



MARTIN GT MAGNET MIDDLE SCHOOL

RESPECT- SHOWING HIGH REGARD FOR AUTHORITY, OTHER PEOPLE, SELF, PROPERTY, AND COUNTRY.

RESPONSIBILITY- BEING DEPENDABLE IN CARRYING OUT OBLIGATIONS AND DUTIES. SHOWING RELIABILITY AND CONSISTENCY IN WORDS AND CONDUCT. BEING ACCOUNTABLE FOR OUR OWN ACTIONS. BEING COMMITTED TO ACTIVE INVOLVEMENT IN OUR COMMUNITIES.

INTEGRITY- HAVING THE INNER STRENGTH TO BE TRUSTFUL, TRUSTWORTHY, AND HONEST IN ALL THINGS, ACTING JUSTLY AND HONORABLY.

MISSION- WE ARE A DIVERSE LEARNING COMMUNITY THAT ENCOURAGES THE UNIQUE GIFTS AND TALENTS OF ALL STUDENTS.

VISION- WE PROMOTE REAL-WORLD APPLICATION OF KNOWLEDGE THROUGH A COLLABORATIVE CULTURE TO ENHANCE STUDENT GROWTH AND ACHIEVEMENT AND TO MEET THE DIVERSE NEEDS OF A GLOBAL COMMUNITY.

VALUES- AS A SCHOOL COMMUNITY, WE VALUE THE PARTNERSHIP BETWEEN STUDENTS, PARENTS, STAFF AND OUR COMMUNITY; RESPECT, RESPONSIBILITY, AND INTEGRITY; THE VARIETY OF LEARNING OPPORTUNITIES PROVIDED BY OUR MAGNET THEME.

CONTACT US

ADMINISTRATION

Lacey Peckham	Principal
Jeff Kimbro	Assistant Principal – 6 th Grade
Veronica Thompson	Assistant Principal – 7 th Grade
Chris Cox	Assistant Principal – 8 th Grade

MAIN OFFICE / RECEPTIONIST

Tari Bullock	881-4970
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DATA MANAGER

Tracy Grady	881-4989
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MAGNET COORDINATOR

Rebecca West	881-4987
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MEDIA CENTER

Nancy Carr	881-4977
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CAFETERIA

881-4988

ATHLETICS DIRECTOR

Chrissy Calabrese	881-4978
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PTA

Jill Russell , President

Martin Middle School is fortunate to have a strong, active PTA. The PTA provides a complimentary copy of the Martin planning agenda to all students. PTA meetings are held in the Martin Media Center unless otherwise noted.

COUNSELING & STUDENT SERVICES (CASS)- 881-4980

The student services department is available to serve students and all others interested in the personal and educational development of students. Students are required to have a signed hall pass when coming to the Student Services offices. Services include assisting students in planning their educational futures, counseling students individually or in groups, teaching through classroom guidance, serving as a liaison with community services and agencies, and working with parents and students in the students' varied personal and academic needs. Parents and students may request a conference at any time during the school year.

Secretary/Registrar

Melinda Darling

Grade 6 Counselor *Dept. Chair

Wanda Moore

Grade 7 Counselor

Joseph Caldwell

Grade 8 Counselor

Anna Jane Franklin

Social Worker

Tasha Smith

School Nurse

Linda Rogers

Special Programs Chairperson

Poobie Pillay

Speech Therapist

Karen St. Clair

Psychologist

Lisa Tomaino

Career Development Coordinator

Cindy Brendle

Intervention Coordinator

Jason Evans

BULLY TIP LINE- (919) 881-1435

Report any instances of bullying that you witness or experience. If you are not able to speak to a staff member, at least make the call! This can be an anonymous report however it is difficult to investigate matters without key information.

Instructional Staff

Note: Staff email addresses end @WCPSS.Net
Entire staff email directory can be found on the school website

Name	Email	Name	Email	Name	Email
Ms. Aqqad	maqqad	Ms. Green	agreen3	Ms. Shelow	gshelow
Ms. Barham	gbarham	Mr. Greiner	jgreiner	Ms. Smith	ksmith7
Mr. Basaldu	jbasaldu	Ms. Harrington	dharrington	Ms. Stieb	bstieb
Mr. Beko	abeko	Ms. Hynus	ahynus	Ms. Thomas	jthomas5
Ms. Bennett	kbennett2	Ms. Iadicicco	ciadicicco	Ms. Thomasson	kthomasson
Ms. Bennett	mbennett3	Ms. Inglis	Singlis	Ms. Townsend	jtownsend
Ms. Berger	jberger	Mr. Kalsbeek	bkalsbeek	Ms. Troxell	ltroxell
Ms. Biddle	sbiddle	Ms. Karcher	akarcher	Mr. Velarde	rvelarde
Ms. Bivins	bbivins	Mr. Kebker	pkebker	Mr. Vickery	jvickery
Ms. Bradley	dbradley	Mr. Kellett	ekellett	Ms. Wenberg	kwenberg
Ms. Brendle	cbrendle	Ms. Lambeth	blambeth	Ms. R. West	Rwest2
Ms. Bricker	tbricker	Mr. Lembo	jlembo	Ms. Whitfield	jwhitfield
Ms. Brock	jbrock	Ms. Lowder	mlowder	Ms. Wurtz	kwurtz
Ms. Bryant	jbryant3	Ms. Lyon	clyon	Mr. Yancy	dyancy
Ms. Buynitzky	kbuynitzky	Ms. E. Martin	efmartin		
Ms. Calabrese	ccalabrese	Ms. M. Martin	mmartin5		
Mr. Castro	scastror	Mr. McDonald	bmcdonald		
Ms. Chafin	dchafin	Ms. Mitterling	amitterling		
Ms. Cuffee	scuffee	Mr. Moore	Cmoore3		
Ms. Current	jcurrent	Ms. Nuttle	hnuttle		
Mr. Dickens	pdickens	Mr. Osterstrom	josterstrom		
Ms. Dunston	kdunston	Ms. Overby	moverby		
Ms. Easters	ceasters	Ms. Penn	jpenn		
Mr. Evans	jrevans	Ms. Pillay	jpillay		
Ms. Fuller	Lfuller2	Mr. Pillay	ppillay		
Mr. Gambler	Dgambler	Ms. Riggs	mriggs		
Ms. Garrison	jgarrison	Ms. Rowe	arowe2		
Ms. Gibson	Sgibson3	Ms. Scott	uscott-emuakpor		

The Basics

REGULAR BELL SCHEDULE

7:00 AM Students Enter the Building
7:20 AM Released to 1st Period

7:30 - 8:20 1st Period/HR
8:24 - 9:15 2nd Period
9:19 - 10:05 3rd Period
10:09 - 10:55 4th Period- 6th Grade Lunch
10:59 - 11:45 5th Period- 7th Grade Lunch
11:49 - 12:35 6th Period- 8th Grade Lunch
12:39 - 1:25 7th Period
1:29 - 2:15 8th Period

Key Dates- 1st Semester

8/24 First day of school
9/3 Meet the Teacher
9/4 Early Release- dismiss at 11:45
9/7 No school- Labor Day
9/18 School Dance
9/23 Teacher Workday
10/16 Early Release- dismiss at 11:45
10/23 End of 1st Quarter
10/26 Teacher Workday
11/11 No School- Veteran's Day
11/25 - 11/27 No School- Fall Break
12/18 Early Release- dismiss at 11:45
12/21 - 1/1 No School- Winter Break
1/15 End of 2nd Quarter
1/15 Early Release- dismiss at 11:45
1/18 No School- MLK Day
1/19 Teacher Workday

Tools You Should Use

- School Agenda
- Teacher Blackboard Sites
- CASS Blackboard Site
- Power School Parent Portal
- School website- www.MartinMS.wcpss.net
- Wake County Public School System- www.wcpss.net

GENERAL PRACTICES & PROCEDURES

**Arranged alphabetically by topic*

This handbook is the official school guide specifically for operations at Martin GT Magnet Middle School. All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct 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 made available to all students and parents at the beginning of each school year or upon enrollment in the WCPSS and is maintained online throughout the year. If there is a conflict between the rules expressed in this school handbook and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

Todos los estudiantes son responsables de cumplir con y familiarizarse con el Código de Conducta Estudiantil de WCPSS y las políticas de la Junta de Educación que gobiernan el comportamiento y la conducta de estudiantes. 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 de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

ACADEMICS

EXPECTATIONS & GRADING PRACTICES

Honor Roll

Honor roll is published at the end of each nine-week grading period.

A Honor Roll - All grades are A's

A/B Honor Roll - Student's cumulative grade average is an A or B

Homework

Homework is an important part of the educational program and will be assigned regularly. Homework will help students become responsible, self-directed learners, improve their academic achievement, and provide reinforcement opportunities. Assignments will be purposeful continuations or extensions of the instructional program and appropriate to the student's developmental level. The amount of such work required of students shall increase as grade levels increase and should be commensurate with abilities and course content. Students are encouraged to write all of their

assignments in their agenda every day. At home, log on to Blackboard to compare what is written in the agenda and what the teacher assigned. If no assignment is given, students should write that no assignment was given. Doing so will help students get in the habit of using their agenda.

Core courses require homework on a regular basis to reinforce learning, to supplement skills taught in class, and to provide opportunities for practice and research. Homework is assigned in electives based on individual course needs. While the time to complete homework differs from student to student, daily assignments should not exceed two hours each day. Teachers have the discretion to include homework as a component of a student's nine weeks average; however, homework will not exceed ten percent (10%) of the total grade.

Makeup Work

Students will be expected to make up missed work. Professional Learning Teams and or department teams shall develop and consistently implement common grading procedures for missed work. The responsibility for securing and arranging for makeup work rests with the student.

- If an absence has been approved in advance, all makeup work, including tests assigned for the day of return, is due upon the student's return to school.
- If makeup work was not assigned in advance by the teacher, the student will have one day for each day absent for absences of one to three days length, or, two days for each day absent for absences exceeding three days.

Late Work

Students will be given opportunity to submit late work not related to an absence until the close of a unit of study. Make up work *becomes* late work following an absence if not handed in after the allotted number of days as outlined in the make-up work section. Grade penalty will be determined by department teacher teams and/or Professional Learning Teams.

Grading Scale

We believe that learning is developmental and every student should have the opportunity for grade recovery and academic success.

A = 90-100	Superior
B = 80-89	Above Average
C = 70-79	Average
D = 60-69	Below Average
F = Below 60	Failure

Grade Distribution

Final grades will be calculated using the following formula:

50% Major Assignments
40% Minor Assignments
10% Homework Completion

Professional Learning Teams and department teams will determine the weights of specific assignments.

Grade Recovery

Teachers will provide students at risk of academic failure with opportunities for additional learning, assessment of learning, and grade recovery. Professional Learning Teams and department teams will develop systematic methods to support student academic success.

Interim Reports

Interim progress reports are issued midway each quarter. All students will receive an interim report in their core and elective classes. Interim reports will be sent home by students during the following timeframe:

Q1: September 21-25	Q2: December 1-4
Q3: February 16-19	Q3: May 2-5

Report Cards

Students receive report cards every nine weeks. Report cards are sent home with students during the first three quarters. The final report card is mailed home at the end of the year. Report cards for all grade levels reflect conduct grades assigned by each subject area teacher.

October 30, 2015	April 8, 2016
January 22, 2016	June 13, 2016

ARRIVAL AND DISMISSAL

Students arriving to campus, whether by bus or carpool, need to report immediately to assigned area. Students should not loiter on sidewalks or in hallways upon arrival or dismissal. Students should have written permission if they wish to go somewhere other than their assigned area when arriving to school. All students, unless participating in a staff supervised extracurricular activity, need to leave campus immediately following dismissal from school. Students must be under the supervision of a staff member to remain on the premises. Students with after school activities should go directly to their assigned locations and must be present by 2:25. Arriving tardy or being in an unauthorized area may result in administrative consequences.

ATTENDANCE POLICY & PROCEDURES

Students must be in regular attendance to do their best work in school. School Board Policy 6000 states, "The Board recognizes that a positive correlation exists between regular attendance and achievement. Therefore, regular attendance is required." For details see Board Policies 6000 and 5510 in the WCPSS Student/Parent Handbook.

Absences

Students who know ahead of time that they will be absent may bring a note to the main office several days prior to the absence. The absence will be classified as excused or unexcused and teachers will be notified.

Parents may be called at home or work to verify the student's absence.

Note: The automated dialing system calls the parent even if the parent notifies the school of their child's absence.

When the student returns to school after an absence, he/she must bring to the Main Office a dated note giving the student's name, the date of the absence, the reason for the absence, and the signature of the parent or guardian with valid contact numbers for work and home. The Main Office will issue the student a class admission (pink) slip which must be presented to each teacher whose class was missed.

Checking out of school early

Early checkouts must be done prior to 1:55 p.m. to avoid car pool traffic. If students must leave school early for a medical/dental appointment or some other valid reason, please follow this procedure:

1. Bring a written note with contact information from a parent or guardian stating the time and reason for early dismissal.
2. Present the note to the main office prior to first period. The attendance secretary will issue a check-out (yellow) slip to show to the teacher whose class you will leave.
3. Before leaving school, report to the main office to sign out. Upon return to school, report to the main office with the yellow slip signed by a parent/ guardian or doctor. A class admission (pink) slip will be given to return to class.

Credit for Attendance

To be counted present a student must be in attendance from more than 50% of the school day. Checking in after 11:00 a.m. is considered absent for that school day.

Excused Absences

Valid conditions for excused absences include:

1. Illness or injury that makes the student physically unable to attend school.
2. Isolation ordered by the State Board of Health.
3. Death in the family.
4. Medical or dental appointment.
5. Participation as a party under subpoena as a witness in a court proceeding.
6. Observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal.
7. Participation in a valid educational opportunity such as travel, with prior approval of the principal. Parents should submit an Excused Absence Prior Approval Form (Form #1710) at least five days preceding the absence.

Any absence not meeting the requirements of an excused absence shall be an unexcused absence.

Excessive School Absences

In accordance with North Carolina's school attendance statutes and Wake County Board Policy 6000, the following is a summary of our school's attendance policy.

1. Absences not classified as excused in 6000.3 are unexcused. The student is responsible for submitting a note signed by the parent citing the reason for an absence to the principal's designee within two (2) days of the student's return to school. Failure to comply with the above will result in the absence being unexcused.
2. All absences must be accounted for with a note the following day the child returns to school. The principal or his/her designee must notify the parent, guardian, or custodian of his/her child's excessive absences after the child has accumulated three (3) unlawful absences in a school year.
3. Because school attendance is critical to school success, parents are encouraged to seek help directly from the School Social Worker, Tasha Smith, 881-4859, if school attendance becomes a concern.
4. School truancy is also addressed by the school discipline policy outlined in the *WCPSS Student/Parent Handbook*.

AWARDS DAY

An Awards Day assembly is held at the end of the school year. Awards are presented in a variety of areas. Citizenship is included as a criterion in the selection of award recipients. Some of the awards presented include: Perfect Attendance; Department Awards; and Special Recognitions

BOOKBAGS/BACKPACKS

Students are not allowed to bring bookbags/backpacks to most classes. Students are expected to bring all materials to class and bookbags/backpacks should be secured in lockers.

BUS INFORMATION & BUS CONDUCT

NOTE: TO AVOID MISSING THE BUS HOME—LEARN YOUR ROUTE NUMBER! BUS NUMBERS AND DRIVERS CHANGE FREQUENTLY BUT ROUTE NUMBERS DON'T CHANGE.

Please note that Martin Middle School does not manage buses or supervise drivers. All management and supervision of buses is done through the WCPSS Transportation Department. Martin buses are managed by the Broughton district office. Route descriptions can be found at the WCPSS website. **School transportation service is a privilege, not a right.** Students are expected to behave appropriately and observe the directives of the school bus driver. Per Board Policy, students may only ride the bus to which they are assigned. **Students MAY NOT ride home on the bus of a friend.**

CAFETERIA

The school cafeteria is maintained as a vital part of the school program. To encourage good nutrition, the cafeteria serves breakfast and lunch at reasonable prices.

Breakfast: Full-priced \$1.25

Lunch: Full-priced \$2.25 Reduced \$.40

Application forms may be obtained from the school cafeteria manager or from the Student Services Office. All applications must be on an **original official form**, and must be mailed or hand-delivered to the address on the back of the application form or to the school office. Federal guidelines require a new application each year for all students. Please call 856-2920 for specific information about your situation.

Students may buy lunch or bring it from home. Extra cartons of milk and assorted concessions may also be purchased. Students are required to use their lunch number (student ID #) for all purchases in the cafeteria. **All food and drink must be consumed within the cafeteria.** Students are responsible for keeping the area clean where they are sitting. Tables are to be left free from food. All students rotate on cafeteria cleaning duty during the year as assigned by their teachers. Students are to remain seated in assigned areas until directed to leave by the supervising teacher. Administration reserves the right to implement cafeteria procedures or seating assignments as deemed necessary.

CARPOOL PROCEDURES

To maintain safety and efficiency in our carpool area, students are only to be picked up and let off at the designated location. It is expected that students and parents will adhere to the directions of staff members managing the carpool line. Students are asked to be attentive for watching and lining up for their ride. Detailed directions & procedures can be found on the Martin website.

CELL PHONES & OTHER ELECTRONIC DEVICES

Students can use electronic devices as directed or allowed by teachers for specific instructional activities. Otherwise, students are not to use, display, transmit or have them in the “on” position until after the conclusion of the instructional day (2:15). More information can be found in the section on student code of conduct.

CHARACTER TRAITS

Martin staff supports and encourages the development of good character. Traits are reinforced throughout daily activities and at school events. The PTA sponsors two receptions per year to honor selected students who have shown exemplary character.

<i>Courage</i>	<i>Kindness</i>	<i>Perseverance</i>
<i>Good Judgment</i>	<i>Respect</i>	<i>Integrity</i>
<i>Responsibility</i>		<i>Self-discipline</i>

EARLY RELEASE FROM SCHOOL

Several early release dates have been scheduled for the 2015-2016 school year. The early release dates are: **Sept 4, Oct 16, Dec 18, 2015; Jan. 15, Feb 12, Mar 4, 2016.** All students are released from school at 11:44 on these dates. Students are expected to make arrangements for pickup **prior** to the early release date and should not be reporting to the main office during or after school in an attempt to secure transportation home from school.

ELECTIVES & ELECTIVE REGISTRATION

Elective courses offer opportunities to explore new areas of interest or to study a particular area in depth. It is recommended that students choose

courses over time from all curriculum areas to broaden their learning experiences. **Requests for elective changes must be submitted to the office of Counseling and Student Services, using an elective request change form during the designated times. A request does not guarantee a change.**

EMERGENCY, FIRE AND DISASTER DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. The signal for a fire drill is a buzzer sound of several seconds duration. When the signal sounds, students should form a single line and leave the building by the prescribed route quickly and quietly. A chart is posted in every room, near the door, showing the exit route.

BE ADVISED: Students are not permitted to talk during a fire or emergency drills. It is expected that students follow all instructions given by staff members. When notification is given that the drill is over, students should return to their rooms in a quiet and orderly manner.

Disaster drills are performed to instruct students about safety rules to follow during a hurricane or tornado. Disaster drills are announced over the public address system. Students should report to their locations as indicated by their teacher and follow teacher instructions.

Critical Emergency: Total School Lockdown/Relocation

The WCPSS Security/Investigation Department in conjunction with local law enforcement and Wake Emergency Services division has developed a **Critical Incident Response** plan to be utilized in the case of an **extreme** emergency at school. In the event of an extreme emergency we request that parents tune in to local media (TV, radio) for information regarding how to reunite with your child/children. It is critical that you follow the directions as given. **Do not come to the Martin school campus.** Your presence may hinder or delay the emergency response plan in process. Please abide by the directions given to you through the media outlets.

EXTRA-CURRICULAR ACTIVITIES

Martin students have many opportunities to participate in a wide variety of after-school activities including interscholastic athletics, clubs, and performing groups. Because certain activities take place outside of the school day and require a significant amount of time on the part of students and staff, **all policies outlined in the WCPSS Student/Parent Handbook will be followed.** Additionally, it is vital that parents and students know and comply with designated pick up times after each activity has concluded. Administration reserves the right to prohibit a student's participation if pick up times are not honored. Student behavior during all after-school activities is governed by the Wake County Public School System's Code of Student Conduct and Martin's rules and regulations, just as during the regular school day.

ATHLETICS

Fall Sports

Football

Cheerleading

Volleyball

Soccer (girls)

Winter Sports

Basketball (boys & girls)

Cheerleading

Spring Sports

Soccer (boys)

Softball (girls)

Track (co-ed)

CLUBS AND GROUPS

For a current list of clubs and groups please refer to the MMS website.

HEALTH & MEDICAL

Notification of Health Conditions

It is the parent's responsibility at the beginning of each school year, or as soon as the condition is evident, to inform grade level counselor and/or school nurse or principal if there are medical conditions that require special measures such as dietary or activity restrictions.

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

1. The Parent Request and Physician Order for Medication Form (1702) is completed and in possession of school officials.
2. Parents send a note requesting the school to administer prescribed medicine to be taken during the last days of an acute illness. In this case the pharmacist or physician's label, must be on the container dispensed by a pharmacy and include the student's name, name of the medication, the date the prescription was filled, and directions clearly marked.

No medication, including aspirin, will be given to any student by a school staff member. If a doctor prescribes medicine to be taken during the school day, the medicine should be brought to the main office before school. The secretary will give the student a note granting permission to the student to come to the Health Room to take the prescribed medicine. **All medication must be kept in the main office** and dispensed by school staff personnel. Parents are responsible for transporting all medicines to school unless special arrangements are made with the principal. If the prescription is an emergency medicine, the student must secure permission Form 1702 to carry the medication and self-medicate.

When medications are discontinued:

1. Parent verification must be obtained and noted on medication record.
2. Any remaining medication is to be returned to parent and discontinued by date on the medication record. The parent should pick up the

medication directly or make arrangements for an authorized adult for appropriate transmittal.

3. If parents do not retrieve discontinued medication within two weeks, designated personnel and an administrator will witness disposal of medication.

Diabetes School Act

Schools are required to implement care for children with diabetes. A parent request form to initiate an Individual Diabetes Care Plan must be submitted and filed in main office.

INSURANCE

The WCPSS School System does not provide student accident insurance. However, at the beginning of the school year, accident insurance information by an outside vendor is available to all parents who elect to purchase accident insurance for students. Applications are available from homeroom teachers. Completed applications and premiums are to be returned to the homeroom teacher. Students participating in the interscholastic and intramural athletic programs, including cheerleaders must purchase this insurance unless covered by another insurance policy.

INCLEMENT WEATHER / EMERGENCY SITUATIONS

In case of snow and other dangerous weather or emergency situations, a decision may be made to close or delay school. When the decision is made to close school, all afterschool and evening events, which include athletic practices and games will also be cancelled.

If a student has received an out of school suspension during the time school is not in session due to bad weather or other related emergency, the time at home does not count as an out of school suspension day served. Out of school suspension (i.e. OSS) days count only when school is in session. Therefore extend the student's return to school date in accordance with the number of days school is not in session.

LOCKERS

Each student will be assigned a locker by the homeroom teacher during the first school week. **Only the locker that is assigned by the teacher should be used by the student.** No substitutions or replacements are allowed without approval by the homeroom teacher. Locker sharing is prohibited unless authorized by MMS Staff. Students must provide their own lock. **Lockers that do not have locks will be secured with school locks after September 8, 2015.** See your homeroom teacher to obtain the combination of school locks. If students choose to use a lock with a key, the second key must be given to the homeroom teacher. Appropriate fines for locker damage and lost school locks will be charged by the homeroom teacher. Lockers should be secured at all times. *Please note that lockers are school system property;* therefore, periodic locker checks can be conducted during the course of the school year. The principal (or designee) has the legal right to open and search any locker at any time.

LOST AND FOUND

Lost and found items can be retrieved from the bins located in main office. Items not claimed will be donated to local charities quarterly. Electronic items, wallets, purses and key are turned into the main office staff.

MEDIA CENTER

The media center opens at 7 AM daily. Students may come to the center with a class or independently with a written pass from an assigned teacher. Students who need to use the media center after school should make arrangements with the media coordinator. General books are checked out for a three-week period, while reference books and periodicals circulate overnight. Students are urged to return all books and materials on time. Failure to do so may result in limited checkout privileges. Reference books and periodicals may be checked out at the end of the school day and returned the following morning by homeroom period. Fines are charged for lost books.

ONLINE SCHOOL PAYMENTS

Martin Middle School and WCPSS can now provide online payment capabilities to families to pay for school activities. Online purchases can be made using the school systems secure web-based portal giving parents the option to pay with a credit or debit card. A link to the online payment portal can be found on the Martin website in the parent section.

PARENT CONFERENCES

Parents wishing to meet with their student's teacher(s), school counselor or administrator need to schedule an appointment. To schedule a teacher or team conference, parents may contact the team leader or school counselor via email or phone.

PHYSICAL EDUCATION ELECTIVES

Each student taking a physical education elective needs to have a medical form completed, signed, and turned in to their physical education instructor. The form is distributed the first day of class for each quarter. The form can also be found online. Students are strongly encouraged to purchase a Martin PE uniform from the PTA at the beginning of the school year, or prior to the quarter in which they have a PE elective. In lieu of a Martin PE uniform, students may choose to wear a plain grey or plain white T-shirt and some type of dark-colored basketball-type shorts (no pockets). Girls' shorts need to have at least a 5" inseam. See the PE staff if you have questions. Tennis shoes and socks are also part of the required PE uniform. Lastly, students will need a lock to secure their belongings during the class period. Students are permitted to use combination or key type locks.

POWER SCHOOL HOME BASE & PARENT PORTAL

Home Base is the student information system that gives students and parents access to real-time information regarding attendance and grades. If you do not have access to this portal you are required to complete an application. This application can be completed at school or through a notary. A photo ID is required to complete the application process. Information and forms can be found at www.wcpss.net/parents/homebase.

SCHOOL DANCES

Student dances are scheduled to provide supervised social experiences for our students. All school rules apply and the highest level of student behavior is expected at all dances. All students are expected to pre-arrange transportation home prior to attending the dance. **Students need to be picked up on time immediately following dismissal from the dance.** Students who remain on campus 30 minutes after the dance ends may be prohibited from attending the next school dance.

Students need to be picked up on campus at the designated location. All students need to remain in the designated area and wait for their parent &/or guardian to pick them up.

The following rules apply to student dances:

1. Only Martin students may attend school dances.
2. Inappropriate behavior can result in:
 - Student suspension from after-school activity privileges.
 - Parents being called to pick up students before the dance ends.
3. Students whose behavior have resulted in an out-of-school suspension and/or have accumulated three or more days of in-school suspensions/ALC are ineligible to attend the school dance.

Dance Dates

September 11, 2015; February 5, 2016 & May 6, 2016 (7 – 9 PM)

SCHOOL RESOURCE OFFICER

To help maintain security, the Wake County Sheriff Department provides a uniformed deputy. The deputy is a law enforcement officer that has the authority and duty to maintain a safe and orderly campus. Additionally, the deputy is a resource for staff to educate students and parents regarding matters of law and safety.

STUDENT COUNCIL

The Martin Student Council is a strong, active student organization. Its student executive board is selected by the student body. Throughout the school year, the Student Council, working with the advisors, sponsors a variety of activities in which all students can participate.

ADVISORS Ms. Thomasson and Mr. McDonald

TARDY PROCEDURES

Students are expected to report on time to school and to all classes. Students have 4 minutes to change from one class to another. This is ample time, if time is not wasted. To help students establish a positive pattern for punctuality, the procedures listed below need to be followed.

1. Students arriving to school after 7:30 should report directly to the main office. If student is not accompanied by a parent, s(he) should present a written note from his/her parent or guardian stating the reason for being tardy. Office staff will issue an excused or unexcused tardy pass for the student to give to the homeroom teacher.
2. Any student who is not in his/her assigned class when the tardy bell rings is considered tardy.
3. If a student arrives late for a class, he/she is to be admitted, and the tardiness recorded. Students who are late (without an excused note) will be assigned lunch detention.

Situations where a student is chronically late to class will be handled through an administrative referral.

TELEPHONE USE

During the school day student use of the main office telephone should be limited to emergencies. These calls will be limited to school matters or to report illness. Students need a written pass from a teacher to make calls from the main office.

TEXTBOOKS

Students will be held responsible for all textbooks issued. If a book is damaged or lost, students will be assessed fines for the damaged or replacement cost of the book. Fines must be paid before new books are reissued. Students may be excluded from attending end of year activities until all books are returned or all fines are paid. To avoid liability for lost/damaged books, students are advised to never lend books to friends or leave them unattended. If a book is lost, students should see the teacher who issued the book for replacement costs.

VISITORS

All visitors should enter our building from the main entrance and immediately sign in at our main office where you will receive a visitor's badge. Security is very important and we expect all visitors to be easily identified.

VOLUNTEERING

Anyone who would like to volunteer must be registered and cleared to do so. Initial registration requires a background check. Volunteers must register each year and this has to be done on a WCPSS campus. It is best to complete this process in the beginning of the school year. Our staff will be glad to assist you in getting started.

STUDENT CODE OF CONDUCT: POLICIES & PROCEDURES

WCPSS CODE OF STUDENT CONDUCT

The Wake County Code of Student Conduct applies to any student who is on school property, who is in attendance at school or any school-sponsored activity, or whose conduct at any time or place, on or off campus, has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the school.

School authorities (principals, assistant principals, WCPSS Security Officers) have the duty and responsibility of conducting a thorough, fair, and timely investigation of offenses. In order to obtain information in an expedient manner, it may be necessary to gather verbal and/or written statements from students who have witnessed or been involved in an incident—with or without the presence of a parent. Students are accountable for knowing Board policies presented in the WCPSS Student/Parent Handbook.

STUDENT RESPONSIBILITY

Martin Middle School recognizes its responsibility to provide each student with an opportunity to receive an education and to provide an atmosphere which is conducive to learning. Martin students also share this responsibility. Students are expected to show good citizenship at all times and to follow instructions given to them by any teacher or staff member. Students who do not fulfill their responsibilities will be dealt with fairly but firmly to protect the rights of all students and staff members. Students are expected to be familiar with all rules of behavior in the Code of Student Conduct.

Listed below are *some* infractions that will result in disciplinary action:

Disruptive Behavior	Possession/Use of Tobacco Products
Sexual Harassment	Possession of drug paraphernalia
Fighting or Assault	Vandalism/Damage to Property
Communicating Threats	Theft
Possession/Use of Drugs	Bullying/Harassment
Possession/Use of Facsimile Drugs	
Disrespect & noncompliance to staff	

Students are to assist in promoting a safe and orderly school environment. They are expected and encouraged to report to school authorities any serious violations or potential for violations of the Code of Student Conduct. In order for our school to operate smoothly and efficiently, the following policies and procedures have been established. Depending on the nature of the offense, consequences may include, but are not necessarily limited to the following:

- ❑ Individualizing discipline to fit the nature of the offense
- ❑ Conferences with students
- ❑ Conferences with students and parents
- ❑ Lunch Detention
- ❑ After School Detention
- ❑ Removed or restricted access to school/field trips, or end of the semester or end of the year activities and events
- ❑ In-school suspension or Alternative Learning Center (ALC)
- ❑ Out-of-School Suspension (OSS)

CONDUCT IN THE HALLS

During changes of classes students are to walk on the right side of the hall. Students are expected to take the most direct route to classes. Standing and congregating in the hall between class periods is prohibited.

BULLYING/HARASSMENT

The Martin Middle School staff strives to create a safe school climate for all students. Bullying behaviors are unacceptable. Bullying or harassing behavior is any repeated, systematic pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication on school property; at any school sponsored function; on a

school bus; or as otherwise stated in Board Policy 6400 – Student Code of Conduct, and that:

- a. Places a student in actual or reasonable fear of harm or damage to his or her person or property; or
 - b. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunity, or benefits.
-
- Students need to fully understand that actions that negatively impact the learning environment for other students at Martin Middle School are not acceptable.
 - Cyber-bullying is electronic communication that is deliberately threatening, intimidating, hostile and otherwise harmful. This communication can include but is not limited to texts, tweets, emails, and posts to personal web pages and other social media sites such as Facebook, Snapchat, etc. NC General Statute requires that school administration notify law enforcement of Cyber-Bullying. **Cyber-Bullying is now a violation of law.**
 - It is the responsibility of all students and parents to report situations of harassment or bullying that they are aware of immediately to a school staff member.
 - Students are encouraged to call Martin’s confidential bully tip line **(881-1435)** to report bullying behaviors by other students.

CELL PHONES & OTHER ELECTRONIC DEVICES

Students can use electronic devices as directed or allowed by teachers for specific instructional activities or in the cafeteria or gym before school. Otherwise, students are not to use, display, transmit or have them in the “on” position until after the conclusion of the instructional day (2:15). Failure to follow this rule can result in the item being removed from the student. Students’ refusal to turn items over to school personnel are subject to

disciplinary action. For first violations, the student’s confiscated item will be returned the same school day at dismissal. Violations 2 & 3 can result in the student’s item being held until a parent/guardian comes to retrieve the item from the main office at the conclusion of the school day.

Please note: Students are responsible for securing their electronic devices. Our staff has limited resources for recovering lost, damaged and/or stolen electronic items.

DRESS CODE

According to WCPSS Board Policy, students are expected to adhere to a dress code that is conducive to the learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited. The school shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of student’ religious beliefs or medical conditions.

If a student’s dress or appearance is in violation of the dress code, the student will be asked to change his or her dress or appearance. Parents/guardians may be contacted to help correct dress code concerns. In extreme cases, students will not be allowed to attend classes until they are appropriately dressed. Repeat violations of this policy may result in disciplinary action and referrals to the school counselor or social worker. Examples of prohibited dress or appearance include, but are not limited to the following:

- ☐ Attire with words printed across the rear of pants and shorts
- ☐ Exposed undergarments and sleep wear
- ☐ Sagging pants—(pants should be between mid-waist and hip bones)
- ☐ Oversized shirts—(may not extend past the halfway point between the top of the leg and the knee—past the end of the longest fingertips if arms are held down by sides of legs)
- ☐ Skirt/shorts/dresses that are excessively short
- ☐ Bare midriff shirts

- ❑ Strapless and spaghetti strap shirts, and attire that exposes cleavage or back
- ❑ Attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors
- ❑ Head coverings of any kind
- ❑ Any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon
- ❑ Any symbols, styles or attire frequently associated with intimidation, violence or violent groups
- ❑ Sunglasses may not be worn at any time in the school building
- ❑ Combs, brushes, and other grooming items may not be worn

NUISANCE ITEMS

Laser pens, toys, gag items, skates, skateboards, or other items that are not expressly for academic purposes are not to be brought to school.

Skateboarding is not permitted on campus at any time. Skateboards may be confiscated if used on campus.

GUM

Chewing gum at any point during the school day is not permitted. Students will be asked to immediately throw out any gum they are found to be chewing. Repeated violations of gum chewing may result in additional disciplinary consequences.

LUNCH DETENTION

Students receive lunch detention for minor infractions. Students in detention are expected to eat lunch and work on school work, read or study. They are not allowed to socialize during this time.

AFTER SCHOOL DETENTION

ASD is held on Tuesday and Thursday of each week and is assigned by an administrator. Students in detention are expected to do school work, read or study. They are not allowed to socialize during this time.

IN-SCHOOL SUSPENSION/ALTERNATIVE LEARNING CENTER

The Alternative Learning Center is a program of discipline and guidance designed to provide support to students who are struggling with appropriate behavior. Students are assigned to the ALC by an administrator, often instead of out-of-school suspension. Students assigned multiple times to the ALC may be required to follow an academic or behavioral contract. Students who fail to correct behaviors following multiple assignments in the ALC may receive OSS for subsequent behaviors that violate the Student Code of Conduct and WCPSS Board Policies. Additionally, students may be assigned to ALC if they've had an extended absence and need time to gradually readjust to the full school schedule.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension (OSS) occurs when the student is sent home for a specified number of days. OSS is not our first course of action however there are times when it is necessary. Out-of-school suspension can occur based on the severity and/or frequency of misconduct or when other disciplinary actions have not been successful. Out-of-school suspension may be short-term (up to 10 days) or long-term (10 days or more). Suspended students are counted absent from school (unexcused).

WCPSS & Martin Middle School 2015-2016 Handbook Verification/Agreement Form

Upon Receipt: Remove, sign, and return to your child's homeroom teacher. *A separate form must be submitted for each student.*

Dear Parents:

Please read and review the **Wake County Public School System Student/Parent Handbook** and our **Martin Middle School Student Handbook** with your student(s). It is important that parents and students understand the expectations and rules for the county and the school. Your signature will indicate that you have reviewed and discussed the handbooks together and that you join with the **WCPSS** and **Martin Middle School** in our efforts to keep school safe and orderly.

_____	____/____/____	_____
Parent/Guardian Signature	Date	Email Address
_____	_____	_____
Student Signature & Printed Name	Grade	Homeroom
✂-----✂-----✂-----✂-----✂-----✂-----✂-----✂-----✂-----✂-----		

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