

My Class Schedule

Name			
Grade		Student ID #	
Homeroom Teacher		Locker #	

1st Semester

Period	Course	Teacher	Room
1st			
2nd			
3rd			
4th			
5th			

2nd Semester

Period	Course	Teacher	Room
1st			
2nd			
3rd			
4th			
5th			

Disclaimer: All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct. All Code of Student Conduct policies are in the WCPSS Student/Parent Handbook, which is given to all students at the beginning of each school year or upon enrollment in WCPSS. If there is a conflict between the rules expressed in this agenda and the Code of Student Conduct policies, the WCPSS Code of Student Conduct shall take precedence.

Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

East Wake Middle School 2019-2020 Handbook

Home of the Warriors ♦ 2700 Old Milburnie Road ♦ Raleigh, NC 27604

Mission Statement

East Wake Middle School and the Wake County Public School System will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

The East Wake Middle School Student Agenda is a supplement to the WCPSS Student Handbook.

Important Phone Numbers and Websites

To contact a person listed below with only an extension number, dial 919-266-8500 and enter the extension when requested.

Office and Departments

Main Office/Front Desk	919-266-8500
Fax	919-670-2455
Transportation	919-805-3030
Media Center	x21147
School Social Worker	x21132
Attendance	x21163
Cafeteria	x21141
Student Services	x21164
Athletic Director	x21144

Administration and Support

Principal	Rebecca Beaulieu	rbeaulieu@wcpss.net	266-8500
Asst. Principal	Chanin Lacy-Garner	clacy-garner@wcpss.net	266-8500
Asst. Principal	Roderick Mason	rmason@wcpss.net	266-8500
Asst. Principal	Jessie Shore	jshore@wcpss.net	266-8500
Bookkeeper	April Abbott	apthompson@wcpss.net	x21166
Lead Secretary	Teresa Turner	tturner@wcpss.net	x21162
Receptionist	Anna Bunn	amnorris@wcpss.net	x21165

Student Services and Support

6th Grade Counselor	Pauline Hardy-Evans	phardy-evans@wcpss.net
7th Grade Counselor	Melanie Lawson	mlawson@wcpss.net
8th Grade Counselor	A-J Pauline Hardy Evans	phardy-evans@wcpss.net
8th Grade Counselor	K-Z Melanie Lawson	mlawson@wcpss.net
Data Manager	Debbie Daughtry	ddaughtry2@wcpss.net
Guidance Technician	Alyssa Hall	aahall@wcpss.net
School Nurse	Ashlee Harris	aharris@wcpss.net
Social Worker	Thelma Cherry	tcherry2@wcpss.net

Important Websites

www.wcpss.net
www.ncpublicschools.org
<http://eastwakems.wcpss.net/>

Instructional Hours:

7:30am - 2:20 pm

Important Dates

Report Card Dates	October 18	January 10	March 27	May 20
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Interim Report Dates (week of)	August 28	November 13	February 5	April 22
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Daily Bell Schedule

6th Grade	7th Grade	8th Grade
Homeroom 7:30 - 7:35	Homeroom 7:30 - 7:35	Homeroom 7:30 - 7:35
WIN 7:37-8:12	WIN 7:37-8:12	WIN 7:37-8:12
1st period 8:15-9:35	1st period Elective 8:16-8:56	1st period 8:15-9:35
2nd period/Lunch 9:38-11:25	2nd period Elective 9:00-9:40	2nd period 9:38-10:58
3rd period Elective 11:29-12:09	3rd period 9:44-11:04	3rd period/Lunch 11:01-12:51
4th period Elective 12:12-12:52	4th period/Lunch 11:07-12:57	4th period Elective 12:55-1:35
5th period 1:00-2:20	5th period 1:00-2:20	5th period Elective 1:39-2:20

How to use your EWMS Agenda:

When you first receive your agenda, complete your class schedule on page 1. Look at the inside front cover for this year's calendar. The Expectations Matrix explains what we expect of you all year. Everything you need to know is in this agenda. Read the handbook section thoroughly. It covers dress code, grading, policies, behavior, tardies, and much more. The Acknowledgement at the end of the handbook pages should be signed by you, the student, and signed by your parent/guardian.

Every day:

Write your homework assignments for each class. When a teacher informs you of an upcoming test, write that in your agenda. If your teacher assigns a project, write that in your agenda. Write any reminders such as, bring PE uniform or get field trip signed, in your agenda. Look at it every night to make sure you have everything you need. This agenda is also your Hall Pass. You will need this to leave class if necessary.

Every Sunday evening:

Review the upcoming week.....

What do I have coming up? Is my sports physical due?

Am I in Health or PE this week?

Don't struggle!! Let your agenda guide you through the school year. If you need help getting or staying organized, ask your teacher or school counselor for help.

The Warrior Way

I respect ...



and others respect me.

Attendance, Arrival, & Dismissal

Students are required to attend school. Parents must provide written notes stating the reason(s) for each student absence from school on the day the student returns. Our automated phone notification system will inform parents/guardians of each student absence. Notes may also be emailed to ddaughtry2@wcpss.net. Reasons absences can be excused include:

- Student or immediate family sickness
- Medical or dental appointment
- Death in the immediate family
- Isolation ordered by the State Board of Health
- Religious observance
- Participation in valid instructional opportunities as documented on the "Request for Excused Absence for Educational Reasons"
- Court appearance, when a child is under subpoena.

Morning Arrival

Students are expected to be here at 7:30 to begin the instructional day. When a student reports after 7:30, he/she is tardy. Students should report directly to homeroom or to the cafeteria for breakfast. All car riders should be dropped off in the circle area near the auditorium. The other parking lots are used for staff parking and unloading buses.

Late Arrival

Students arriving late to school must report to the office to obtain an admission slip to class so they can be counted present for the day. Parents are asked to accompany their child to the office. Attendance is taken at the beginning of homeroom. This is instructional time. Teachers will record tardies. Students with excessive tardies and/or early dismissals will be addressed in accordance with the Wake County Schools Policy.

Early Pick-up from School

Students who need to leave school before dismissal time must be checked out by a parent or legal guardian. In accordance with the Safe Schools Act, parents should sign students out using the computerized system, and present proper identification, such as a driver's license when checking students out of school early. Although this procedure may be inconvenient at times, it must be followed to ensure the safety of all students. Students leaving school prior to 11:00 am will be counted absent for the entire day. All students must be checked out before leaving school. If a student needs to be dismissed from school prior to 2:20, please arrive at the office before 1:45 for pick up. Transportation changes must be made in person so we can verify the identity of the person making the change. *****For the safety of our students, we will not make changes over the telephone.**

Dismissal from School

At the sound of the bell, all students involved in after-school activities should report directly to their designated areas. At dismissal, bus riders must report to their bus pick-up area and car riders to the carpool area. Any student who is staying after school should be in their designated meeting area after the dismissal bell within 5 minutes. Parents picking up their children in the afternoon are to use the front circle. Car riders should be picked up within 15 minutes after dismissal, as supervision will not be available after 2:35pm. It is important to understand that every absence from school counts towards promotion/retention, even excused absences.

Instruction and Grading

Like all aspects of the middle school program, instruction must be developmentally appropriate, reflecting the nature and needs of young adolescents. Important components of the instructional process are planning, classroom delivery, student evaluation, appropriate homework, and incorporation of enrichment activities.

In order to provide the best possible experience for all students, teachers at East Wake Middle will:

- Utilize a variety of teaching strategies and instructional materials;
- Incorporate the 4C's: Collaboration, Communication, Critical Thinking, and Creativity.
- Provide concrete examples, hands-on approaches, active student involvement, and a rationale for learning;
- Plan rigorous activities that emphasize higher order thinking skills;
- Provide real life relevant situations with active involvement for students in their own learning;
- Differentiate instruction and evaluation for all students;
- Promote in students a sense of responsibility;
- Utilize a variety of community and school resources;
- Use blocks of time flexibly;
- Provide opportunities for students to routinely use current technology.

Recognizing the Common Core State and NC Essential Standards as the state curriculum, all supplemental books, videos, computer programs, and other instructional materials support the identified goals and objectives for middle grade students.

Student Work and Grades

All students will be graded with the following 10 point numeric scale:

A = 90-100	The use of homework as reinforcement and practice is an important factor for
B = 80-89	academic success.
C = 70-79	Each classroom teacher will communicate with students the expectations for
D = 60-69	homework assignments. <u>You should expect homework for math and</u>
F = 59 - below	<u>English/Language Arts most nights.</u>

- Homework will be posted on teacher's websites.
- Students may be assigned a ZAP (zeros are prohibited) period to complete missing homework or assignments.
- Homework will be reviewed and factored into your final average as per team plan.
- Each grade level has developed a grade recovery plan which is posted on our website.

Parents and students may access assignments through the teacher webpages. Links are available under Our School, then Staff Directory on the East Wake Middle School webpage - <http://eastwakems.wcpss.net/>.

Promotion Requirements

The North Carolina State Board of Education (policy NCAC6D.0304) requires that students demonstrate proficiency in reading, math, and 8th grade science as demonstrated by achieving a 3, 4, or 5 on the NC End of Grade tests and receive a passing grade (D or better) in the following areas:

- Language Arts
- Mathematics
- Social Studies
- Science

In addition to academic performance requirements, students must adhere to the WCPSS attendance policy. Failure to adhere to the attendance policy may result in failure of a class and/or grade retention. North Carolina Law (115C-288(a)) mandates that the final decision regarding promotion or retention of the student lies with the principal. Absences that accumulate to 21 or more may result in the student being retained.

Students will also participate in Passage Presentations which is an opportunity for them to reflect on their learning and readiness to move on to the next phase of their education.

Make-up Work

It is the responsibility of the student to request make-up work in advance of an anticipated absence. In the event that a student is out unexpectedly, a parent may request makeup work. Often, the work can be found on the teacher's website. If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school. If the make-up work has not been assigned in advance, for absences of 1-3 days, the student will have 1 day for each day absent. For absences exceeding 3 days, the student may have 2 days for each day absent to make up the work. Sometimes parents request work on the day of student absence. If the student is only going to be absent for one day, he/she can receive the assignments the next day. Requests can be made through the school counselor.

Due to teaching responsibilities, teachers will need 24 hours to collect work for a student. Collected work assignments will be available for pick-up at the front office. It is the responsibility of the student to make arrangements to complete make-up work. Parents and students may access assignments, notes, and other important information on the teacher's website.

STUDENT ACTIVITIES & PROGRAMS

Activities, Clubs, and Student Organizations

EWMS offers a variety of academic, athletic, social, and special interest activities. Our goal in having these extra-curricular opportunities is to enrich and engage students in the middle school experience. Many of our clubs are during the school day. Some are an extension of the school day and all rules and policies apply.

Students attending after school events must be picked up promptly at the end of the event or activity. Students whose rides are extremely late (more than 20 minutes after the event concludes) may be restricted from future events.

Students cannot attend or participate in any student activity on a day that they are out-of-school suspended or assigned to ALC for disciplinary reasons.

Athletic Eligibility

The responsibility of education and guiding student athletes in the regulations governing interscholastic athletic eligibility shall rest with the administration of each school. Student athletes and parents of student athletes share the responsibility to see that the interscholastic athletic regulations are followed. Athletics are open to eligible 7th and 8th grade students who meet the following requirements:

- Must be a resident of the school administrative unit in which you are assigned;
- Must have been in attendance for at least 85% of the previous semester at an approved school;
- Must receive a passing grade in all core subjects the preceding semester and meet all other WCPSS local promotion standards;

- Must not turn 15 on or before October 16;
- Must have received a medical examination by a licensed physician or a nurse practitioner, or a physician's assistant, subject to the provisions of G.S. 90-9, 90-18-2 within the previous 365 days.

BETA Club

BETA is an organization that promotes appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship (grades), character, leadership, citizenship, and service. Membership in this organization is a very high honor that is based on grades and teacher recommendation. The EWMS Club meets once a month, has student officers, and conducts chapter service projects here on campus and in the community.

Student Council

The East Wake Middle School Student Council is a valuable organization in which the representatives are elected by the student body. The President-elect must be in 8th grade while the Vice President will be elected from 7th grade. The Secretary/Treasurer can be elected from 6th grade. There will be class representatives that will serve on the board and report information discussed with their entire class. The criteria for the officer candidates and a timeline outlining due dates and elections will be communicated in August. Student Council sponsors school dances. Dances are open only to current EWMS students. Parent chaperones must be approved WCPSS volunteers. Student dress at dances must meet the school's dress code guidelines unless otherwise stated. Students must be in good standing to attend dances.

GENERAL SCHOOL PROCEDURES

Cafeteria

The school cafeteria is maintained as a vital part of the school program and serves breakfast and lunch each day. Students may qualify for free or reduced-priced meals. Applications for free and reduced price lunches will be mailed to students, but are also available from the cafeteria manager and main office. Carbonated beverages are not allowed. Food is not to be taken from the cafeteria.

The cafeteria staff and fellow students will appreciate cooperation in the following:

- Display good manners, talk quietly, and remain in your assigned area;
- No food, condiments, drinks, trays, napkins, flatware or straws are to leave the cafeteria;
- Students and teachers will be responsible for removing their trash and leaving their tables, chairs, and floor area clean;
- Remain in your assigned area(s) until you are directed to leave by the supervising teacher.
- Maintain noise levels at a minimum.
- **Students are not allowed to bring food from restaurants into the cafeteria for breakfast or lunch.**

Communication

One of our school goals is to have good communication with our parents. It is essential that families and the school make every effort to communicate openly and frequently. We are committed to responding in an appropriate and timely manner to questions or concerns. Contact will be made within a 24-hour period unless extenuating circumstances are a factor. If no response is received within two business days, please contact the principal. Teachers will be available to return phone calls, email, or meet with parents during planning periods or after school as scheduled. We will not interrupt class instruction for conferences or phone calls.

We use the following methods to communicate:

- Weekly parent phone/text message
- School and teacher websites
- PowerSchool Parent Portal
- Twitter - @ewmid
- In addition, teachers use Talking Points for notifications

As a staff, it is important for us to be responsive to your questions and concerns. If a parent or a student has a

question about a school policy, the following procedure should be followed in order to resolve the issue quickly:

1. Contact the person with whom the problem or question lies.
2. If the problem still exists, contact the appropriate school counselor or grade level administrator
3. Always make an appointment. If you make an unscheduled visit, the person with whom you wish to speak may not be available.
4. Never bypass the office when you visit. All visitors are required to register in the office and obtain a visitor's badge.
5. When a question or concern has not been fully addressed using this process, please contact the principal.

Deliveries

Deliveries of flowers, balloons, etc. will not be accepted for students at school. Students will not be permitted to carry balloons, flowers, large stuffed animals, or large items throughout the school day as they cause a distraction from learning.

Interruptions

In an effort to make the most of instructional time, the Wake County Board of Education has adopted a policy to reduce interruptions during regular classroom time. Students learn best and teachers teach best when instructional time is not interrupted by announcements, unexpected visitors, or messages from the school's main office. Please make sure you communicate any messages (transportation changes, appointments) to your child prior to coming to school.

Lost and Found

All lost and found articles should be turned in to the office. Any student missing personal belongings should check his/her classrooms first. Unclaimed items are stored in a "Lost and Found" area in the office. The school is not responsible for items lost or stolen including: cell phones, money, books, calculators, shoes, clothing, etc.

School Store

Items such as pencils, earbuds, paper, erasers, etc. can be purchased in the school store. The school store is located by the cafeteria. Operating hours will be announced.

Selling Items on Campus

No items are to be sold at school without permission from the principal. This includes items associated with a school-sponsored fundraiser.

Student Agendas

Every student will be given an agenda. If the agenda is lost, a student may purchase an additional agenda for \$3.00 or completion of an approved service project. Students should have their agenda with them in all classes every day.

Visitors

EWMS parents are always welcome at school. In addition, we invite you to volunteer. Visitors to our campus must request access to enter the building by pressing the button at the door. Once inside, you will register and obtain a visitor's badge. Students are not permitted to have friends visit during school hours. Parents wanting to volunteer should contact Student Services for information about registering. We require a 24-hour notice if you'd like to observe your child in class.

STUDENT EXPECTATIONS & PROCEDURES

Hall Passes

All students must have a hall pass at all times.

Dress Code

All students must abide by the *Wake County Public School System's Dress Code*. The EWMS staff also reserves the right to add fashion trends or attire that presents a distraction to the learning process. Teachers will refer cases that may be in violation to the office. Administration reserves the right to require students to change, call

home, or be sent home if necessary. Possible dress code violations are as follows:

- Sagging pants (undergarments are not to be seen)
- Excessively short (fingertips should touch the hem of the short or skirt when arms are straight down) or tight garments
- Leggings (tights, yoga pants, etc.) can only be worn under skirts or shorts that are the appropriate length (see above)
- Revealing or see through clothing
- Spaghetti strap tops, tank tops, shoulder straps should be three-finger width
- Pants with tears or holes that show skin (should follow the finger length policy)
- Attire with messages or illustrations that are indecent, vulgar, violent, or advertise products or services not permitted by law to minors
- Head coverings (no hats, hoodies, do-rags) except for religious purposes
- Hats, hoodies, headphones, earbuds are to be removed before entering the building. This is for the safety of our students so that they can hear alarms, announcements, directions, and be clearly visible to staff at all times.
- Beads, bandanas or any other item worn around the neck or hanging from pockets are prohibited. This specifically relates to the gang policy. Deference will be given to what WCPSS Security and/or School Resource Officer defines as “gang related.”

Electronics

If students have cell phones at school, they must not be seen or heard. It is recommended that phones remain in a student's locker or bookbag. ***If a phone or electronic device is lost or stolen, the school is not responsible or required to investigate.*** If a student needs to contact home due to an emergency, they are required to ask their teacher for permission to use the classroom or office phone. Students should not text their parents during the instructional day. Likewise, parents should refrain from texting their child during the school day. Students will have their electronic devices taken away if they are seen or heard between 7:00-2:20 and held at the office for student or parent pickup. **All electronic devices are to be put away upon entering the building until 2:20.**

Lockers

Student lockers are a part of the school building, and as such, are under the jurisdiction of school officials. Students will be issued a locker and a lock upon student request and will be held responsible for the care and contents of their locker. Students are not allowed to share lockers. The cost of a replacement lock will be \$5.00. Locker checks will occur periodically. Students should label all belongings with their name. The school will not be responsible for losses due to students sharing lockers or leaving lockers unsecured. Students may visit their lockers before homeroom, at the end of the day, and at times specified by their teachers.

Physical Education Classes

All students enrolled in physical education will be loaned a PE lock. Students are not allowed to share PE lockers. PE lockers must be locked at all times. Students may bring a combination lock from home if the combination is given to the PE teacher or a lock will be loaned to them. Students will be charged \$5.00 for lost locks.

Dressing out policy:

Students are required to dress out for physical education in EWMS PE shirts and shorts. Shirts and shorts will be available for purchase for \$15 at the start of each semester. Students should take their gym clothes home regularly to have them washed.

*Note: For safety reasons, students who do not dress out or wear appropriate shoes, will not be allowed to participate in fitness or physical education activities. Not dressing out results in a 3 pt. grade deduction each day.

School Bus Transportation

- Be at your bus stop on time; the driver will not blow the horn and wait for you
- Remain seated while on the bus
- Keep feet/hands to yourself and inside the bus
- Talk quietly
- Follow all directions of the bus driver
- Bus Drivers may assign seats, and students must remain in their assigned seats unless permission to change is granted from the Bus Driver
- Students need to be at their bus stop ten minutes prior to the scheduled arrival of the bus

- The Bus Driver is in charge of all of the students on the bus at all times
- All rules that pertain to good conduct and safe behavior at school are applicable at the bus stop and on the school bus
- Students are only permitted to load and unload at their assigned bus stop
- The school is not able to give permission for students to ride a bus other than their own

Riding a bus is a privilege, not a right. Students under 16 are required to attend school, but they are not required to ride a bus. If you have questions or concerns related to transportation or buses, contact the Transportation Department at 919.805-3030 or visit the Transportation link under the WCPSS website at WCPSS.net.

School Telephones

The office phone is for school business only. Students should use the office phone in cases of illness, medicine, dress code, or lunch money only. Students shall not use cell phones during the school day. In order to protect the instructional day, students will not be called to the phone, and messages will be delivered only in the case of an emergency with administrative approval.

Search Provision

Administrators and school officials have the authority to search individual bookbags, lockers, or other personal items when they feel that there is a reasonable suspicion that an individual is in possession of illegal or unauthorized items. A search might be necessary to protect the safety and welfare of students and/or school personnel. School grounds and facilities will receive periodic searches by police dogs under the supervision of local law enforcement and WCPSS Security.

Social Media Use

The use of social media outside of school is not monitored by teachers or staff at East Wake. We do however; recognize some students choose to use these platforms for communication outside normal school hours. Although social media is a common form of communication, if students do not use it appropriately, such as to bully, intimidate, or instigate, students will be subject to consequences. We strongly ask all parents and guardians to closely monitor your child's online interactions to protect them from dangers such as bullying, drug use, violence, predators, and suicide. Parents and students are welcomed and encouraged to print, screen shot, save, email, etc. any harmful information and communicate with school officials if they feel the information may impact the safety of our students or the normal activities of our school day.

Technology Use

The use of electronic resources is a privilege. Students are not to access inappropriate websites including, but not limited to: Facebook, Kik, Snapchat, Instagram, Twitter, or any sites containing vulgar and/or obscene content. Students are to maintain the confidentiality of their individual login name and password and shall not install any personal software or download software for installation on any school computer. Violation of the computer and online policy may result in suspension of computer access and/or suspension from school. **Signed Technology Usage Forms are required for students to use technology at school.**

Code of Student Conduct

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East Wake Middle School staff are committed to helping each student become an effective and successful member of our community. This goal requires a cooperative effort from the staff, students, parents, and community. Reasonable classroom procedures and rules that students and teachers create together will be

posted and followed in each classroom. When a student behaves in a manner that is dangerous, disrespectful, or against WCPSS Student Code of Conduct Policy, he or she may be subject to disciplinary action. Each principal has the authority and responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior in accordance with Board policy.

Student Responsibilities & Expectations

- Attend school regularly prepared to learn with all materials.
- Follow the rules and expectations of the teachers, school, and school system.
- Be where you are supposed to be and be on time.
- Ask questions if you do not know what to do.
- Know the consequences for violating the Student Code of Conduct.

Parent Responsibilities and Expectations

- Ensure that your child understands and follows the Student Code of Conduct.
- Emphasize self-discipline and respect for themselves and others.
- Communicate with your child's teachers through email, the agenda, phone messages, etc.
- Work closely with the school staff to help your child learn to be successful.

Teacher and Administrator Responsibilities and Expectations

- Inform students and parents of teacher, school, and school system rules and expectations.
- Provide an opportunity for all students to learn and to be successful.
- Provide a safe, purposeful learning climate.
- Communicate regularly with parents and students regarding academics and behavior.
- Discuss issues regarding students' progress and needs with the school counselor and other appropriate staff.
- Apply the rules in a fair, timely, and consistent manner.

Aggressive Behavior/Fighting

Wake County School Board Policy states that fighting and assaults on students and other people are prohibited. Any physical contact with another student may violate this policy even when it is the result of horseplay. A student who is attacked may use reasonable force in self-defense, but only to the extent necessary to get free from the attack and immediately notify an adult. A student who exceeds reasonable force will face disciplinary action. Please note: A student who is attacked may use reasonable force in self-defense only when there is absolutely no other possible alternative and they can't get away by any means. A student who retaliates or exceeds reasonable force may be disciplined even though someone else provoked the fight. Repeated violations may result in long-term suspension.

Class/Activity Disruption

All students are expected to contribute to building a positive learning environment. When a student commits physical or verbal actions which interferes with the learning and/or interrupts teaching, class or school activities, or acts in such a way that interferes with an individual's ability to learn or be safe, disciplinary consequences including suspension are appropriate.

Discipline

East Wake Middle School is committed to ensuring a safe learning and teaching environment for all students and staff. To that end, the Wake County Public School System has identified the following infractions as serious in nature and will be dealt with according to the appropriate board policy. **Please refer to the 2019-20 WCPSS Student/Parent Handbook for further explanations.**

Gang Related Activity

WCPSS prohibits students from committing any act that has any association with gangs including having clothing, jewelry, visible tattoos, signs, or literature. Also prohibited are verbal and non-verbal communications such as gestures, handshakes, slogans, drawings, pictures, etc. Soliciting other students for gang membership is prohibited. Students violating this policy may be suspended for the remainder of the school year. When

necessary, WCPSS Security Office and the Wake County Sheriff's department will be involved in possible violations of this policy.

Instigating

Students who take actions that could reasonably lead to fighting or physical aggression will also receive appropriate disciplinary consequences. This includes students engaged in horseplay or other off-task behaviors including "playing" and inappropriate comments.

Non-Compliance

Students are expected to follow the directions of all staff and adults including substitute teachers, student interns, proctors, etc. If the assistance of an administrator becomes necessary, the student will be assigned an appropriate consequence at the discretion of the administrator.

Prohibited Items

Students may not possess the following items while at school, on school grounds, or riding a school bus:

- Gang paraphernalia/signs/letters/flags/bandanas
- Weapons or anything that may be used as a weapon including, but not limited to: knives, razors, guns, fake weapons, or any item which could cause bodily harm;
- Unauthorized medication, including over-the-counter drugs, or pills;
- Any other item as listed in the WCPSS *Code of Conduct*

Reporting

Students should feel free to verbally report an incident or concern to a teacher, counselor, or administrator. If the student or another person may be in danger, this should be reported to an adult immediately. Students may also report threats or incidents to an anonymous tip line by calling: 919-856-1911.

Threats

All threats, including those made jokingly, will be taken seriously and investigated by an administrator. Possible consequences for making a threat include assignment to the Alternative Learning Center (ALC), short term or long term out of school suspension. Communicating threats is a serious offense and depending on the nature of the threat may also be reported to law enforcement.

Possible disciplinary actions include but are not limited to:

- **Loss of Privileges** - Revocation of participation in all student activities or denial of expanded privileges for students for a specific period of time. Restorative justice practices will also be used.
- **Lunch Detention** - Students assigned lunch detention will report to the designated area during lunch period.
- **After School Detention (ASD)** - ASD is held every Thursday from 2:20 - 5:00. Students assigned ASD will report to the cafeteria by 2:20. Failure to report will result in additional consequences.
- **Alternative Learning Center (ALC)** - ALC is an academic or behavioral intervention. A certified teacher operates this program. While in ALC, students will not attend any class or activity. The student is required to complete work provided by the teacher for credit. ALC has very strict rules and failure to follow the rules or cooperate with the ALC teacher will result in immediate out-of-school-suspension. ALC placement can be up to 45 days.
- **In School Suspension** - Daily and period in-school-suspension placements will be assigned by administrators only. Length of stay will be based on the infraction and the student's disciplinary history. Students assigned to ISS will not participate in extracurricular activities or practices during the assigned ISS time or on the day(s) that ISS was completed. Eligibility may be restored on the day following the completion of ISS.

ISS Policy & Procedures - Once a student has been assigned to ISS, the time and the work assigned must be completed before returning to the classroom; Absences from school on assigned ISS days will be made up when the student returns to school; While in ISS, students are not allowed to attend or participate in any school-related activity; Inappropriate behavior while in ISS will result in additional days being assigned or may result in out of school suspension; Students assigned to ISS will be marked present and will earn credit for work completed. Assigned work must be completed before exiting ISS.

Students in ISS will participate in service work such as campus cleanup.

- **Out of School Suspension** - Students are suspended from school for serious violations such as: assault, theft, fighting, or anything that interrupts the operation of school and/or threatens the safety of others in the school. Students with repeated referrals may also be suspended from school. Students under suspension are allowed to make up work while on suspension. Please check the teacher's webpage or contact the student services office about picking up students' assignments. Students who are suspended may not attend any school functions or participate in extracurricular activities on the day(s) of OSS. Parents will be notified when students are suspended from school. Students suspended out-of-school are not allowed on any school property during the suspension period. Students who come on campus during an out-of-school suspension may be charged with trespassing.
- **Long-Term Suspension** - In certain situations, a recommendation for long-term suspension (more than 10 days) can be made on the first occurrence of a policy violation. Students who have repeated and/or serious violations of school or board policies are also subject to a recommendation for long-term suspension.

Student Services, Support & Safety

Accidents & Emergencies

Students are responsible for reporting all injuries that happen while in school, on the school grounds, or at school sponsored events at the time the injury occurs. Report the injury to a faculty member in charge and to the office. Emergency telephone numbers must be current. It is necessary that students know how to get in touch with their parent or guardian.

Accident Insurance

The school system does not provide student accident insurance or dental insurance. Accident insurance for school-hour coverage is available for purchase. All students who participate in athletics, including cheerleading must have insurance.

Emergency Drills

Fire drills are conducted to assure student safety in the event that a building must be evacuated in an emergency. At regular intervals, the entire school will practice fire drills. The signal for the fire drill is a continuous sounding of the fire horns. When students hear the sound, they will immediately stop whatever they are doing, follow their teacher's instructions, and leave the building according to the plan posted in the classroom. Students are to evacuate the building quickly and quietly without talking or playing. They should continue outside to silently line up in the designated area so that their teacher can take attendance.

Lockdown Drills are conducted twice during the school year. Students will participate in a lockdown drill to be prepared in the event of a campus crisis. Teachers will instruct students on the process. Students should promptly follow teacher directions at all times.

Tornado Drills are conducted in the spring. Students should exit the rooms and report to designated areas inside hallways. Students should sit quietly on the floor with their legs pulled into their chest to keep the hallway clear.

School Counselors

Student services functions for the benefit of every student at EWMS. Counselors assist students and parents with educational planning and navigating student/parent concerns. To see your counselor, complete and return an appointment form located in student services. Most parent-teacher conferences are scheduled by contacting a teacher or grade level counselor by email or phone.

Health Room & Sickness

Students who do not feel well enough to be in class may come to the office with teacher permission. The student may remain in the health room until picked up by a parent.

Medication

It is the policy of Wake County Schools that medication should not be administered to a student during school hours or by school personnel unless the health of the student will be adversely affected. Completion of the Physician Order for Medication Form (1702) is required for a student to be allowed to take medication. All medications are to be stored in the office in the original container. At the designated time, students must report to

student services to take medication under the supervision of authorized personnel.

PowerSchool

Parents and students will have access to student grades through an online option known as PowerSchool Parent Portal. Parents are strongly encouraged to contact Student Services to complete the request form and use this tool to stay informed about your child's grades and attendance.

School Resource Officer (SRO)

The SRO will help make students aware of the actions at school that may be prosecuted as violations of the laws of the State of North Carolina. The primary task of the SRO is to build relationships with students and to provide increased school security.

SUGGESTIONS FOR STUDENTS

TIPS FOR SUCCESS:	HOW TO STUDY:	TIPS FOR TAKING A TEST
<ul style="list-style-type: none">• Bring your binder, paper, pen or pencil, and all materials to class;• Be an active participant in the classroom;• Listen well;• Take part in discussions;• Ask questions if you don't understand the discussion or have a problem;• Schedule time for homework each day;• Make sure you understand the assignment before leaving class;• Use what you learn;• Look for ways subjects apply to each other;• Strive to do your best.	<ul style="list-style-type: none">• Attitude is everything – think positively, work independently. Seek help when you need it.• Learning requires concentration; stay focused on what you are doing.• Have a definite, well-lit place to study at home;• Plan to spend time at home each day preparing assigned work or reviewing class work;• Scan the entire assignment rapidly to grasp the basic idea; re-read carefully to understand content, details, explanations, and directions. If the assignment is not written, make a note of your own; outline what you've learned;• For long-term assignments do a little each day. To improve the quality of your work, avoid waiting until the last minute.	<ul style="list-style-type: none">• Relax and forget other people around you;• Read the directions carefully and follow them;• Read each question twice before answering;• Think before you write;• Answer questions fully,• Check your paper for spelling and grammar errors and remain quiet until given further instruction by the teacher.

SUGGESTIONS FOR PARENTS

The parent is the child's first teacher and should encourage the child to develop good behavior and a positive attitude towards school. Parents can help by:

- Recognizing the teacher takes the place of the parent while the child is in school;
- Teaching the child respect for law and authority, the rights of others, and for private and public property;
- Maintaining regular school attendance and compliance with attendance rules and procedures;
- Working with the school in carrying out recommendations made in the best interest of the child, including discipline;
- Talking with the child about school activities & showing an active interest in academic progress.
- Providing a suitable quiet place and a scheduled time for study at home with pencils, pens, paper, books, a ruler, and a dictionary at hand;
- Adhering to family agreements regarding the use of the telephone or the TV during study time;
- Suggesting an alternative when told there is no homework, such as: reading magazines, newspapers, or books; reviewing language arts and math processes; or researching science and other long-term projects;
- Establishing a set bedtime to assure adequate rest;
- Maintaining frequent communication with the child's teachers and administrators;
- Contacting teachers, counselors, or administrators **immediately** when you have a concern about your

- child's safety or academic progress;
- Knowing the school's expectations of students. Teachers/teams may publish specific guidelines and supply lists for students. The *Wake County Public Schools Code of Conduct* handbook provides additional information on system-wide expectations and consequences for specific behaviors. A copy of this handbook is provided to your child the first week of school.

Acknowledgement

Parents/Guardians: Please sign and date. This form will remain in the student agenda.

Please read and review with your child the **Wake County Public School System Student/Parent Handbook** and the **East Wake Middle School Student Handbook**. It is important that parents/guardians understand the expectations and rules. Your signatures will indicate that you have reviewed and discussed the handbooks and that you join with WCPSS and your school in our efforts to keep your school safe. Thank you!

Student Signature _____ Date _____

Parent Signature _____ Date _____