

Student/Parent Handbook

Mills Park Middle School

2019-2020



Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303

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학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919)852-3303

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SCHOOL WEBSITE: <https://www.wcpss.net/millsparkms>

WCPSS WEBSITE: <https://wcpss.net>

MAIN PHONE LINE: 919-466-1500

TWITTER: @MPMSLeopards

MISSION

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

VISION

All Mills Park Middle School students will be prepared to reach their full potential and lead productive lives in a complex and changing world.

WCPSS STUDENT/PARENT HANDBOOK:

Students will receive the Wake County Public School System Student/Parent Handbook at the beginning of the school year. The handbook can also be accessed in English and Spanish at:

<https://www.wcpss.net/handbook>. Teachers and administrators will discuss the policies with the students. We would like to encourage parents and students to read the handbook and become familiar with the policies and procedures.

SHOW YOUR SPOTS:

Mills Park Middle School is a Positive Behavior Intervention and Support School (PBIS). This initiative promotes a consistent expectation for student behavior and enhances a climate conducive to learning. The basic expectations at MPMS are:

Show respect

Possess a positive attitude

Own your actions

Think first

Stay safe

ATTENDANCE POLICIES & PROCEDURES

Wake County Public School System places an emphasis on student attendance. [School Board Policy 6000](#) states: "Attendance in school is central to educational achievement and school success. School attendance is required by state law for all children between the ages of seven (7) and sixteen (16). Parents must ensure that students attend and remain at school daily."

Last Check out for the day is at 2:30.

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ABSENCES AND TARDIES

If your child is absent, a dated note explaining the absence is required upon your child's return to school. Without a note, an absence is recorded as unexcused. Forms are located on the front of the MPMS website under Notes from the Front Office.

If your child arrives at school later than 8:30 a.m. then he/she must sign in at the front office. If your child needs to leave school prior to dismissal time, a parent/guardian must sign the student out in the front office. Please note that your child must be in school one-half of the school day to be counted present for the current day.

EXCUSED ABSENCES

Valid conditions for excused absences include:

- Illness or injuries that make the student physically unable to attend school.
- Isolation ordered by the State Board of Health.
- Death in the immediate family.
- Medical or dental appointment.
- Participation as a party under subpoena as a witness in a court proceeding.
- Observance of an event required or suggested by the religion of the student or the student's parent(s).
- Participation in a valid educational opportunity, such as travel with prior approval, as documented on the "Request for Excused Absence for Educational Reasons." Prior approval is required from the principal.
- (A parent should complete a Request For Excused Absence for Educational Reasons. Please note for an absence to be excused for educational reasons, the intent of the experience should have been educational from the outset and comparable to that which the student would have experienced in school.)
- A catastrophic event or natural disaster.

EARLY CHECK OUT PASS

If a parent sends the student to school with a note stating when he/she needs to be checked out and why then the front office can give him/her an **Early Check-Out Pass**.

When the time comes, the student will show the pass to the teacher, pack up and come to the front office to meet his/her parent. Parents must still come into the office to sign their child out. Students are not permitted to leave the premises without a parent signing them out. We will not hand out passes from phone messages, emails, or phone calls, only hand-written notes. You may also print out the Early Dismissal Form on our website, under Notes from the Front Office. If the student does not bring a note, parents will simply come into the front office and we will call their child from class.

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LATE ARRIVAL

Students may re-enter school on their own after an appointment or when they come in late in the morning. They need to ring the doorbell and come to the front office to sign in. They will be given a pink pass to class. Mrs. McKnight will update attendance daily.

TARDIES

Mills Park Middle School believes strongly in establishing standards of quality for learning, as well as expectations and accountability in regards to timeliness. Students are expected to be on time. Should a student be tardy to class, MPMS staff will follow the school's tardy policy.

MAKE UP WORK

In the event of an excused absence for illness, a student shall be entitled to make-up work. It is the responsibility of the student to follow his/her teacher's procedure for missing assignments. We encourage parents to wait until your child has been absent from school for at least two consecutive days before calling the school for makeup/missed work.

COMMUNICATION WITH THE TEACHER

Teachers can receive phone messages at 919.466.1500 or by email. Staff email addresses are listed on the school website. Phone messages left for teachers are relayed to the teacher by email. Teachers cannot be called to the phone during instructional time.

DRESS CODE-STUDENTS

Mills Park Middle School follows Policy Code 4316 on student dress code which states the following: Students are expected to adhere to standards of dress and appearance. The 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, bookbags, or other personal articles that:

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

Specifically:

- a) Students wear clothing that covers their skin from chest to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides.

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

ELECTRONIC DEVICES

Mills Park Middle School is a BYOD (Bring Your Own Device) school. We believe that BYOD should be used to support learning and enhance instruction. With parent permission, students are allowed to utilize their own electronic devices under the approved supervision of staff members for educational purposes. Policies and procedures will be outlined to parents and students at the beginning of the school year.

BYOD EXPECTATIONS

- Students will need to have permission form to bring a device to school
- Suitable devices include a laptop, Chromebook, tablet or iPad (not a cellphone)
- Students and guardians are required to sign the BYOD contract
- Students are prohibited from using other student's devices
- Devices will be used for instructional purposes only
- Devices will not be used during transition times or other non-instructional times
- Devices are not permitted in the bathrooms or locker rooms
- Devices are expected to be charged at home
- Students' devices are required to be connected to the WCPSS BYOD Wifi network while at school
- School staff reserves the right to change procedures and storage of devices as needed

CELL PHONE POLICY

Cell phones are allowed on campus but we ask that they are properly stored in a backpack, locker or out of sight. Students are asked to use a laptop, Chromebook, iPad or tablet, not a cellphone, to follow our BYOD (Bring Your Own Device) policy in the classroom for instructional purposes. We remain committed to providing digital learning experiences and giving our students a break from social media. We ask for our parent's support in this endeavor to ensure that Mills Park Middle School is a place to focus on learning and building authentic relationships.

Students have permission to use the telephone in our Student Services office when needed.

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GRADING

GRADING SCALE

A 90-100	Excellent Achievement	D 60-69	Minimal Achievement
B 80-89	Good Achievement	F Below 60	Unsatisfactory Achievement
C 70-79	Satisfactory Achievement		

HONOR CODE POLICY

All students are expected to adhere to the academic Honor Code policy. Cheating and plagiarism, including giving or receiving of any unauthorized assistance on academic work or copying and representing another's work as one's own, is prohibited. See Board Policy regarding Honor Code and Code of Student Conduct.

POWERSCHOOL/HOME BASE

PowerSchool is a statewide student information system which gives parents and students access to real-time information including attendance, grades and assignments. Parents and students are able to participate in the academic progress, and teachers can instantly share information from their gradebook with parents and students. Families with multiple students can also set up their accounts to view all of their students at one time, with one login.

PARENT ACCESS

If you completed an application for access at either the 6th Grade Open or the 7/8th Grade Open House, you will receive a "Welcome Letter" via table set up. The letter contains instructions to create your account and begin viewing your student's progress.

If you are new to MPMS this year, you will need to fill out a request form and present a photo ID OR use the form that requires notarization. Parents who have completed this process should receive a *Welcome Letter*. If you do not receive a letter and wish to have Parent Portal access please come to the front office, request a form and show your ID.

[FORMS & ADDITIONAL INFORMATION are available here.](#)

RETURN COMPLETED FORMS TO MPMS

Hand deliver the completed access request form to the school and present ID. Notarized forms may be mailed to MPMS.

STUDENT ACCESS

Use your account NCEdCloud to login to PowerSchool, Canvas, and SchoolNet. You first need to "claim your account". [More About NCEdCloud](#)

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TRANSPORTATION

It is a privilege, not a right, to ride the school bus. In order to make our buses as safe as possible, students must follow all school rules. Special attention must be paid to the following:

- Students will only ride their assigned bus (we cannot accept notes for students to ride home on routes other than their own)
- Students will stay seated at all times in their assigned seats
- Students will keep body parts and other items inside the bus windows
- Students will be silent at railroad crossings
- Students will refrain from fighting, using profanity and throwing items
- All school rules are in effect on the bus

Each bus driver has the right to add additional requirements and assign specific seating. Disciplinary problems reported by the driver will be handled by an administrator. Violation of any rules may result in a temporary or permanent suspension from school transportation services and/or other school imposed disciplinary measures. Serious or repeated violations may result in disciplinary actions as outlined in the WCPSS transportation policy.

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