

# Apex Middle School



## A Community of Belonging

### STUDENT & FAMILY HANDBOOK

400 East Moore Street  
Apex, NC 27502  
Phone: 919-387-2181

Website: <http://www.wcpss.net/apexms>

Dear Cougar Family,

We are excited to welcome our Cougars to the 2022-2023 school year at Apex Middle School, a Community of Belonging. Our staff is ready for a productive school year in which ALL Cougars will contribute to building a strong positive community of learners. We look forward to working collaboratively with our students and families as we support and promote social/emotional and academic growth for all students. This student/family handbook provides you with the framework of school rules, procedures, and expectations that apply to ALL Cougars.. Please review and reference your handbook throughout the school year. Good luck this school year and remember students:

**“This is our schoolhouse,  
let’s act like it,  
dress like it,  
learn like it.  
Let’s show our Cougar Pride!”**

Sincerely,  
Monica Yllanes, Principal

Who's Who at Apex Middle		
Principal	Monica Yllanes	myllanes@wcpss.net
6 <sup>th</sup> Grade Assistant Principal	Arvis Bridges-Epps	abridgeseps@wcpss.net
7 <sup>th</sup> Grade Assistant Principal	Melissa Faircloth	mpfaircloth@wcpss.net
8 <sup>th</sup> Grade Assistant Principal	William J. Kimble II	wkimble@wcpss.net
6 <sup>th</sup> Grade Counselor	Harper Dabagian	hdabagian@wcpss.net
7 <sup>th</sup> Grade Counselor	Chauncey Hatcher	chatcher-ii@wcpss.net
8 <sup>th</sup> Grade Counselor	Kelly Mueller	kmueller@wcpss.net
Bookkeeper	Leslie Broomall	lbroomall@wcpss.net
Lead Secretary	Carol Rice	crice@wcpss.net
Receptionist	Sandy Tippens	stippens@wcpss.net
Data Manager	Lori Nugent	lnugent@wcpss.net
Student Services Assistant	Antoinette Jarette	ajarette@wcpss.net
Social Worker	TBD	@wcpss.net
AIG Coordinator	Dana Pilkington	dpilkington@wcpss.net
Special Education Dept. Chair	Paige Hutto	phutto@wcpss.net
Media Center Coordinator	Donna McAlonen	dmcalonen@wcpss.net
Testing Coordinator	Lynn Flood	lflood@wcpss.net
Nurse	Andria Zawistowski	azawistowski@wcpss.net
School Psychologist	Courtney Broadbent	cbroadbent@wcpss.net

### 2021-2022 BELL SCHEDULE:

- 7:45 AM Supervision Begins/Office Opens (*carpool drop off does NOT begin prior to 7:45 AM*)
- 8:10 AM First Bell & Announcements
- 8:15 AM **Tardy Bell** (*Students arriving after this time must report to the Front Office with an adult*)
- 8:15-3:00 PM Classes are in Session
- 3:00 PM Dismissal
- 4:00 PM Office Closes

Students choosing to eat breakfast need to **report immediately to the cafeteria upon their arrival to school**. Students will sit in designated areas and leave as soon as they have finished eating. They will report directly to the Homeroom once they leave the cafeteria.

# SCHOOL POLICIES AND PROCEDURES

## COMMUNICATION

If you have any questions or concerns, *your first point of contact should be your child's teacher(s) or counselor*. Additional methods of communication between the school and families include:

- All teachers have internet sites to post homework, major assignments, assessment dates, and other pertinent information. This is updated weekly. [You can find the links on our school website under the Academic Tab.](#)
- [Home Base/ Parent Portal](#): All students receive an individual login and parents who sign up for an account have access to attendance and grades for all classes. Grades are updated weekly.
- Cougar Blast: Contains school information and events – sent out to all families by email to those who sign up. Refer to this link to be sure you receive these messages: <https://www.wcpss.net/schoolmessenger>. This information will also be posted on the school website.
- School Website: <http://ams.wcpss.net>
- School Twitter account (@apexmscougars)

## FRONT OFFICE PROCEDURES

At AMS we value instructional time and make every effort to avoid unnecessary interruptions. To help us protect our instructional time we ask that parents and students abide by the following guidelines:

- Please communicate with your child each day to ensure after school plans are made before school.
- Telephone messages for students must be limited to emergencies only. **Please do not text your student during school hours.**
- Please have students bring all items needed for the school day (lunch money, homework, PE clothing, etc.) to school with them. We will not call children out of class for non-emergency situations and will use professional judgment to categorize something as an emergency.

## CODE OF STUDENT CONDUCT

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 distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

## DRESS CODE POLICY (Policy Code: 4316)

Students are expected to adhere to standards of dress and appearance. Our guiding principles for the student dress code are similar to those experienced and expected in the workplace: attire that furthers health and safety of students and staff, enables the educational process, and facilitates the operations of the school. Parents are asked to partner with the school district to monitor student attire to help adhere to the guiding principles set forth in the policy.

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

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

***Specifically:***

- A. Students must wear clothing that covers their skin from chest to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides.
- B. Students must wear shoes at all times except when changing for physical education or athletic practices or events or when specifically directed otherwise by a teacher or administrator.
- C. Clothing must cover undergarments (waistbands and straps excluded).
- D. Breasts, genitals and buttocks must be covered with opaque (non-see-through) fabric.
- E. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- F. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

**Enforcement:** Any school dress code enforcement actions should minimize the potential loss of educational time. When a school staff member or school administrator discusses a dress or grooming violation with a student, the adult should be the same gender as the student if practicable.

**Applicability:** This policy is to be applied fairly and consistently without regard to race, gender, or other inherent traits or characteristics. Principals or their designees shall make reasonable accommodations for religious, educational, medical, or disability-related reasons and for cultural celebrations.

**AMS PRIDE Expectations**

Apex Middle is a Positive Behavior Intervention & Support (PBIS) School, which features a systematic process for dealing with challenging behavior that may detract from learning. This is achieved through development of school-wide positive behavior support plans, professional development on best practices, and providing assistance in developing individualized plans for specific students. The district PBIS mission is “to empower teachers and other adults with the skills needed to improve overall classroom and school climate to achieve higher academic performance for all students.” At AMS, our expectation of students in relation to PBIS centers on Cougar PRIDE.

# AMS COUGAR PRIDE EXPECTATIONS

	AMS Cougars have: <b>Positive Attitude</b>	AMS Cougars are: <b>Responsible</b>	AMS Cougars: <b>Inspire Others</b>	AMS Cougars are: <b>Dedicated</b>	AMS Cougars: <b>Exhibit Integrity</b>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>❖ Sit up and listen attentively</li> <li>❖ Participate when and how appropriate</li> <li>❖ Thank presenter with respectful applause</li> </ul>	<ul style="list-style-type: none"> <li>❖ Stay seated</li> <li>❖ Treat property respectfully</li> <li>❖ Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>❖ Sit up and listen attentively</li> <li>❖ Focus on presenter</li> <li>❖ Participate when and how appropriate</li> </ul>	<ul style="list-style-type: none"> <li>❖ Focus on presenter</li> <li>❖ Follow adult directions</li> <li>❖ Stay seated</li> <li>❖ Treat property respectfully</li> <li>❖ Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>❖ Walk to and from in orderly manner</li> <li>❖ Focus on presenter</li> <li>❖ Sit up and listen attentively</li> <li>❖ Participate when and how appropriate</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>❖ Interact positively with bus driver</li> <li>❖ Enter and exit the bus quickly and quietly (watch tone, volume and language)</li> <li>❖ Remain seated until released from bus</li> </ul>	<ul style="list-style-type: none"> <li>❖ Follow drivers directions</li> <li>❖ Remains seated</li> <li>❖ Watch tone, volume and language</li> </ul>	<ul style="list-style-type: none"> <li>❖ Respect drivers and other students</li> <li>❖ Hold quiet conversations - (watch tone, volume and language)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Respect drivers and other students</li> <li>❖ Remain seated</li> <li>❖ Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>❖ Remains seated</li> <li>❖ Respect drivers and other students</li> <li>❖ Follow instructions from drivers</li> <li>❖ Respond appropriately and respectfully</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>❖ Enter and exit cafeteria quietly and calmly</li> <li>❖ Speak respectfully and appropriately to staff (watch tone, volume and language)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Be seated quickly</li> <li>❖ Keep area clean</li> <li>❖ Wait in line patiently</li> </ul>	<ul style="list-style-type: none"> <li>❖ Wait in line patiently</li> <li>❖ Speak respectfully and appropriately to staff (watch tone, volume and language)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Wait in line patiently</li> <li>❖ Be seated quickly</li> <li>❖ Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>❖ Enter and exit cafeteria quietly and calmly</li> <li>❖ Speak respectfully and appropriately to staff (watch tone, volume and language)</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>❖ Wait for teacher direction to start packing up</li> <li>❖ Listen for announcements attentively before leaving classroom</li> </ul>	<ul style="list-style-type: none"> <li>❖ Walk down hallways and stairs</li> <li>❖ Use appropriate side of the hallway</li> </ul>	<ul style="list-style-type: none"> <li>❖ Walk down hallways and stair</li> <li>❖ Use appropriate side of the hallway</li> <li>❖ Keep flow of traffic moving</li> </ul>	<ul style="list-style-type: none"> <li>❖ Go directly to your destination</li> <li>❖ Respect personal space of peers</li> <li>❖ Respond respectfully to all staff (watch tone, volume and language)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Go directly to your destination</li> <li>❖ Respect personal space of peers</li> <li>❖ Respond respectfully to all staff (watch tone, volume and language)</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>❖ Respect personal space of peers</li> <li>❖ Respond respectfully to all staff (watch tone, volume and language)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Walk down hallways and stairs</li> <li>❖ Use appropriate side of the hallway</li> <li>❖ Keep flow of traffic movings</li> </ul>	<ul style="list-style-type: none"> <li>❖ Watch where you are going</li> <li>❖ Report directly to your location</li> </ul>	<ul style="list-style-type: none"> <li>❖ Go directly to your destination</li> <li>❖ Respect personal space of peers</li> <li>❖ Respond respectfully to all staff (watch tone, volume and language)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Go directly to your destination</li> <li>❖ Respect personal space of peers</li> <li>❖ Respond respectfully to all staff (watch tone, volume and language)</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>❖ Sign in and out of class</li> <li>❖ Use bathroom pass</li> <li>❖ Give others privacy</li> <li>❖ Respect time limit</li> </ul>	<ul style="list-style-type: none"> <li>❖ Use restroom for appropriate reason</li> <li>❖ Use toilet correctly</li> <li>❖ Flush after use</li> <li>❖ Wash hands</li> <li>❖ Keep surfaces dry</li> <li>❖ Put trash in receptacle</li> </ul>	<ul style="list-style-type: none"> <li>❖ Give others privacy</li> <li>❖ Keep hands and feet to yourself</li> <li>❖ Respect time limit</li> <li>❖ Respect school property</li> </ul>	<ul style="list-style-type: none"> <li>❖ Give others privacy</li> <li>❖ Keep hands and feet to yourself</li> <li>❖ Respect time limit</li> <li>❖ Respect school property</li> <li>❖ Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>❖ Give others privacy</li> <li>❖ Keep hands and feet to yourself</li> <li>❖ Respect time limit</li> <li>❖ Respect school property</li> <li>❖ Keep area clean</li> </ul>
<b>Sporting Events</b>	<ul style="list-style-type: none"> <li>❖ Demonstrate good sportsmanship by appropriately cheering, clapping, and standing</li> </ul>	<ul style="list-style-type: none"> <li>❖ Enter/exit gym/field at appropriate times</li> <li>❖ Stay in designated areas</li> <li>❖ Walk at all times</li> <li>❖ Eat food in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>❖ Stay in designated areas</li> <li>❖ Walk at all times</li> <li>❖ Place trash in receptacles</li> <li>❖ Show respect toward officials and opposing teams</li> <li>❖ Respond to adults appropriately (watch tone, volume and language)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Stay in designated areas</li> <li>❖ Walk at all times</li> <li>❖ Place trash in receptacles</li> <li>❖ Show respect toward officials and opposing teams</li> <li>❖ Respond to adults appropriately (watch tone, volume and language)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Stay in designated areas</li> <li>❖ Walk at all times</li> <li>❖ Place trash in receptacles</li> <li>❖ Show respect toward officials and opposing teams</li> <li>❖ Respond to adults appropriately (watch tone, volume and language)</li> </ul>

## **ATTENDANCE INFORMATION**

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Coming to school every day, ready to learn, is important for your child's success. It's also required by state law for children between the ages of 7 and 16.

Excused absences include:

- illness or injury
- a death in the family
- health care appointments
- court appearances
- religious observance
- natural disasters
- outside educational opportunities (you'll need to complete the form in advance) [Request For Excused Absence For Educational Reasons Form](#) | [Request For Excused Absence For Educational Reasons Spanish Version](#)
- You'll need to provide a note within two days of your child's return to school or the absences will be recorded as unexcused.
- Your principal, teacher, counselor, or social worker will notify you if there are three or more unexcused absences, and will work with you and your child if there is a concern that absences are becoming excessive.
- Your child will need to make up all the work he/she missed, as scheduled by the teacher.
- For more information, review [School Board Policy 4400: Attendance](#).

Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. School administrators shall communicate attendance expectations to parents and guardians and work with students and their families to overcome barriers to attendance.

Per Board Policy, attendance must be taken each day of the school year for on-site and remote instruction days.

1) When a student has accumulated several absences, a letter will be mailed to the home of the student. A doctor's note may be required in cases of repeated or chronic illness. We encourage families to use the school calendar for planning trips. For all absences, the student shall complete all work in a timely manner in consultation with teachers. ***The student is responsible for all missed assignments for every absence.***

### **Late Arrivals and Early Departures**

Students are expected to be at school on time and to remain at school until dismissed. During the school day, students are expected to be present at the scheduled starting time for each class and to remain until the class ends.

When a student must be late to school or leave school early, a written excuse (print or digital) signed by a parent or guardian should be presented upon the student's arrival at school. Parents should accompany the student to the front office if they arrive at school later than 8:15AM. ***Due to front office demands at the end of the day, we will not check students out between 2:45 PM and 3:00 PM.***

## ACADEMIC INFORMATION

### Guide to Technology for Parents and Students

WCPSS is committed to supporting students and parents with all their technology needs to ensure they can make the most of learning in school and at home. [District Website](#)

### WCPSS Student Device Program

Computer technology is increasingly vital for public education in the 21st Century. Accordingly, the Wake County Public School System will issue a district-owned laptop computer (a “District Student Device”) at no charge to each duly enrolled student in grades K-12 for approved educational purposes. More information can be found at: [WCPSS Student Device Program](#).

### Digital Learning

Apex Middle School believes digital citizenship is a critical element of student growth to meet the challenges of the 21st century. Through the use of classroom technology, students will develop digital citizenship skills to support our school's vision by actively engaging all students in a collaborative, student-centered environment. The staff and students of Apex Middle School will practice PRIDE while developing digital citizenship skills. We believe the following “I” statements describe appropriate use of technology at Apex Middle School.

<b>Practice Internet Safety</b>	<ul style="list-style-type: none"><li>● I will choose websites that are good for me to visit and avoid sites that are not appropriate.</li><li>● I will not reveal private information to a person I know only online.</li><li>● I will tell an adult if an online conversation makes me feel uncomfortable.</li></ul>
<b>Responsible for my Digital Footprint &amp; Communication</b>	<ul style="list-style-type: none"><li>● I will be aware of how my digital footprint is a representation of my character.</li><li>● I will use appropriate language online.</li><li>● I will remember that the information I post online can be searched, copied, and passed on without my knowledge.</li><li>● I will protect the privacy of others when posting information about them online.</li></ul>
<b>Inspire Others to be Respectful &amp; Prevent Cyberbullying</b>	<ul style="list-style-type: none"><li>● I will not use cruelty in my language or bully anyone online.</li><li>● I will inform an adult if I feel that I am being bullied online.</li><li>● I will not stand by as someone else is bullied online.</li><li>● I will not use a camera or video recorder in a bathroom, hallway, locker room, common areas, or any other private space on campus.</li></ul>
<b>Dedicated to Protecting Privacy &amp; Information Literacy</b>	<ul style="list-style-type: none"><li>● I will create and keep strong and secure passwords.</li><li>● I will guard against identity theft by being careful about the information that I share online.</li><li>● I will use good practices to determine the reliability of information found on websites.</li></ul>
<b>Exhibiting Integrity in Creative Credit &amp; Copyright</b>	<ul style="list-style-type: none"><li>● I will cite all online sources.</li><li>● I will know when and how it is acceptable to use the work of others and credit it appropriately.</li><li>● I will not copy the work of others and present it as my own.</li></ul>

## **Cell Phones & Headphones**

Cellphones are not necessary for any academic activity during the school day. They are not to be used in any classroom. You may use your cell phone and headphones/earbuds before or after school and during lunch. Your classroom teacher may determine headphone/earbud usage in the classroom. Note that headphones are sufficient for all academic needs. It is not necessary for students to have airpods or other expensive technology for their academics.

## **Personal Property**

Students are responsible for their own personal belongings. Neither Apex Middle school nor WCPSS is responsible for lost, stolen, or damaged personal belongings.

## **Social Media Expectations**

Students should not create, send, or post messages on social media outlets about other students and/or staff that are derogatory or sexual. This includes in the school building and outside of the school day. If these messages or postings disrupt the instructional environment, then student devices/accounts are subject to a search and any consequences outlined by School Board Policies.

## **GRADING POLICY**

At Apex Middle School, a student's grade will reflect their mastery of concepts and standards outlined in the curriculum. Mastery will be demonstrated through various outcomes, assignments, and activities as determined by the teacher and the grade level subject area professional learning team (PLT). For students at risk of academic failure, each grade level subject area PLT will develop a prevention/intervention/grade recovery system that provides additional time and support to be successful. The system will include opportunities for additional learning, assessment of learning and grade recovery to support these prevention/intervention efforts. Grade level subject area PLTs will develop systematic ways for students to be re-assessed on their learning. Our school's grading policy is aligned with the WCPSS Policy 3400: Evaluation of Student Progress.

### **Grading Scale:**

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 59	F

**Grading Percentage Breakdown: Student grades will be calculated based on the following weights:**

#### **\* All Subjects and Grade levels:**

- o Majors = 50%
- o Minors = 30%
- o Skills = 20%

**Grade level PLTs in each subject area will determine the types of assignments that fall into each category and their grading practices will be fully aligned.**

## **Homework**

Homework is intended to help students practice and/or reinforce concepts and skills learned in class. After focusing on practice and reinforcement, students will demonstrate mastery of concept/skills on their



assessments. Please note that while homework completion will NOT be factored into a students' grade in any subject, it is the expectation that all students complete all homework assignments at home, including reading in preparation for the next day's lessons/activities.

### Late Work

Assignment due dates are set by the classroom teacher. All work is expected to be completed by the dates that have been set by the teacher. Students with missing assignments should meet with the classroom teacher to see what can be done to prevent a student's grade from being impacted. Students have opportunities to work on assignments during W.I.N time and lunch. If students have multiple missing assignments, the teacher, administrator, and counselor will meet with the student and determine a plan to assist the student with missing assignments.

### Extra Credit

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

### Canvas

Canvas is a digital Learning Management System endorsed by WCPSS that will be used with students to provide assignments and assessments online, communicate with students, and facilitate student collaboration. Students will access Canvas frequently to engage in learning. Tasks, assignments, and assessments will be graded in Canvas, but PowerSchool is the ultimate authority on grades. For Canvas support, refer to the [Guides to Technology for Students and Families](#).

### Media Center

The media center is open during school hours and during extended hours as scheduled by staff. Students are required to have a pass to use the media center before school and during the school day. No pass is required for after school use. Books may be checked out for a three-week period. Fines will be charged for overdue material. Checkout privileges are suspended when students owe late books, overdue fines, and lost book fees. Destruction or loss of media center material will result in a student being charged the replacement cost. While using the media center, students are expected to be on task and to respect the reasonably quiet atmosphere. To view the AMS Media Center catalog, visit <http://destiny.wcpss.net/> and select Apex Middle.

### W.I.N. Time

Apex Middle School students will have W.I.N. Time at the start of each school day. W.I.N. (What I Need) Time is a learner-centered approach that enables teachers to address academic goals and needs of all students. Teachers use this time to provide academic support and personalized learning that may include supplemental instruction, enrichment, and sustained time for homework, missing work, independent reading, and other individualized endeavors to meet their needs. W.I.N. Time is a valuable time for our school community.

## GENERAL INFORMATION

### ATHLETICS

AMS has fall, winter, and spring athletic programs. We compete against other middle schools in Southern Wake County. Seventh and eighth graders are eligible to try out for athletic teams. ***Athletes and managers must meet eligibility requirements as outlined by the district and state.*** Team rules and expectations will be presented to

students at the beginning of their season. Students and parents are expected to be aware of these.

Students are encouraged to attend athletic events and show positive support for our teams. Students are not permitted to leave campus if they are staying for athletic events. All school rules and school system policies apply at athletic events. Students who behave inappropriately at athletic events may not be allowed to attend future athletic events. Forms may be found online at <http://www.wcps.net/Page/1465>.

## **BUSES**

The driver has complete authority and responsibility for operating the bus and maintaining good conduct. The driver shall report to the school administrator any misconduct or violation of the driver's instructions. Principals may discipline any bus misconduct as if the violation had occurred on school grounds. Penalties for violating board policy or the Student Code of Conduct apply to bus behavior. In addition, students are expected to:

- Enter the bus in an orderly and quiet manner.
- Sit in assigned seats without being reminded.
- Remain seated and facing front at all times.
- Keep hands, arms, heads or any other objects in the bus at all times.
- Sit with feet on the floor and bookbag and hands in lap.
- Abide by the request of the driver and follow all school and county rules and regulations.
- Food and drink are not allowed on the bus at any time.
- Be respectful to the driver and other students at all times.

Students will lose bus privileges for inappropriate behavior **on a bus or at a bus stop** and may also be disciplined per the school and school system policies. No matter what the problem, a bus is expected to complete its route. A bus will run even if a delay is more than one hour. **Tardiness because of a late bus is always excused and makeup work is allowed.** For questions or concerns about transportation refer to Wake County Public Schools' [Transportation](#) site which provides additional information, including stop requests and updates of late buses, issues, etc.

## **Afternoon Dismissal Procedure**

### **Dismissal Phases**

#### **1<sup>st</sup> Phase**

- An announcement will be made at 3:00 PM dismissing Bus Routes that are on campus and carpool students to the auditorium.
- Carpool students will dismiss from the auditorium when they see their carpool number populate on the screen. Carpool parent/guardians should check-in using the QR code on the back of their carpool tag.

#### **2<sup>nd</sup> Phase**

- Following the departure of the 1<sup>st</sup> Phase of Bus Routes, an announcement will be made dismissing walkers, and the remaining Bus Routes to report to their designated locations. Teachers will help students locate their designated bus room.
- As Bus Routes arrive on Campus, an announcement will be made dismissing them.

#### **Student Expectations:**

- 6<sup>th</sup> Grade students will report to their Homeroom at 2:55 PM.
- 7<sup>th</sup> and 8<sup>th</sup> Grade students will remain in their CORE4 class for 1<sup>st</sup> phase of dismissal.
- Following the departure of the 1<sup>st</sup> phase of buses, an announcement will be made dismissing walkers and for Bus riders to report to their assigned location.

- Students should report directly to their location when the announcement is made, no lingering or loitering.
- Students should remain quiet and listen for their Routes to be called.

### **Carpool**

Parents and guardians should pick up and drop off their students in the carpool loop located behind the auditorium. The entrance to the carpool loop is located on Moore Street. Carpool begins at 7:45am and 3pm in the afternoon. For safety reasons, please drop your student off in the designated carpool area and do not drop your student off before 7:45am. Use this [link](#) to register for a carpool tag.

### **CAFETERIA SERVICES**

Child Nutrition Services are an important part of the school program. The cafeteria staff offers a variety of nutritionally sound meals (breakfast and lunch) for all students. Good nutrition is critical to sustain energy levels throughout the day.

Breakfast and lunch will be available this school year. Breakfast will be \$1.75 for paying students and lunch will be \$3.25 for *paying students*. **Students who qualify for free or reduced price will receive their breakfast and lunch at no cost.** All families are asked to complete the online application so the school and school system receive the appropriate funding: <https://www.wcpss.net/free-reduced-meals>. For all other information regarding school meals, please visit the WCPSS website: <https://www.wcpss.net/school-meals>

Administrators and school staff supervising lunch establish cafeteria expectations that include eating only in the cafeteria and cleaning one's eating area. Students are asked to recycle appropriate food containers. Students must not bring or have delivered food from outside vendors. Students should not bring food or drink outside of the cafeteria unless part of a planned school activity. Students who fail to comply with this policy may be asked to throw their food item away. School staff will teach and review all cafeteria procedures and expectations at the beginning of the school year.

### **EMERGENCY DRILLS**

Monthly fire drills, lockdown drills, and a tornado drill are required by law and are important safety precautions. Teachers will review drill procedures with students. Students are expected to follow all instructions and remain quiet during drills. Disaster drills are conducted to prepare students for evacuation in the event of a natural or man-made disaster. If we should evacuate the school, the entire student body and staff will be transported by bus to a designated location. Parents will be able to pick up their students at the evacuation site. Failure to comply with school rules and teacher directives during an emergency drill may result in an administrative referral. Misbehavior can create a dangerous and/or confusing situation at a time when communication can affect safety.

### **ELEVATOR USE**

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

## **EXTRACURRICULAR ACTIVITIES**

To participate in extracurricular activities, a student must meet academic and behavioral requirements of the school and school system. To participate in an extracurricular activity, a student must have been officially present during the school day. ***A student assigned an in-school or out-of-school suspension or alternative learning center for punitive reasons may not attend or participate in extracurricular activities on the day(s) of the suspension.*** Parents are expected to pick up students promptly after the activity has ended. If this becomes an issue the student may lose the privilege of participating in the activity. Remember that all school rules apply during extra-curricular activities.

## **INCLEMENT WEATHER**

In case of snow or other potentially hazardous weather or emergency situations, we may close or delay school. WCPSS makes the decision after consulting the National Weather Service, local weather forecasters, and area law enforcement. Additionally, our staff drives the bus routes to check firsthand on local conditions.

Schools will be open on their regular schedule unless otherwise announced. As soon as the decision is made, we will:

- notify local radio and television stations
- update our website's front page
- notify our schools, which will typically update their own websites and main phone lines

If the weather is bad enough to make a decision the day or night before, we will do so in time for the 11 p.m. newscasts. Otherwise, a decision will be made at 4:45 a.m.

## **RESTROOM USE – 10/10 GUIDELINES**

Students are encouraged not to use class time to use the restroom unless absolutely necessary and allowed by the teacher. Specifically, unless there is an emergency, restroom passes will not be given during the ***first 10 minutes of class or the last 10 minutes of class.*** This will help students be present when lessons are introduced and concluded and not miss important information. ***If a medical condition prohibits your student from following this guideline, please notify the counselor in writing.***

## **SCHOOL DANCES**

Student dances are scheduled on selected afternoons and evenings to provide supervised social experiences for our students. ***Only students who attend our school are eligible to attend dances.*** All school and school system rules and policies apply at dances. Inappropriate behavior at dances may result in suspension from future dances and/or additional disciplinary action. ***Students who serve ISS or ALC for punitive reasons the week of the dance may not attend the dance; students who serve Out of School Suspension within a week prior to the dance may not attend the dance.***

## **STUDENT SUPPORT SERVICES**

School counselor assignments are made by grade level. The purpose of the student services program is to assist students with their academic and social-emotional issues as they progress through middle school.

## SCHOOL INSURANCE

If you don't already have accident insurance for your child, WCPSS has contracted with QBE Insurance Corporation to offer coverage, which you may [purchase at their website](#) any time during the school year.

Downloads: [Student Accident Insurance Plans](#) | [Planes de seguro de accidente estudiantil](#)

- Voluntary student accident insurance is "primary" insurance, meaning it pays even if you have other medical insurance.
- While you may purchase coverage any time during the year, the cost will be the same.
- WCPSS provides limited secondary accident insurance coverage for high school athletes. Primary coverage for your child is still recommended.
- WCPSS's general liability insurance excludes student medical expenses unless it can be shown that the school or district acted negligently.

## HEALTH ROOM AND MEDICATION

We strongly recommend if you or anyone in your household is experiencing symptoms of COVID (*symptoms include, fever of 100.4 or higher, chills, cough, shortness of breath, loss of taste and smell, runny nose, headache, sore throat, nausea, diarrhea, rash or any other symptom not caused by an alternate diagnosis*) **please do not send your child to school.** [Learn when your student can return to school after a COVID-19 diagnosis, exposure, or other illness.](#) We provide a designated area where students are to report with a hall pass if they become sick or hurt during the school day. A staff member will assess the situation and call a parent if deemed necessary. A staff member may only administer very basic first aid (water, soap, ice and band aids.) ***If your child has health concerns that may need to be handled at school, please inform your child's counselor and teachers of the necessary information to best serve your child.*** We have a nurse who serves our school part-time. If a student needs either over-the-counter or prescription medicine to function in a healthy manner at school and if administering that medicine must occur during the school day, the medication may be taken using the following guidelines:

- For long-term prescription medication, the Parent Request and Physician Order for Medication Form (1702) must be completed and on file in the health room. Prescription labels must match the 1702 form. Forms are available in the Student Services Office.
- If a parent authorizes other short-term prescription medication, he/she must send a note to the health room stating the administration time and dose. (Please complete a 1702 form for the short term). Forms are available online <https://www.wcpss.net/Page/167> or in the Main Office.
- Parents must bring the medication along with a note requesting the administration of prescribed medication to students. The pharmacist's label must be on the container.

***The school does not provide any medication.*** The parent is required to bring any prescribed medication to the health room. The student will be given a note granting permission to return to the health room at medication time. All prescription medications must be locked in the health room and will be dispensed by a staff member from the health room. If a parent authorizes any non-prescription medication, he/she must provide the medication in a small, original container (pocket or travel size) along with directions for administration. The student will keep the medicine and the parental directions. ***Students may not distribute any medication.*** Distribution of medication will be considered a policy violation and will incur such consequences.

## **VISITORS**

**Visitors** must report to the Main Office to sign in and be issued a Visitor's Badge to wear while on campus. Visitors are not allowed beyond the Main Office unless accompanied by a staff member. Students may not bring visitors to school during the school day.

## **VOLUNTEERING FOR THE WAKE COUNTY PUBLIC SCHOOL SYSTEM**

Current volunteers who were approved for the 2021-22 school year do not have to register again this year. Check with your school's volunteer coordinator to see if a current volunteer is on the list of eligible volunteers. If a current volunteer is not on the list of eligible volunteers, your school's volunteer coordinator may notify Employee Relations, who will assist with next steps. Current volunteers who were approved for the 2021-22 school year who wish to modify the schools with which they are associated should complete this Google form: <https://attadevltc.wcpss.net/vlinks/>.

**New Volunteers for 2022-23** must register and have an approved criminal record check prior to engaging in volunteer work. New volunteer applicants may go to any WCPSS work site and register through wcpss.net by selecting the Community tab, and then selecting Volunteer. Applicants will be notified by email once their application has been approved. Applicants who are not approved will receive notice from Employee Relations.