



## *East Garner Magnet Middle School 2016-2017 Student Handbook & Agenda*

*A community that empowers individuals to pursue learning,  
growth, and success.*

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### **ADMINISTRATION**

<i>Mrs. Elena Ashburn</i>	<i>Principal</i>	919-662-2341	<a href="mailto:eashburn@wcpss.net">eashburn@wcpss.net</a>
<i>Mr. Michael Clinkscales</i>	<i>Year 1 Assistant Principal</i>	919-662-2342	<a href="mailto:mclinkscales@wcpss.net">mclinkscales@wcpss.net</a>
<i>Mrs. Kate Yuska</i>	<i>Year 1 Counselor</i>	919-773-7696	<a href="mailto:kyuska@wcpss.net">kyuska@wcpss.net</a>
<i>Mr. Michael MacGovern</i>	<i>Year 2 Assistant Principal</i>	919-773-9592	<a href="mailto:mmacgovern@wcpss.net">mmacgovern@wcpss.net</a>
<i>Mr. Dean Wright</i>	<i>Year 2 Counselor</i>	919-662-2347	<a href="mailto:dwright@wcpss.net">dwright@wcpss.net</a>
<i>Mrs. Carla Hoffman</i>	<i>Year 3 Assistant Principal</i>	919-773-7649	<a href="mailto:choffman@wcpss.net">choffman@wcpss.net</a>
<i>Mr. Clarence Morgan</i>	<i>Year 3 Counselor</i>	919-773-3834	<a href="mailto:cmorgan@wcpss.net">cmorgan@wcpss.net</a>
<i>Officer Kevan Anderson</i>	<i>School Resource Officer</i>	919-773-9594	<a href="mailto:kanderson4@wcpss.net">kanderson4@wcpss.net</a>

**Regular Bell Schedule:**

A/B Schedule	
<b>1<sup>st</sup> Period</b>	8:15-9:40
<b>2<sup>nd</sup> Period</b>	9:45-11:10
<b>3<sup>rd</sup> Period</b>	11:15-1:30 <i>Year 1 Lunch: 11:15-12:00</i> <i>Year 2 Lunch: 12:00-12:45</i> <i>Year 3 Lunch: 12:45-1:30</i>
<b>4<sup>th</sup> Period</b>	1:35-3:00

**Modified Schedules:**

Early Release	
<b>1<sup>st</sup> Period</b>	8:15-9:05
<b>2<sup>nd</sup> Period</b>	9:10-10:00
<b>3<sup>rd</sup> Period</b> <i>Lunch in classrooms</i>	10:05-11:35 <i>Year 1 Lunch: 10:05-10:35</i> <i>Year 2 Lunch: 10:35-11:05</i> <i>Year 3 Lunch: 11:05-11:35</i>
<b>4<sup>th</sup> Period</b>	11:40-12:30

Pep Rally	
<b>1<sup>st</sup> Period</b>	8:15-9:15
<b>2<sup>nd</sup> Period</b>	9:20-10:20
<b>3<sup>rd</sup> Period</b> <i>Lunch in classrooms</i>	10:25-11:55 <i>Year 1 Lunch: 10:25-10:55</i> <i>Year 2 Lunch: 10:55-11:25</i> <i>Year 3 Lunch: 11:25-11:55</i>
<b>4<sup>th</sup> Period</b>	12:00-1:00
<b>Homeroom &amp; Pep Rally</b>	1:05-3:00

2 Hour Delay	
<b>1<sup>st</sup> Period</b>	10:15-11:15
<b>2<sup>nd</sup> Period</b>	11:20-12:20
<b>3<sup>rd</sup> Period</b> <i>Lunch in classrooms</i>	12:25-1:55 <i>Year 1 Lunch: 12:25-12:55</i> <i>Year 2 Lunch: 12:55-1:25</i> <i>Year 3 Lunch: 1:25-1:55</i>
<b>4<sup>th</sup> Period</b>	2:00-3:00

3 Hour Delay	
<b>1<sup>st</sup> Period</b>	11:15-11:55
<b>2<sup>nd</sup> Period</b>	12:00-12:40
<b>3<sup>rd</sup> Period</b> <i>Lunch in classrooms</i>	12:45-2:15 <i>Year 1 Lunch: 12:45-1:15</i> <i>Year 2 Lunch: 1:15-1:45</i> <i>Year 3 Lunch: 1:45-2:15</i>
<b>4<sup>th</sup> Period</b>	2:20-3:00

45 Minute Homeroom	
<b>Homeroom</b>	8:15-9:00
<b>1<sup>st</sup> Period</b>	9:05-10:13
<b>2<sup>nd</sup> Period</b>	10:18-11:26
<b>3<sup>rd</sup> Period</b>	11:31-1:46 <i>Year 1 Lunch: 11:31-12:16</i> <i>Year 2 Lunch: 12:16-1:01</i> <i>Year 3 Lunch: 1:01-1:46</i>
<b>4<sup>th</sup> Period</b>	1:51-3:00

15 Minute Homeroom	
<b>Homeroom</b>	8:15-8:30
<b>1<sup>st</sup> Period</b>	8:35-9:53
<b>2<sup>nd</sup> Period</b>	9:58-11:16
<b>3<sup>rd</sup> Period</b>	11:21-1:36 <i>Year 1 Lunch: 11:21-12:06</i> <i>Year 2 Lunch: 12:06-12:51</i> <i>Year 3 Lunch: 12:51-1:36</i>
<b>4<sup>th</sup> Period</b>	1:41-3:00

Early Release with 15 minute Homeroom	
<b>Homeroom</b>	8:15-8:30
<b>1<sup>st</sup> Period</b>	8:35-9:18
<b>2<sup>nd</sup> Period</b>	9:23-10:06
<b>3<sup>rd</sup> Period</b> <i>Lunch in classrooms</i>	10:11-11:41 <i>Year 1 Lunch: 10:11-10:41</i> <i>Year 2 Lunch: 10:41-11:11</i> <i>Year 3 Lunch: 11:11-11:41</i>
<b>4<sup>th</sup> Period</b>	11:46-12:30

## STUDENT DATES

<b>Academic Dates:</b>	
9/15 & 9/16	Quarter 1 – 3 Week Interims
10/6 & 10/7	Quarter 1 – 6 Week Interims
10/28	End of Q1 & PBiS Pep Rally
11/4	Homeroom - Q1 Report Card Distribution
11/15, 16, 17	Quarter 1 Honor Roll
12/1 & 12/2	Quarter 2 – 3 Week Interims
1/5 & 1/6	Quarter 2 – 6 Week Interims
1/24	End of Quarter 2 Grading Period
1/26	Q2 PBiS Pep Rally
2/3	Homeroom - Q2 Report Card Distribution
2/14, 15, 16	Quarter 2 Honor Roll
2/16 & 2/17	Quarter 3 – 3 Week Interims
3/9 & 3/10	Quarter 3 – 6 Week Interims
3/29	End of Quarter 3 Grading Period
3/30	Q3 PBiS Pep Rally
4/7	Homeroom - Q3 Report Card Distribution
4/21	Year Three Project Presentations
4/25, 26, 27	Quarter 3 Honor Roll
4/27 & 4/28	Quarter 4 – 3 Week Interims
5/18 & 5/19	Quarter 4 – 6 Week Interims
6/2-6/8	EOG/C Testing
6/8	Field Day & 6 & 7 <sup>th</sup> Grade Awards Ceremony
6/9	8 <sup>th</sup> Grade Awards Ceremony; End of Quarter 4 Grading Period
6/16	Quarter 4 Report Card Mailed
<b>Fine Arts Performances</b>	
10/13	Beginning Band Performance
10/20	Music Quarter 1 Performance
11/10	Starving Artist Benefit Show
11/17 & 18	Dinner Theatre
12/1	Winter Choral Performance
12/6	Winter Piano Recital
12/13	Winter Orchestra Performance
12/15	Winter Band Concert
1/12	Art Exhibition & Winter Dance Performance
2/23	Black History Extravaganza
3/16	Music Quarter 3 Performance
4/6 & 7	Spring Musical
4/20	Spring Piano Recital
5/9	Art Exhibition
5/11	Spring Orchestra Performance
5/15	Spring Orchestra Concert
5/16	Spring Dance Performance
5/18	Band Performance & Awards Banquet
5/23	Fine Arts Awards Banquet & Ceremony

<b>Home Athletic Events</b>	
9/21	<b>Girls' Soccer:</b> Martin @ EGMMS
9/21	<b>Volleyball:</b> Martin @ EGMMS
9/29	<b>Football:</b> Carnage @ EGMMS
10/06	<b>Football:</b> Ligon @ EGMMS
10/13	<b>Football:</b> Daniel @ EGMMS
10/19	<b>Girls' Soccer:</b> Carroll @ EGMMS
10/19	<b>Volleyball:</b> Carroll @ EGMMS
10/26	<b>Girls' Soccer:</b> Dillard @ EGMMS
10/26	<b>Volleyball:</b> Dillard @ EGMMS
11/2	<b>Girls' Soccer:</b> North Garner @ EGMMS
11/2	<b>Volleyball:</b> North Garner @ EGMMS
12/8	<b>Basketball:</b> Martin @ EGMMS
12/15	<b>Basketball:</b> Ligon @ EGMMS
12/19	<b>Basketball:</b> Daniels @ EGMMS
1/19	<b>Basketball:</b> Carnage @ EGMMS
1/30	<b>Basketball:</b> Carroll @ EGMMS
2/2	<b>Basketball:</b> Dillard @ EGMMS
2/6	<b>Basketball:</b> North Garner @ EGMMS
3/6	<b>Softball:</b> Martin @ EGMMS
3/6	<b>Baseball:</b> North Garner @ EGMMS
3/8	<b>Boys' Soccer:</b> Martin @ EGMMS
3/13	<b>Softball:</b> Ligon @ EGMMS
3/14	<b>Track:</b> EGMMS @ Carnage
3/16	<b>Softball:</b> Dillard @ EGMMS
3/16	<b>Baseball:</b> Holly Grove @ EGMMS
3/21	<b>Track:</b> EGMMS @ Carroll
3/27	<b>Baseball:</b> Davis Dr. @ EGMMS
3/28	<b>Track:</b> EGMMS @ Dillard
4/3	<b>Softball:</b> Carnage @ EGMMS
4/3	<b>Track:</b> EGMMS @ North Garner
4/5	<b>Boys' Soccer:</b> Carroll @ EGMMS
4/6	<b>Baseball:</b> Holly Ridge @ EGMMS
4/19	<b>Boys' Soccer:</b> Dillard @ EGMMS
4/20	<b>Softball:</b> Carroll @ EGMMS
4/20	<b>Baseball:</b> North Garner @ EGMMS
4/24	<b>Softball:</b> Dillard @ EGMMS
4/26	<b>Boys' Soccer:</b> North Garner @ EGMMS
4/27	<b>Softball:</b> N. Garner @ EGMMS
5/1	<b>Baseball:</b> Holly Grove @ EGMMS

# My Academic Goal Planning Sheet 2016-2017

**Directions:** Use the 2016-17 EGMMS Academic Planning Sheet guide below to help plan your goal: 1. Write your goal for the year in the My Goal section. 2. Write quarterly goals as steps to achieve the main goal.

*My Goal:*

<u>1<sup>st</sup> Quarter</u>	<u>2<sup>nd</sup> Quarter</u>	<u>3<sup>rd</sup> Quarter</u>	<u>4<sup>th</sup> Quarter:</u>
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EGMMS Vision: A Community that empowers individuals to pursue learning, growth & success.

## Quarterly Reflections

1<sup>st</sup>Quarter: \_\_\_\_\_  
\_\_\_\_\_

2<sup>nd</sup>Quarter: \_\_\_\_\_  
\_\_\_\_\_

3<sup>rd</sup>Quarter: \_\_\_\_\_  
\_\_\_\_\_

4<sup>th</sup>Quarter: \_\_\_\_\_  
\_\_\_\_\_

## STUDENT DATA SHEET

Class Period:	A1	A2	A3	A4	B1	B2	B3	B4
Class Name:								
Q1-3 Weeks Grade								
Q1-6 Weeks Grade								
Q1 Report Card Grade								
Q2-3 Weeks Grade								
Q2-6 Weeks Grade								
Q2 Report Card Grade								
Semester 1 Grade								
Q3-3 Weeks Grade								
Q3-6 Weeks Grade								
Q3 Report Card Grade								
Q4-3 Weeks Grade								
Q4-6 Weeks Grade								
Q4 Report Card Grade								

## ACADEMICS

### Academic Integrity

- Students are expected to present their own work that should not be copied from any other student, the Internet, a book, an article, or any other reference material.
- Students will receive additional information from their teachers and the media specialist regarding plagiarism.

### Academic Multi-Tiered System of Supports

The multi-tiered system of support is a team made up of teachers, counselors, administrators, and specialists who meet to discuss ways to support students. The team reviews student data and identifies academic supports for students including:

- **Level 1** – Communication with parents through email, telephone, or conferences. Individual student conferences, counselor intervention, loss of activity time, differentiated lessons, tutoring, etc.
- **Level 2** – Additional mandatory assistance during the school day such as enrollment in an intervention course, loss of activity time, or referral to after school programs
- **Level 3** – Academic contract, modified day, referral to Social Worker, or other support services
- **Level 4** – Multi-Tiered System of Support Team Referral

## Grading Practices

At EGMMS, we believe that all students deserve the opportunity to receive an education that prepares them for high school, college, and beyond. To this end, we will create an environment that is supportive of all students as they work towards mastery of course skills while holding them accountable for their education. We believe that completing all assignments is a necessary best practice for student academic success. Failing to complete work is a choice/ behavior that does not allow teachers to measure a student's academic mastery. Therefore, the following practices will be followed in grading all student work:

Students who fail to turn in an assignment will be expected to turn in the assignment by the next class period. In lieu of a grade deduction on the assignment, students will be assigned mandatory working lunch and/or afterschool work session to complete the assignment. Students are allowed 6 extensions per quarter. After 6 extensions per quarter are used, students are not allowed the opportunity to turn in late work for the remainder of the quarter and will receive a 0 for the assignment. Once the student has received her or his 6<sup>th</sup> extension in a quarter, a major referral will be created in EASI IEP. Opportunities for extensions restart each 9 weeks.

- Work turned in by the next class period will be graded for full credit.
- If a student does not complete an assignment by the next class period, she or he will receive a 0 for the assignment.
- Following the multi-tiered system of support the teacher will assign a mandatory working lunch, activity time, and afterschool work sessions for extensions, remediation, or make-up work.
- Grade points will not be deducted for late work because turning in an assignment late is a behavior and not related to mastery of the subject.
- Upon return from an excused absence, students will have 2 class periods to submit make-up work for full credit.
- Extra credit is used sparingly and the purpose is not to pad or bolster a grade that reflects non-mastery of skills. Extra credit will not include crossword puzzles, word searches, bringing in classroom supplies, etc.
- Students receive an interim every 3 weeks with updated grades to maintain open communication with parents.
- All assignments will include meaningful feedback to students concerning their strengths and areas of needed improvement. This includes rubrics, comments, conferences, etc.
- Assignments should be returned to students within two class periods.
- Grades are not given based on completion and effort. All work must be authentic and meaningful. Grades should be reflective of a student's ability in mastering standards and skills within the standard course of study
- North Carolina End of Course (EOC) scores will count as twenty-five (25) percent of students' final grade.

### **Honor Roll (WCPSS Board Policy 5522):**

A student honor roll is published at the end of each quarter. "A" honor roll recognizes students who earn a grade of "A" in all subjects for which grades are given. "AB" honor roll recognizes all students who earn an overall grade average of "B" or better with no grade lower than a "C" in all subjects for which grades are given.

### **Interim Reports**

- All teachers distribute interim reports every three weeks that indicate the progress of students according to the interim reports calendar.
- The interim grade report is to be signed and returned to the teacher.
- If you do not receive any of these reports, contact the teacher, the grade level administrator or counselor.

### **Personalized Education Plans (PEPs)**

- A Personalized Education Plan will be developed quarterly for any child who is in danger of being retained in their grade level.
- Quarterly Interventions for students receiving a letter grade of F are identified on report cards

### **Report cards**

- Students are given their report cards to take home at the end of each 9-week grading period except for the 4<sup>th</sup> quarter.
- Fourth quarter report cards are mailed home after the last day of school.

## **WCPSS STUDENT CODE OF CONDUCT**

Students are expected to be familiar with all rules of behavior in the Code of Student Conduct. Students are to assist in promoting a safe and orderly school environment. Students are encouraged to report to school authorities any serious violation of the Code of Student Conduct. Violations of Board policies, the Code of Student Conduct, regulations issued by individual schools or North Carolina General Statutes may result in some level of disciplinary action. Teachers and principals are encouraged to utilize a variety of

disciplinary consequences to accomplish a positive change in student behavior. The WCPSS Student Code of Conduct rules are leveled, indicating the severity of violation and type of consequence:

### **LEVEL I In-School Discipline / Possible Short-Term Suspension**

I-1 Noncompliance  
I-2 Disrespect  
I-3 School/Class Attendance  
I-4 Inappropriate Language  
I-5 Inappropriate Dress

I-6 Electronic Devices  
I-7 Trespassing  
I-8 Tobacco  
I-9 Gambling

### **LEVEL II Short-term Suspension / Possible Long-Term Suspension with Aggravating Factors**

II-1 Integrity  
II-2 Inappropriate Literature, Illustrations and Images  
II-3 Violation of computer access  
II-4 Class/Activity Disturbance  
II-5 School Disturbance  
II-6 School Transportation Disturbance  
II-7 Disruptive Protest  
II-8 False Fire Alarm  
II-9 Fire Setting/Incendiary Material  
II-10 Property Damage  
II-11 Theft

II-12 Extortion  
II-13 Indecent Exposure/Sexual Behavior  
II-14 Harassment/Bullying  
II-15 Sexual Harassment  
II-16 Threat/False Threat  
II-17 Physical Aggression/Fighting  
II-18 Failure to Report Firearm  
II-19 Hazing  
II-20 Search and Seizure  
II-21 Aiding and Abetting

### **LEVEL III Long-Term Suspension/Possible Short-Term Suspension with Mitigating Factors**

III-1 Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia  
III-2 Gang and Gang Related Activity  
III-3 Weapons/Dangerous Instruments/Substances  
III-4 Assault on a Student  
III-5 Assault on School Personnel or Other Adult  
III-6 Assault Involving Weapon/Dangerous Instrument/Substances  
III-7 Bomb Threat  
III-8 Bomb Threat: Aiding/Abetting  
III-9 Acts of Terror

### **LEVEL IV Suspensions Required under State Law**

IV-1 Firearm/Destructive Device K-12

### **LEVEL V Expulsion**

## BEHAVIORAL CONSEQUENCES

Consequences for inappropriate behavior are given to students when a conduct violation occurs. All efforts will be made to notify parents by either, telephone, email or provided a hard copy of student's referral for signature. Each student will have a Student Discipline Log (SDL) in place that tracks inappropriate behaviors throughout the school campus and school year. Consequences for inappropriate behaviors are based on the SDL, a tiered system used as a guide for providing consequences. Behaviors tracked include Tardy Sweeps, Academic Non-compliance, and bus referrals along with all other Student Code of Conduct expectations. The following are behavior consequences listed in the SDL.

### **After School Detention (ASD)**

- ASD is held after school from 3:30 pm until 4:45 pm on Tuesdays and Thursdays and can be assigned by any staff member.
- A student assigned to ASD and his/her parent will be notified at least one day prior to the detention to arrange transportation.
- Each grade level is responsible for holding their own ASD and maintaining student records.
- Students who arrive late for ASD will serve one additional day.
- Regular school rules apply for all ASD referrals.
- Failure to serve ASD will automatically result in additional consequences.

### **Alternative Learning Center (ALC)**

- Students are identified by a referring administrator based on classroom or school wide referrals.
- Targeted students will include those repeating Level I and Level II offenses as outlined in the Student Code of Conduct.
- The administrator will refer the student to the appropriate counselor for consultation and the development of interventions.
- The counselor will consult with the administrator, classroom teachers, and data sources to understand the student's challenges.
- The intervention will be formalized with parent contacts and the development of a student contract.
- The counselor will monitor the student's progress and will meet with the student to discuss student progress.
- Students who make adequate progress over the amount of time specified in the contract may be removed from ALC intervention.
- Students who continue to display difficulty will move to more intensive and intrusive intervention.
- Parent contacts should be scheduled as part of the contract.
- Students may be served in ISS for a longer period of time as a part of ALC.
- Students who are attending ISS as part of ALC should receive instructional materials as indicated in the contract.
- Students may be considered for SST and possibly for referral for special education services.
- Students may also be referred to Mount Vernon and Longview as a result of failure to make progress in interventions.

### **In-Class Suspension (ICS)**

- ICS is an intervention that allows students to remain at school and continue their academic work in their own classroom.
- Students will be held in one of their classrooms throughout the entire day, including lunch/activity time and transitions.
- Students are isolated from their regular classroom environment and are expected to complete assignments.
- Each teacher/team will develop an ICS policy and explain the specific rules to their students.

### **In-School Suspension (ISS)**

- ISS is an intervention that allows students to remain at school and continue their academic work in a small group setting.
- Students are isolated from their regular classroom environment and are expected to complete assignments.
- Students cannot participate in or attend any extracurricular and/or school related events on the day(s) they are assigned to ISS.
- Repeated referrals to ISS may result in further disciplinary action or removal from future school related events.
- Students may order a bag lunch from the cafeteria, or they may elect to bring a lunch from home.
- Students are strictly forbidden from bringing food from outside food establishments to ISS.
- Students will begin serving ISS at 8:15 am and will remain in ISS until they are dismissed by the teacher at the end of the day.
- Failure to comply with ISS rules will result in either additional ISS time or Out of School Suspension.

### **Lunch Detention (LD)**

- Students are strictly forbidden from bringing food from outside food establishments to lunch detention.
- Students may receive a lunch detention for low level infractions, academic non-compliance or for receiving a "sweep" notice for being tardy to class.

### **Out-Of-School Suspension (OSS)**

- OSS is the most serious consequence. Students are not permitted to attend school or be on any WCPSS property during OSS.
- Students will be allowed to make-up missed work, including tests, upon their return to school.



## EGMMS INFORMATION

### Activity Time

- Activity time is a time for social and physical class activities held in the gym or outside.
- Activity time is a privilege that can be removed at any time for behavior and academic failure.
- Students will be assigned a specific lunch and activity time depending on their class schedule.
- Students will be assigned consequences for attending the wrong lunch or activity time.

### After School

- Students are to remain in their seats and quiet during dismissal time to ensure everyone can hear announcements.
- No students should be out of their classroom during dismissal for such activities as running errands, going to lockers or bathroom.
- At 3:00, carpool students are called over the intercom to the carpool area. Students must report directly to the carpool area within 5 minutes or they will receive a sweep (lunch detention).
- After carpool is announced, the buses are announced over the intercom as they arrive on campus. Students are not to leave their last period class until their bus has been called.
- It is every student's responsibility to know his or her bus route. Afternoon dismissal is announced by bus routes.
- All students must immediately report to their bus after being dismissed by their teacher.
- If a student misses the bus or cannot ride the bus home, he/she must report to the main office and check in with the receptionist. The student may then use the health room phone to call home in order to arrange a ride.
- For safety reasons, parents cannot pick up students in any area used as a bus loading or drop-off zone; parents may only pick up students in the carpool lane in front of the school's main entrance.
- At approximately 3:30, when "all dismissal" is announced over the intercom, students participating in after-school activities or assigned to after school detention should report to the appropriate location.
- All students are expected to be picked up from carpool no later than 3:30.
- After 3:30, parents must come into the office to pick up students and sign them out from the appropriate list.
- If a student is repeatedly picked up after 3:30 appropriate actions will be followed up by administration.
- Students are not allowed to walk off school grounds unless parent permission has been given in writing before the end of the school day to the grade level administrator.
- Students walking home from school must have written parent permission and do not leave their classroom until "all dismissal".
- Students who are staying after school are to be picked up in carpool or report to the bus loading area for the activity bus.

### After School Activities

- Only students participating in supervised after-school activities or who are to serve ASD may remain on campus after dismissal.
- Students should report immediately to the teacher in charge of that activity and are required to remain with that teacher until the student safely exits the campus.
- Failure to report immediately to the designated area where the activity is being held may jeopardize involvement in that activity and he or she may be subject to further disciplinary action.
- If a student leaves the designated after-school location, he/she must have a hall pass from the assigned teacher.
- Students who stay after school for a supervised activity may be picked up in the carpool area no later than 5:00 PM or ride the activity bus home unless another time is specified by the teacher/coach. Any student who is not picked up within 30 minutes of the end of an after-school activity may not be allowed to attend future after-school activities.
- All school policies will be enforced during after-school activities.

### Athletics

Seventh and eighth grade students interested in participating in athletics in the 2016-2017 school year should familiarize themselves with the following eligibility requirements and athletic policies. Listed below are the sports seasons and the athletic programs during that season. Fall sports include: cheerleading, football, girls' soccer, and volleyball; winter sports include cheerleading and basketball; spring sports include boys' soccer, track, softball and baseball.

### Athletics Eligibility

In order to be eligible for any athletic activity, the athlete:

- Must meet all eligibility requirements prior to the first tryout/practice date.
- Must complete a WCPSS Middle School Athletic Participation Form and turn in to the school's Athletic Director. The physical portion of the form is valid only for 365 days from the date of the examination.
- Student-Athlete and parent/legal custodian must read the Concussion Information Sheet and student-athlete and parent/legal custodian must initial and sign the Student/Athlete and Parent/Legal Custodian Concussion Statement. This must be done on an annual basis (once every 365 days).

- Must purchase regular school accident insurance or provide proof of insurance coverage by filling out the insurance information waiver on the Middle School Athletic Participation Form.
- Must meet promotion requirements for the previous school year in order to be eligible for the fall semester. The State Board of Education defines promotion as “progressing to the next grade.” Students retained either by the school or the parents will be ineligible.
- Must earn passing grades (D or better) during each semester in one less course than the required core courses to be eligible for participation during the succeeding semester. Passing grades must be attained in language arts and mathematics. In addition to the core course requirements, at least fifty percent of all remaining courses must be passed.
- Must not have more than 14 total absences (85% attendance requirement) in the semester prior to athletic participation.
- Must not turn 15 on or before August 31st of that school year.
- Upon first entering grade seven (7) is academically eligible for competition on middle school teams. All academic and attendance requirements must be met the first semester (fall) in order for this student to be eligible for athletic participation the second semester (spring). No student may be eligible to participate at the Middle School level for a period lasting longer than 4 consecutive semesters beginning with the student’s first entry into 7th grade.
- Must live with a parent or legal custodian within the Wake County Public School System administrative unit. (Must notify the athletic director if not living with a parent or legal custodian.)
- Must, if you miss five (5) or more days of practice due to illness or injury, receive a medical release from a licensed physician before practicing or playing.
- Must not practice OR play if ineligible.
- Must practice a total of six (6) days before playing in a game in all sports except football, where a player must practice nine days.
- Must not, as an individual or a team, practice or play during the school day.
- Must not play, practice, or assemble as a team with your coach on teacher work days, Saturday (includes year round schools), Sunday, holidays or vacation days.
- Must be present 100% of the student day on the day of an athletic contest in order to participate in the event.
- Must not participate (practice or play) in any athletic event if assigned to In-school suspension (ISS) or Out-of-School Suspension (OSS) during that assigned time.

### **Attendance**

Attendance in school is central to educational achievement and school success. State law requires school attendance for all children between the ages of seven (7) and sixteen (16). Parents must ensure that students attend and remain in school daily. After 10 unexcused absences in a school year, the parent/guardian and the child are subject to certain penalties for violation of the North Carolina Compulsory Attendance Law.

### **Before School**

- Students should not arrive on campus before 7:45 am.
- Students are expected to be in their 1<sup>st</sup> period class at 8:15 am ready to work. **If a child arrives late from carpool, they will be considered late and assigned a lunch detention.** Students tardy to first period will be given a lunch detention to be served the following day. Students can receive an excused tardy if they have a valid reason as outlined in the WCPSS Student/Parent Handbook for being late.
- Parents who bring their children to school must drop them off at the main entrance through the carpool circle. Parents need to follow the signs directing carpool traffic and obey all requests of EGMMS staff members.
- For safety reasons, parents cannot drop off students in any area used as a bus loading or drop-off zone; parents may only drop off students in the carpool lane in front of the school’s main entrance.
- Upon arriving at school, all Year Two and Year Three students who are not eating breakfast must report directly to the designated side of the gym and sit in the bleachers until dismissed by a staff member. All Year One students who are not eating breakfast must report to the auditorium, sit in the designated area, and remain until dismissed by a staff member.
- Only students who choose to eat breakfast should report directly to the designated side of the cafeteria. Once a student enters the “breakfast side” of the cafeteria, they must remain seated until they are dismissed by staff.
- Breakfast is served in the cafeteria beginning at 7:45 am and ending at 8:05 am.
- Questions or concerns about morning arrivals, sweeps, and lunch detention should be addressed to the grade level administrator.

### **Book-bags/Purses**

- Students are not allowed to carry book bags or purses during the instructional day with the exception of last period.
- Students are issued a locker and lock and are expected to keep their personal belongings in their locker during the school day. Year 1 students have cubbies for the coats and book-bags.
- Students may only carry a drawstring bag to and from their PE and dance classes to carry their personal belongings.

### **Bus Routes and Bus Behavior Expectations**

Student cooperation and student safety is a priority of our transportation system. It is a privilege, not a right, to ride the school bus. All WCPSS rules apply to students while waiting at bus stops and while riding the bus. At the end of the school day, students are required to report directly to their bus when their route is announced. Students may only ride to and from school on their assigned bus and only use their assigned stop. The bus driver is the representative of the school and will insure that students comply with all WCPSS policies. Each bus driver has the right to add additional rules/requirements and to assign students to a specific seat on the bus. Violation of bus rules will result in disciplinary actions, including a temporary or permanent removal from school transportation services. Serious or repeated violations may result in disciplinary action as outlined in the WCPSS Parent/Student Handbook, which will be recorded on the student's discipline log. The WCPSS Department of Transportation can be reached at 919-805-3030.

### **Cafeteria and Food Policy**

- Breakfast costs \$1.50 and lunch costs \$2.50. The reduced price for breakfast is \$0 and the reduced price for lunch is \$0.40.
- Students are required to follow all directives from staff members when dining in the cafeteria.
- Students must enter the cafeteria in an orderly fashion and stand in line, one behind another facing forward.
- Students will stop at the blue line on the floor indicating the serving area and remain there until a staff member sends them forward.
- Once entering the serving area, students are to move forward only when an X is available. There should never be more than six students on each side of the food line at any time.
- Students are only allowed through the serving area one time to get food and/or condiments.
- After exiting the line, students sit where instructed by staff. Students are not allowed to leave their seats without permission.
- Students must clean their own area including the table and the floor of any food items.
- Food items must be deposited in appropriate bins and trays stacked uniformly. If one trashcan is full, students need to use the next available one in line.
- All food and drink must be consumed in the cafeteria. No food, drinks, or snacks may leave the cafeteria.
- Food items/drinks in home packed lunch must be individual size. Family size snacks/drinks and sharing food items are not permitted.
- Students may only exit the cafeteria when dismissed by a staff member.
- Cutting in line, saving places for others, food theft, and buying food for others are not permitted.
- Using another student's lunch number is considered theft.
- Book-bags, purses, and jackets are not allowed in the cafeteria for lunch.
- Applications for the free or reduced lunch program are available on the WCPSS website or in the front office.
- Lunches or other meals purchased outside of the school are not allowed in the cafeteria.

### **Cell Phones and other Wireless Communication Devices**

- Per WCPSS policy, no student shall use, display, transmit, or have in the on position any wireless communications device or personal entertainment device during the instructional day. The instructional day begins when the student arrives on campus and ends when students leave campus by bus or carpool or the student is dismissed to an afternoon activity.
- Students are allowed to bring cellular phones to school as long as they are turned off and locked securely in their lockers during the instructional day. Students cannot have any wireless communication devices on their person, in their book bag, purse, or any other location other than their locker.
- Students are permitted to use cellular phones during after-school activities, such as athletic events, club meetings, or other supervised campus activities (except for after-school detention).
- Confiscated items will be tagged with the student's name and held for parent pickup in the main office 24 hours after confiscation.
- If a parent is unable to obtain the device, they may submit a written request to the grade level administration to have it returned 24 hours after confiscation to the student.
- Refusal to comply with staff request to relinquish electronic devices will result in additional disciplinary action.
- We will provide security for confiscated items; however, EGMMS is not responsible for lost, damaged or stolen electronic devices.
- Use of cell phones includes, but is not limited to, phone calls, sending and/or receiving text messages, photography, videoing, or accessing the web.

### **Checking In & Out of School Procedures**

- Students must report to the Main Office when leaving campus or returning to campus to be signed in/out by a parent or guardian.
- Only parents/guardians with proper identification can check a student out of school. EGMMS will not allow students to be checked out of school by other relatives, including siblings, or friends, unless we have prior parental approval.

- No students will be allowed to check out after 2:30 pm. Parents must wait in carpool until dismissal at 3:00.
- Any student who is checked in late or checked out early on a repeated basis will be placed on an attendance monitoring system.

### Conferences

- Each team and department will schedule days for parent/teacher conferences.
- Contact your child's team leader or grade level counselor if you would like to schedule a conference.
- Parents/guardians are encouraged to meet with classroom teachers and/or counselors regarding academic concerns.
- For additional assistance, parents/guardians are welcome to contact the grade level administrator or counselor.

### Dances

- All dances are open to EGMMS students only. This includes the Year Three formal dance.
- Parents/guardians are encouraged to supervise, chaperone, and assist with the dances.
- Administrators, teachers, and parent volunteers will help supervise each dance.
- Students are not allowed to attend after school events if they were not in school unless excused by the principal.

### Event Behavior Expectations:

- Students must follow the WCPSS & EGMMS Dress Code policies.
- If students are not in school or have ISS, ALC, or OSS on the day of the event, they will not be able to attend the event.
- Inappropriate dancing will not be tolerated. The first offense will result in a warning. The second offense will result in a call to parents/guardians, removal from the dance, and the student will not be allowed to attend dances for the remainder of the year.
- All students must be dropped off and picked up from the bus loading area. There will be no supervision at the carpool lane on the far side of the school or the gym lobby parking lot.
- Any student who is not picked up within 30 minutes of the end of the dance or any after school event may be ineligible to attend the next school event.
- Parents/guardians who want to pick up their child prior to the end of the event should come to the event area and escort their child from school grounds.
- Students are not allowed to leave the event area once they enter until a parent arrives or until the event ends.
- Students are encouraged to bring only supplies that they can carry on their person when attending an event. There is no available secure storage during this time

### Dress Code

Appropriate dress is necessary in order to maintain an atmosphere that is conducive to learning and safety. WCPSS Board of Education policy states that students are "expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive, obscene, or which endangers the health and safety of the student or others is prohibited." At EGMMS, teachers are expected to use their professional judgment when determining if a student's clothing is likely to cause a distraction or a disruption in the learning environment.

Examples of prohibited dress or appearance include, but are not limited to, the following:

- Sagging pants
- Pants or shorts with any rips or tears, *regardless of the location or size or wearing leggings underneath*
- Excessively short clothing. No shorts or skirts should be more than 4 inches above the knee
- Excessively tight clothing
- Males must wear shirts with sleeves. Female "sleeveless" tops must cover the shoulder (3" wide- from neck to shoulder edge)
- Attire that exposes cleavage
- Any exposed undergarments
- Any adornment such as chains or spikes that reasonably could be perceived or used as a weapon
- Any hair styles and colors that may be distracting to the learning environment
- No pajamas or bedroom shoes.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work or otherwise violates this dress code, the student will be required to change his or her dress or appearance. Procedural for Inappropriate Student Dress include:

- Teachers are asked to address dress code violations in the morning.
- Students will be sent to the main office to call and wait for clothing.
- Students who fail to get a change of clothing will be assigned ICS for the remainder of the day.
- Repeat violations are considered non-compliance and will result in a behavior referral.

### **Drills: Fire, Severe Weather, and Lockdown**

- Fire drills are conducted monthly as required by state law and are an important safety precaution.
- Severe weather drills are conducted periodically to prepare for tornados and other natural disasters.
- Lockdown drills are conducted periodically to prepare for the possibility of an intruder on campus.
- Students will remain with their class and follow teacher/staff instructions during all emergency drills.
- Students are expected to be silent and stay in an orderly fashion throughout the drill.

### **Field Trips**

- A school trip is a privilege and not a right. Students will be allowed to participate depending upon their academic standing and the number and severity of any previous behavior issues. Students may be prohibited from attending a field trip for unacceptable behavior – even if the student has already prepaid for the field trip.
- Students remain subject to all rules of conduct, including disciplinary consequences, during the school trip.
- School trips may be cancelled when necessary by the principal, superintendent, or Board of Education. The school system cannot guarantee reimbursement when such cancellations occur.

### **Fines**

- Fines are incurred when textbooks are not returned or are returned in poor condition, fundraising commitments are not met, Media Center materials are kept past the due date, or other financial commitments are outstanding.
- Failure to pay fines may prohibit a student from attending certain school functions and/or school incentives.
- Notification of fines and money owed is sent to students periodically throughout the school year.

### **Hall Passes**

- Students are expected to have an official blue hall pass when moving throughout the campus during instructional time.
- Students in the hall during class time without hall passes will be given a lunch detention (sweep).
- Students must also have an official hall pass if they are away from their supervising teacher during after school activities.

### **Hallways**

- Students must have a hall pass signed by a teacher to be in the hallway during instructional time.
- Students are expected to walk quietly, quickly, and on the right hand side of the hallway between classes.
- Students should not scream, yell, or otherwise be loud or disruptive while in the halls.
- Skipping, running, shoving, dancing in the halls is not permitted.
- Students should keep their hands to themselves.
- Students will receive consequences for inappropriate behavior in the halls.

### **Home Base**

- Parents and students can request electronic access to student academic and attendance records through Home Base.
- Forms to request electronic access are available on the EGMMS website, the WCPSS website, or in the main office.
- Parents must include an email address to receive a log-on and password.
- Student accounts/student access is given automatically each year.
- All grades in Home Base will be updated every other week.

### **Illness**

- If a student becomes ill during the school day, the teacher will send the student to the main office.
- If a student is bleeding, dizzy, or feeling ill they need to report to the closest staff member.
- The visit must be logged into the health room book for each visit.
- First Aid including ice can be given to a student only as indicated in the *NC Emergency Guidelines for Schools* requiring parent notification and permission.

### **Inclement Weather**

- In case of snow, sleet, ice storms, hurricanes, or other hazardous weather conditions, announcements about school closings are made on Raleigh's major radio and TV stations.
- If EGMMS is forced to close school early, the superintendent will inform radio and TV stations within minutes of each other and a message will also be on the EGMMS Main Office number of 662-2339.

### **Instructional Day**

- In an effort to maximize instructional time, students will not be called from class for activities such as calling home, picking up delivered items, or delivering messages.
- Gift deliveries (flowers, balloons, stuffed animals etc.) will not be accepted and students are not allowed to carry flowers, stuffed animals, balloons, pillows, blankets, or other non-instructional items during the school day or on the bus.

### **Internet Procedures**

- WCPSS offers Internet access for student use. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world.
- While schools use advanced software for Internet content filtering and have procedures in place to further block accessibility to inappropriate material, families are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.
- Students who access sites without teacher permission or download without permission will receive an administrative consequence.
- Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The Wake County Board of Education supports and respects each family's right to decide whether to deny their child's access. Effective June 2, 2009, parents have the option of denying your child access to the Internet. To exercise this option, please complete and return the Parental Request to Deny Access form, which is available on the WCPSS web site, or you can obtain a copy from EGMMS.
- Each middle school student will automatically be given an individual district issued e-mail account. Effective June 2, 2009, parents have the option of prohibiting them from obtaining a district issued e-mail account. To exercise this option, please complete and return the Parental Request to Deny Access form, which is available on the WCPSS web site, or you can obtain a copy from EGMMS.
- In compliance with the Board R&P 2313, "all WCPSS business conducted on-line must utilize WCPSS authorized e-mail (communications) programs or services," all WCPSS students and staff must use WCPSS provided e-mail accounts when required for instructional needs. The use of Gmail, Hotmail, Yahoo, or any other non-WCPSS provided e-mail account would be in violation of board policy.

### **Lockers – General Information**

- For security reasons students should not exchange combinations, locks, or lockers with other students.
- Students should not bring excess money, jewelry, or other valuable items to school. The school district will not compensate students for lost or stolen items under any circumstances.
- Student lockers remain the property of the school. School authorities have a responsibility and a right to examine the contents of any locker for health, safety, or security reasons.

### **Lockers – Hall**

- Students are issued a locker and lock and are expected to keep their personal belongings in their locker during the school day. Year 1 students located in The Village have cubbies for the coats and book-bags.
- Hall lockers and a master combination lock will be issued to students at the beginning of the school year. A \$1.00 usage fee is charged for all locks.
- Locks that are lost, stolen, or damaged must be replaced at a cost of \$5.00 per lock.

### **Lockers – Gym**

- There are not enough gym lockers for every student to have his or her personal gym locker on a full-time basis. However, there are more than enough gym lockers for all students to secure their belongings during PE and/or athletic events and practices.
- All students taking a physical education class or participating in an extracurricular sport should bring a lock from home and securely lock their possessions in a gym locker to protect themselves from theft.

### **Lost and Found**

- EGMMS provides a General Lost and Found. Small items are secured by the receptionist at the front desk.
- Students who find items or books are expected to turn them in to Lost and Found. Keeping "found" items will be considered theft.
- Students must be able to identify lost items in order to reclaim them.
- It is advised that all articles of clothing and equipment be plainly marked with the owner's name.
- Items not claimed will be donated to charity.
- Students should not bring valuables or large sums of money to school or leave any personal items unattended.
- Neither the school nor the school district is responsible for items that are lost, misplaced, or stolen.

### **Make-Up Work and Assignments**

- Students are expected to make-up work missed during an absence in a timely manner according to board policy.
- The student is responsible for making arrangements with the teacher to make up any missed work.

### **Media Center**

- The Media Center is designed to meet the reading needs of students and to support the educational goals of the school.
- Students may only enter the Media Center if they are accompanied by a teacher or if they have a written pass from a staff member. Students that arrive at the Media Center with a written pass from their teacher must sign the registration book at the main counter to document their arrival.
- Students may check out up to three (3) books at one time. Students are not allowed to have more than five (5) books checked out through their account at any given time.
- Students may keep books they check out for two (2) weeks. Each book can be renewed twice. The Media Center staff sends overdue notices to the students' homeroom teachers at frequent intervals.
- Students are financially responsible for lost or damaged books.

### **Medications**

- Form 1702 and a labeled pharmacy bottle must accompany all prescriptions. The Form 1702 must be signed by a physician for the medicine to be administered by a school official.
- Students are not allowed to carry prescription medication at school unless they have permission documented on Form 1702 on file in Student Services.
- Per WCPSS policy, middle school students may self-administer with over-the-counter medications. School officials will consult with the student's parents/guardians if there are additional questions about the appropriateness of self-administered medications.
- Students may not share medications with other students.

### **Nuisance Items**

- Items that distract or the instructional program will be confiscated and returned to parents the following school day.
- We will provide as much security as possible for confiscated items; however, we are not responsible for their loss.

### **Positive Behavior Support (PBIS)**

Student conduct at EGMMS is governed by a system called Positive Behavior Support (PBIS). Throughout the school year, students will have many opportunities to earn rewards and privileges for good behavior and hard work in the classroom. These rewards include weekly drawings for small gifts, positive referrals, and the opportunity to participate in the quarterly staff/student ball game. EGMMS behavior expectations are: 1) Respect; 2) Responsibility; and 3) Making the Right choices.

### **Procedures for Returning to School after an Absence:**

- When students are absent, they should bring documentation to their first class of the day when they return to school. The note should include the student's first and last name, the date(s) missed, the reason for the absence, parent/guardian signature, and work and home phone numbers for verification.
- According to NC Attendance Procedures, a note is required within 2 days of the absence or it is unexcused.
- Upon return from an excused absence, students will have 2 class periods to submit make-up work for full credit.
- Students are not permitted to participate in extracurricular activities if they were not in school to attend their classes.
- Valid reasons for excused absences/tardiness include: illness or injury, quarantine, death in the immediate family, medical or dental appointment, court proceedings (must be documented by an officer of the court), religious observance (prior approval must be obtained) and educational opportunities (prior approval must be obtained).
- For absences requiring prior approval, it is necessary for the parent to submit a written request stating the reason and the number of days absent prior to the actual absence. This request must be turned in to the main office for the principal's approval. The Principal will not pre-approve any absence during state testing.

### **Safety and Security**

- WCPSS and the Garner Police Department provides a full-time School Resource Officer (SRO) on campus daily.
- Students who violate the law will be reported to the SRO in addition to facing strict disciplinary action from the school.
- Other law enforcement officers may be present to provide security at after-school activities and events.

### **School Telephones**

- Every EGMMS classroom has a telephone on which outgoing local phone calls can be made. Students are allowed to use these phones at the discretion of their teacher. Students are permitted to use the telephones in the office with a teacher's permission.

### **Student Services**

- Student Services has three full-time counselors, a part-time social worker, a part-time nurse, and a part-time school psychologist who are trained to help each student understand the requirements that are necessary to achieve academic and social goals.
- Students will not be allowed to enter Student Services unless accompanied by a staff member or they have an official hall pass.
- Teachers, students, or parents may schedule appointments for students.
- Crisis situations will be handled on an individual basis.

### **Sweeps (Start on Time)**

- It is the expectation that every student is in class ready to work and on time every day.
- If a student is tardy to class, he/she will receive a lunch detention for the following day. This will be recorded in their SDL.
- If a student is tardy to more than one period a day or fails to show up for a scheduled lunch detention, he/she will receive additional consequences.

### **Textbooks**

- Assigned books are the student's responsibility. If a textbook is lost, stolen, or damaged, the student will be charged for its cost.

### **Visitors**

- All parents and visitors are required to register in the main office and wear proper identification before walking through the campus or attending a conference. This does NOT include attending after school athletics and/or performances.
- Parents wanting to observe their child in the classroom must register as a WCPSS volunteer through the WCPSS registry. Once cleared, parents can then contact the grade level administrator to arrange a time to visit the class.
- Please respect the student/teacher learning process and make appointments with the grade level administrator if you wish to conference with a teacher(s) or observe your child in a class.
- Former students and students from other schools are not allowed on campus prior to 3:30 PM. Prior arrangements with the staff being visited must be in place.
- All visitors must be escorted by a staff member.

### **Visual and Performing Arts Procedures**

- After ten (10) days, parents will be notified if their students do not have proper equipment (i.e., band instruments, sketchbooks, dance uniforms, etc.). Alternative class placement will be arranged.
- Art classes require after school rehearsals and performances. These obligations are mandatory and count as a part of the student's grade. Dates for these events are posted on the online school calendar and parents will receive prior notification of all events.
- There are admission fees for all arts exhibitions/performances. Admission fees are used to help cover the production costs.
- Dance classes require students to dress in proper attire. Information about appropriate attire will be sent home by the teacher.
- Some arts classes are advanced and may require a teacher's recommendation, an audition, a portfolio review, or other application.
- Any student not picked up within 30 minutes of the end of an event may be ineligible to attend the next event.

### **Volunteers**

- According to WCPSS Policy, all volunteers must be registered in the Wake County volunteer database.
- Registration can be completed at any Wake County school site. Parents can register for up to three schools.
- The volunteer registration system is available during the regular school week from July 6 through October 30. Beginning November 2, the registration system is available from 8:00 am – 4:00 pm on Monday.

### **Teacher Homework Notification**

- Teachers of year-long & semester classes will use *Remind*, an app which notifies parents via email and/or text of assignments.
- If a parent has not received notification of assignments, they should contact the teacher directly through email.

### **Teacher Web Sites**

- All teachers maintain a website and provide access to all parents and students.
- Each website will be up-to-date and contain information such as homework assignments, class notes, and projects.

### **Website & Weekly Phone Message**

- As much information as possible is posted on the school's website, including a school calendar.
- A weekly phone message and email is sent by the principal to parents with information regarding the upcoming school week.