic integrity; refrain from participating, either directly or indirectly, in any form of cheating or plagiarism; and adhere to the honor code;
- parents and family will actively support the honor code by encouraging their child(ren) to foster and uphold a culture of academic integrity;
- staff will establish and annually teach expectations regarding academic integrity and honesty; and promote the honor code.

### **Violations**

- 1) Staff will intervene and reeducate students to promote positive change in student behavior.
- 2) A student's grade may or may not be impacted by a violation. If the violation impacts a student's grade, the school may impose academic consequences according to the following criteria: (a) when reasonably possible, the student will be expected to complete the assignment or an alternative assignment as determined by the professional learning team (PLT) guidelines and will do so in an honest manner consistent with the honor code, and (b) the student may receive full, partial, or no grading credit for the assignment as determined by PLT guidelines approved by the principal. Guidelines will consider the age of the student, the student's

performance on a repeated or alternative assignment, the student's number of violations of the Honor Code during the school year, and the gravity or level of the violation.

#### WAKE COUNTY BOARD OF EDUCATION POLICY MANUAL

3) A violation of the Honor Code may or may not result in a disciplinary consequence. Staff will address violations of this policy under Board Policy 4309, Student Behavior –Code of Conduct, Levels I-11 (Honor Code) and Level II-1 (Falsification or Deceit) as applicable.

Level I-11 (Honor Code) states: "All students are expected to adhere to the academic Honor Code. Disciplinary consequences for violations of this policy will typically be consistent with Level I violations."

Level II-1 states that, "Intentional acts of falsification or serious deceitful misconduct that threatens the health, safety, or welfare of others, or that cause a substantial detrimental impact on school operations or other individuals, are prohibited." A further description of Falsification or Deceit is set forth above in this policy.

4) Violations of the Honor Code may impact eligibility for school privileges including but not limited to athletic participation, honors, or awards. Further, this policy does not prevent consequences from being imposed by other organizations or regulations.

#### **INCLEMENT WEATHER**

In case of snow, ice, or other dangerous weather or emergency situations, a decision may be made to close or delay school. As soon as a decision is made, local radio and television stations are notified and a notice is posted on the district's webpage: [www.wcpss.net](http://www.wcpss.net). The principal will send out notification via text or email when appropriate.

#### **LOST & FOUND**

The lost & found bin is located near the gym lobby. Students who find items or books are required to turn them in to the appropriate school personnel. Any item not claimed by the end of the month will be donated to charity.

#### **MEDICATION; PRESCRIPTION AND OVER-THE-COUNTER DRUGS**

If medication is necessary for a student's well being and ability to function in school and cannot be scheduled outside the school day, school officials may administer the medication if the following criteria are met:

- A [WCPSS form 1702](#) must be on file with the school office before staff can administer any short term, long term, or over-the-counter medicine to any student.
- The label on prescription medicine must match the data on the WCPSS form 1702.
- Students may self-medicate with non-prescription drugs. The drugs must be in the original manufacturer's package, original label intact, and contain no more than one day's dosage.
- Students are not allowed to share drugs.

#### **PERSONAL CONTACT INFORMATION**

It is important that your personal data information is kept up-to-date at all times. Please report any changes in address, phone number, email address, parents' places of employment, and emergency contact information at any time during the school year. School personnel need to have the updated information so they can make contact in the event of an emergency.

#### **PARENT TEACHER STUDENT ASSOCIATION (PTSA)**

The West Lake Middle School PTSA warmly welcomes all new and returning families. By joining the West Lake Middle School PTSA, you become part of a strong support group for the West Lake Middle School community. The parents and teachers who make up our PTSA are dedicated to giving our students the best educational opportunities available. Through membership dues and fundraisers, we sponsor cultural arts assemblies, academic awards and receptions, technology, staff and teacher appreciation activities and much more. Please check the West Lake Middle School website to see a list of the officers and their contact information.

## **SCHOOL SUPPLIES**

School Supply Lists are posted on the school website at the beginning of the school year. Students are expected to bring pens, pencils, paper, notebooks and their agenda to class every day. Core teams and elective teachers will provide specific information regarding what the students will need for classes. Please notify the student's teacher or counselor if there is a problem obtaining necessary materials.

## **SMART BLOCK (Students Maximizing Achievement through Resources and Time):**

SMART Block is a daily 30 minute intervention/enrichment period, which provides students with additional instructional support in core and elective courses, test/quiz preparation, assessment make-up, sustained silent reading, time to work on homework, enrichment, organizational support, and other assistance. Students have the ability to choose where they go for SMART Block. The only exception is if a teacher requests a student's presence for a SMART Block session on their priority day, then the student must go to that teacher.

## **SMART BLOCK EXPECTATIONS**

- Students must bring their agenda to SMART Block.
- Teachers will stamp agendas daily so you know which classes students attend.
- Students must stay at their chosen SMART Block session for the duration of the period.
- Students must bring a book to their SMART Block session.
- The WLMS tardy policy applies to SMART Block.
- Students must attend assigned SMART Block sessions. Students failing to attend assigned SMART Block sessions will be assigned lunch detention or after school detention to make-up the loss of instructional time.

## **TRANSPORTATION**

### ***Bus***

Riding the school bus is a privilege, not a right. The bus loop between the elementary school and the middle school is for school bus use only.

The bus routes (time, place, etc) will be assigned by the Regional Transportation Office. Regardless of personal, social, or recreational activities, students may not ride any other bus than that to which s/he has been assigned. School administrators are not able to change a student's bus even with a parental note. Any request to ride another bus must be approved by the Regional Transportation Office. If you have questions, contact the WCPSS Transportation Office.

### ***Carpool***

To enter the carpool loop, take West Lake Road past the West Lake Middle School sign to the next right. Make a right again into the upper parking lot.

In order to provide the safest environment for each student, we ask that parents who choose to transport their children to or from school, adhere to the following guidelines:

- Please refrain from using cell phones in the carpool line.
- For safety, parking is not permitted in the carpool driveway from 6:55-7:55 A.M., nor from 1:55-2:55 P.M.

### ***Student Drop Off***

- Students may be dropped off starting at 7:10 A.M.
- The safe and proper place for students to be dropped off and picked up is the circular driveway that connects to the lower parking lot in front of the building.
- Please do not drop off or pick-up students at any other location as this could be a safety hazard. This includes dropping students off in neighborhoods adjacent to the school or on West Lake Road.
- Pull your car forward as far as possible in the circle to accommodate more cars at one time to expedite carpool safely. Approximately ten cars should be able to unload at one time.
- All students must exit the car from the passenger side.

### ***Student Pick Up***

- Car riders will wait in the carpool circle area and stand on the sidewalk closest to where they get into cars.
- Car riders should be picked up at 2:25 P.M. unless they are staying to meet with a teacher or have another school assignment, extra-curricular activities, etc. Please know what time your child will be finished and pick him/her up at the designated time.
- All students must enter the car from the passenger side.
- Please wait until directed by school personnel to pull into the loading area.
- All students should be picked up from school at dismissal as supervision by school personnel will end at 2:40.

### ***Walkers***

When school is dismissed, students should leave the building. Students are required to carry a walker pass when walking home from school. This helps us assure that parents and the school are on the same page about safety and procedures for walking home from school. Parents that wish for their child to walk home after school must complete a walker pass form and send it into the main office, giving permission for the student to walk.

1. Walkers must present the walker pass to a staff member, whenever they are asked to present their walker pass.
2. If a student does not have their walker pass they will be sent to the main office to verify that we have a letter on file.
3. If a letter is present the student will be allowed to walk, but if a letter is not present the student will not be allowed to walk. Parents will have to come to the school to pick up their child.

### ***Friends Walking Home:***

We are aware that students may sometimes wish for a friend to also walk home with them.

1. Both sets of parents must write a letter in advance to give permission for the students to walk. Please make sure you include phone numbers for both sets of parents.
2. Both letters must be taken to the receptionist the Main Office at the start of the school day.
3. The receptionist will call both parents to verify.
4. An administrator will grant permission following verification.
5. The friend will be given a temporary pass to walk that day.

### **VISITORS AT SCHOOL**

All visitors to the school must enter through the front doors of the school and check in at the front office before going into other parts of the building. After signing in, visitors will be given a visitor's badge and must display it at all times.

- If parents wish to speak with any teacher(s), an appointment must be made in advance.
- Students who are tracked out are not allowed on campus during the instructional day and should not enter the building before 2:25 P.M. if they are participating in an extra-curricular activity.
- Persons visiting during the school day will not be allowed to enter classrooms during the instructional day. If visiting students at lunch in the cafeteria, visitors must follow the procedures listed above.

### **WEST LAKE MEDIA CENTER**

The media center is open from 7:10 AM until 2:45 PM for students to check out materials, for quiet reading, research, or study. Students who stay after school must have a ride ready to pick them up by 2:45 P.M. each day. Students will be scheduled for circulation with their classes. Students who come to the media center without a teacher should present their agendas and sign in at the circulation desk upon entering the media center.