

Reedy Creek Magnet Middle School Center

for the

Digital Sciences

Student Handbook



This Student Planner belongs to:

Name:

Address:

City/ State/Zip:

Home
Phone:

Parent Work
Phone:

Cell:

In case of emergency
please notify:

Phone:

	Period	Course	Teacher	Room #	Email
Semester 1	1				@wcpss.net
	2				@wcpss.net
	3				@wcpss.net
	4				@wcpss.net
	5				@wcpss.net
	6				@wcpss.net
	7				@wcpss.net
Semester 2	1				@wcpss.net
	2				@wcpss.net
	3				@wcpss.net
	4				@wcpss.net
	5				@wcpss.net
	6				@wcpss.net
	7				@wcpss.net

Reedy Creek Magnet Middle School Center for the Digital Sciences

RCMMS, in partnership with students, families, and the community, will provide a learning environment rich in diversity and collaboration to prepare all students to meet the academic and social challenges of the 21st century.

SCHOOL CONTACT INFORMATION

Main Office	Tammy Zachrich	460 – 3504
Main Office fax		460 – 3391
Student Services fax		388 – 5230
Principal	H. Trent Evans	ext. 21517
6 th grade Assistant Principal	Thomas Cooper III	ext. 21509
7 th grade Assistant Principal		ext. 21513
8 th grade Assistant Principal	Billy Moore	ext. 21511
Athletics	James Stewart	ext. 21485
Band Director	Angela Torres	ext. 21500
Cafeteria		ext. 21498
Counselor 6 th grade	Cheryl Mason	ext. 21510
Counselor 7 th grade	Monique Bostic	ext. 21512
Counselor 8 th grade	Jodi Seidel	ext. 21514
Media Center	Janet Jennings	ext. 21497
School Resource Officer	Officer Alexander	ext. 21487
Secretary	Vonda Gaskins-Buie	ext. 21520
Student Services	Tabitha Murray	ext. 21519
Transportation	Western Area	805 – 3030

****To reach an office staff member, please dial the main office (919) 460-3504 and then the appropriate extension listed above****

WCPSS DISCLAIMERS

English:

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/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

Spanish:

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

ATTENDANCE

Good attendance is essential for student achievement and 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. Attendance records will be maintained by the school and shared with parents when attendance becomes a problem. It is extremely important for parents and students to closely monitor and document all school absences. Excessive absences will have serious academic consequences and may result in grade-level retention.

Please refer to the Wake County Student/Parent Handbook (Policy 6000 and 6000 R&P on pages 31-32) for more information and policies related to attendance.

EXCUSED ABSENCES (Board Policy 6000.3)

An absence is excused if one or more of the following conditions exist:

- Illness or injury, which makes the student physically unable to attend school
- Isolation ordered by the State Board of Health or the Wake County Health Department
- Death in family
- Medical, dental, or other appointment with a health care provider approved in advance
- Court when a student is under subpoena
- Religious observances, as suggested by the religion of the student or the student's parents
- Participation in a valid educational opportunity, such as travel with prior approval, as documented on the "Request for Excused Absence for Educational Reasons" form

When your child is absent, a phone call is not required. Upon returning from an absence from school, students must present a note from a parent/guardian to the Attendance Office.

The note must include:

- Student's first and last name
- Date(s) absent
- Reason for absences
- Parent/Guardian signature
- Home, work, and/or cell phone numbers of parent/guardian

Sample	8/16/2013
Please excuse Jane E. Doe from school on Monday, May 9 and Tuesday, May 10. She was out with the flu.	
Thank you,	555-1234 (H)
John Doe	555-1234 (W)

Notes must be submitted within two (2) days of the students return to school. Failure to comply will result in the absence being permanently classified as **UNEXCUSED**! (Board policy 6000.4)

All absences not classified as "excused" per Policy 6000.3 are classified as **UNEXCUSED**. This includes suspensions.

LATE ARRIVAL AND CHECK-IN

Students who report to school after 8:15 a.m. are considered tardy. Students who miss more than half of the instructional day or period will be counted absent. The following procedures should be followed for late arrival:

- Students who arrive after 8:15 a.m. should report to the main office to sign in and obtain an admission slip. Late arrival records (tardies) are kept by the Student Services.
- Students who arrive on late buses will not be counted tardy. Students will be issued a late bus pass to present to their teachers upon arrival to school.

MAKE-UP WORK

For all absences, the student shall make-up work in a timely manner at the convenience of the teacher. The make-up work may be specific material missed by the student, reinforcement, or enrichment.

Students who are absent less than three (3) consecutive days may obtain missed assignments upon returning to school. Students who are absent three (3) or more consecutive days may request missed assignments by contacting Student Services by 8:00 a.m. of the third day. Assignments will be available in the Student Services office after 3:30 p.m.

Please refer to the Wake County Student/Parent Handbook, policy 6000 R&P on page 32 for more information.

TARDY POLICY

Regular and punctual school attendance is one of the most critical factors in a student's academic success. Punctuality is essential to promoting a learning environment that is free of classroom interruptions. Students are expected to arrive to school and all classes on time. A tardy will be recorded for each student who arrives after the official start time for each class period. All class changes occur without sounding bells. Students are required to monitor transition time between classes. Digital clocks that are synchronized via satellite have been posted in all hallways. The official school time is also displayed on TV monitors in classrooms.

****See teacher Syllabus and Handbook for details regarding infractions****

EARLY CHECK-OUT PROCEDURES

If a student needs to check out at any time during the day, a parent must come to the office to sign out the child and be prepared to show a picture ID.

Students must remain in the building until a parent/guardian arrives. Students will not be allowed to leave with anyone other than a parent or guardian unless the school has prior parental approval.

Students who return after signing out should follow the check-in procedures.

Due to end of day class activities, students will not be able to check out after 2:30 p.m. unless previous arrangements have been made with the main office by sending a note. Parents must still come into the main office to check out their child and must come prepared to show a picture ID.

CODE OF STUDENT CONDUCT

The mission of the Positive Behavior Intervention Support (PBIS) team 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.

The key components of the Reedy Creek Center for Digital Sciences Magnet Middle School discipline plan are as follows:

- building self-esteem
- promoting self-discipline
- focusing on internal motivation
- eliminating fear and coercion
- creating conditions for a need-satisfying environment

We believe all behavior is purposeful and inappropriate behavior can be defined under one of the following functions: attention from peers/staff/preferred adult, power/control, self-stimulation, or escape from an activity, task, person, or classroom. It is the school's goal to help students develop decision-making skills that enable them to model appropriate behavior. In an effort to accomplish this goal, Reedy Creek's discipline plan will closely align with the mission and guiding principles established by the **Positive Behavior Intervention Support (PBIS)** Team of Wake County.

GUIDING PRINCIPLES OF PBIS

- In order for all students to be nurtured and successful, the following beliefs will guide the Reedy Creek Magnet Middle School Center for the Digital Sciences PBIS Team as they work with staff and students to develop positive and preventative behavior strategies:
- All students are valuable and deserve respect.
- School climate is a shared responsibility among administrators, teachers, staff, parents and students.
- All students can be taught and demonstrate appropriate behavior.
- Change will occur when students and staff have opportunities to practice appropriate behaviors.
- Respect for diversity must be embedded within appropriate behaviors.
- School personnel must examine their own behavior as students are taught to change theirs.
- Punishment doesn't work to change behavior.
- Different behaviors are appropriate at school, home and community.
- Incentives and reinforcement for demonstrating proper behavior are greater than those for misbehaving.
- Cultural differences exist and need to be understood.
- Parents are critical in changing student behavior.
- The best place to handle a situation is where the behavior occurs.
- Positive relationships between students and adults are key to student success.

EXPECTATIONS

Reedy Creek Magnet Middle School Center for the Digital Sciences School will be a place where students treat one another respectfully, where learning is a priority, where each of us feels safe, and where all of us strive to make good choices. To this end, we have developed an "Expectation Matrix" which all teachers will review with students. All students will know what SOAR means. The RCMMS Expectation Matrix on the next page is aligned with our PBIS initiative.

EXPECTATION MATRIX

	S	O	A	R
	Safety	Ownership	Achievement	Respect
Cafeteria	<ul style="list-style-type: none"> • Walk to and remain in assigned areas • Keep hands, feet, and objects to yourself • Place trash in cans and bins 	<ul style="list-style-type: none"> • Keep your table and area clean • Talk quietly at your table 	<ul style="list-style-type: none"> • Use good manners • Be kind to others • Be a positive role model 	<ul style="list-style-type: none"> • Wait your turn in line • Keep conversations pleasant & appropriate • Take only items you purchase
Hallways	<ul style="list-style-type: none"> • Walk • Use hall pass • Keep all body parts to yourself • Watch where you are going 	<ul style="list-style-type: none"> • Look without touching or writing on displays or posters • Place trash in receptacles • Stay in grade level areas • Remain orderly 	<ul style="list-style-type: none"> • Go to your designated location without delay 	<ul style="list-style-type: none"> • Follow adult directions • Respond appropriately to everyone you encounter (tone, volume, language)
Restrooms	<ul style="list-style-type: none"> • Wash hands • Keep surfaces dry • Use toilet correctly • Sign in and out of class 	<ul style="list-style-type: none"> • Keep restroom clean • Turn off water • Return promptly to class • Use restroom for appropriate reason 	<ul style="list-style-type: none"> • Aim • Flush • Use a low, quiet voice 	<ul style="list-style-type: none"> • Put trash in receptacle • Give others privacy • Keep hands & feet to yourself • Respect time limit • Respect school property
Bus	<ul style="list-style-type: none"> • Remain seated in seat until released • Keep body parts and belongings inside bus • Keep hands, feet, & objects to yourself • Follow adult instructions 	<ul style="list-style-type: none"> • Maintain dress code • Maintain clean environment • Talk quietly to your neighbors • Leave all electronics at home 	<ul style="list-style-type: none"> • Show respect for driver and community members • Follow all bus rules 	<ul style="list-style-type: none"> • Put food & drink away before entering bus • Interact positively with driver and peers
Lockers	<ul style="list-style-type: none"> • Follow adult directions • Keep hands, feet, and objects to yourself • Allow class to exit before entering 	<ul style="list-style-type: none"> • Use lockers at approved times only • Use a quiet voice • Lock your locker after each visit 	<ul style="list-style-type: none"> • Gather all needed materials during locker time • Go to classroom without delay 	<ul style="list-style-type: none"> • Respond appropriately to others • Wait until there is enough space for you to open your locker
Sporting Events	<ul style="list-style-type: none"> • Enter/exit gym at appropriate times • Stay in designated areas • Walk at all times • Use bleachers properly 	<ul style="list-style-type: none"> • Eat food in designated areas • Place trash in receptacles • Maintain school dress code 	<ul style="list-style-type: none"> • Demonstrate good sportsmanship by appropriately cheering, clapping, and standing 	<ul style="list-style-type: none"> • Show respect for the National Anthem • Show respect toward officials and opposing team
Assemblies	<ul style="list-style-type: none"> • Sit in designated areas • Keep hands, feet, and objects to yourself • Follow adult directions • Walk to and from assemblies 	<ul style="list-style-type: none"> • Treat property responsibly 	<ul style="list-style-type: none"> • Participate when appropriate • Complete assigned tasks 	<ul style="list-style-type: none"> • Sit straight and listen attentively • Focus on presenter • Thank presenter with applause
Dismissal	<ul style="list-style-type: none"> • Walk down all hallways and stairs • Use appropriate side of hallway 	<ul style="list-style-type: none"> • Keep track of all belongings • Place trash in receptacles • Use book drop for returning library books only 	<ul style="list-style-type: none"> • Keep the flow of traffic moving • Go directly to your destination 	<ul style="list-style-type: none"> • Respect personal space of peers • Respect all staff

RCMMS COMMITMENT

As a PBIS school, Reedy Creek Magnet Middle School Center for the Digital Sciences School is committed to providing a safe and orderly learning environment that promotes academic and social growth for all students. Students, parents, and all school personnel share the maintenance of a positive school climate. Students and parents are expected to be familiar with state and federal laws, school board policies, and local school rules governing student behavior and conduct.

This code applies to any student:

- Who is on **school property or a school bus/bus stop**
- Who is in attendance at school or **any school-sponsored activity**
- Whose conduct at any time or place, on or off campus, has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students and staff in the school (i.e. **Cyber bullying: Facebook, Snapchat, Twitter, Vine, Instagram, etc.**)

Students are encouraged to report any serious violation of the Code of Student Conduct to school authorities. In addition to the RCMMS Student Agenda, each student has been given a copy of the Wake County Student/Parent Handbook. This handbook outlines all board policies related to student behavior. Policies noted in the county handbook will not be repeated in this agenda. It is important to review policies in both the agenda and the handbook. Wake County Public School policies may also be accessed via the Internet at <http://www.wcpss.net/parent-handbooks/>.

Policies may be modified on a case-by-case basis to conform to the procedures established for the discipline of students with disabilities.

Please review Board Policy 6400 as well as 6410 R&P in their entirety. These policies can be found in your WCPSS Student/Parent Handbook.



GENERAL POLICIES AND PROCEDURES

■ **BEFORE AND AFTER SCHOOL.**

School hours are 8:15 a.m. – 3:00 p.m. Students will be allowed to enter the building at 7:45 a.m. Students must report directly to their designated areas.

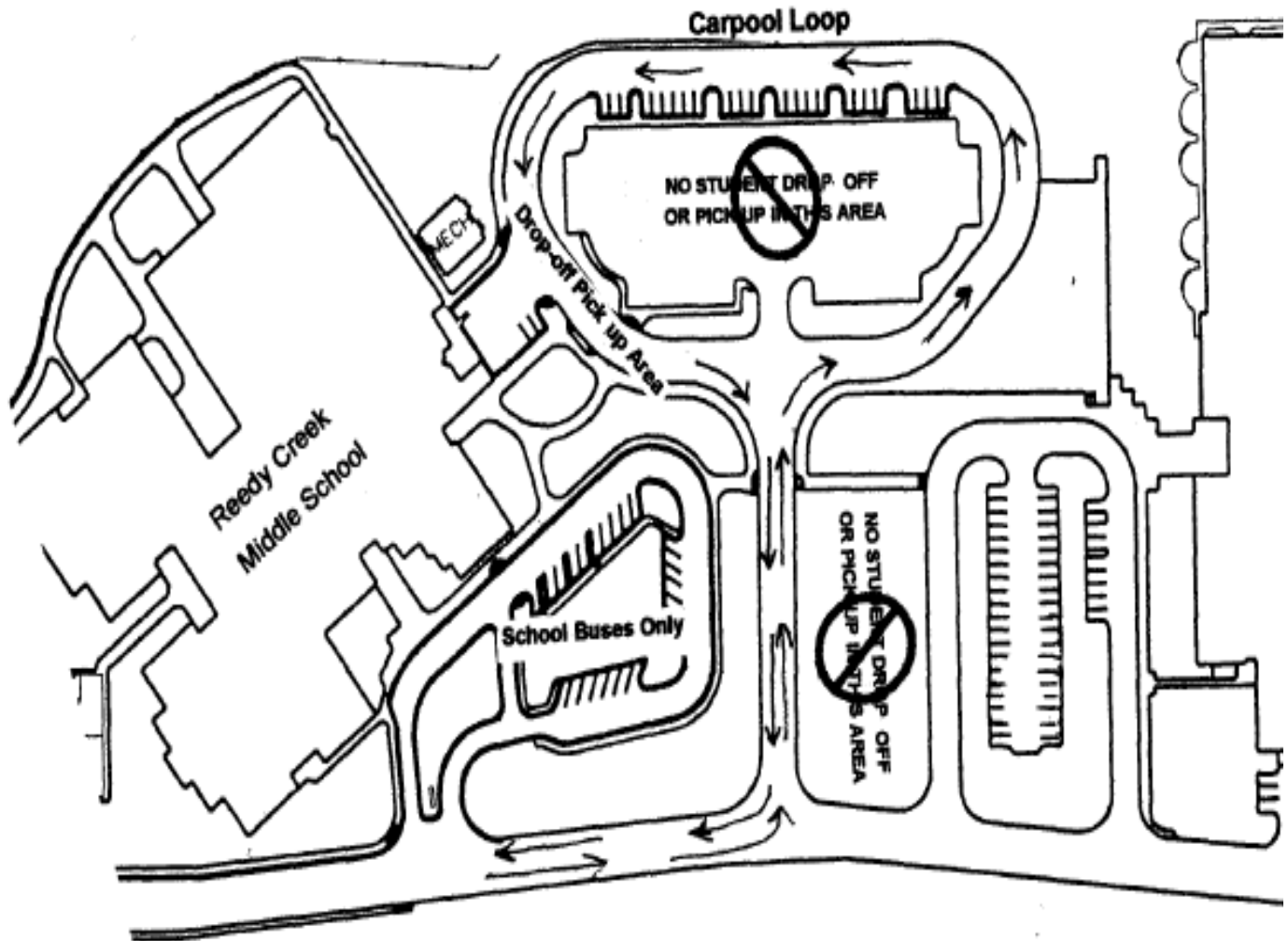
Before School

6th Grade – Auditorium **(Subject to Change)**

7th/8th Grade – Gym **(Subject to Change)**

Students should remain in designated areas until dismissal to first period by staff. Failure to comply will result in discipline consequences.

Students will remain with their 7th period classroom teacher and will be dismissed as instructed by staff. All students should leave campus promptly at 3:00 p.m. unless they are under the direct supervision of authorized personnel. Students who are participating in after-school activities should immediately report to their assigned areas. Please coordinate pick-up times with your child. **(ANY STUDENT NOT PICKED UP BY 3:30 MUST BE SIGNED OUT IN THE FRONT OFFICE)**



- **CARPOOL LINE.** All carpool students should use the rear traffic circle to drop off and pick up. To alleviate congestion in the mornings, students should exit vehicles as quickly as possible. Parents should pull up to the designated drop off sign. **PARENTS ARE NOT ALLOWED TO ENTER THE STAFF PARKING LOT OR BUS LOOP TO DROP OFF OR PICK UP STUDENTS.** Carpool students must be picked up by 3:30 p.m. For safety reasons, avoid using the elementary school's staff parking lot as a drop off zone.

- **TELEPHONE USE** The office telephone is a business phone and should only be used by students in emergency situations. Phone calls will be restricted to school-related business. **Students are encouraged to make after-school arrangements before coming to school each morning.**
- **CAFETERIA GUIDELINES** Breakfast and lunch are served daily. Students should adhere to the following procedures and expectations to help promote a more helpful and pleasing dining experience:
 - Students must remain seated until dismissal.
 - Students are responsible for leaving their eating areas clean and free of trash. Food or trash dropped on the floor or left on tables must be cleaned before exiting the cafeteria.
 - Food and beverages must be consumed in the cafeteria. ANY Food or Beverage items **not consumed** in the cafeteria will be confiscated.
 - Students must refrain from throwing food or other items while in the cafeteria.
 - Students must refrain from entering a serving line ahead of students already in line.
 - Students who receive lunch detention as a disciplinary consequence must eat lunch (from the cafeteria or brought from home) in the designated classroom.
 - Using another student's lunch number is prohibited and will be treated as theft.
 - **STEALING FOOD IS A LEVEL II INFRACTION OF THE STUDENT CODE OF CONDUCT RULES AND WILL RESULT IN A SUSPENSION.**
 - **PLEASE MAKE SURE THE SCHOOL IS AWARE OF ANY FOOD ALLERGIES.**
- **LOST & FOUND** The Lost and Found is kept in a central location designated by administration. All found items should be turned into the Lost and Found. Items may be claimed during regular school hours. After 30 days, unclaimed items will be donated to a charitable organization. **RCMMS is not responsible for lost, misplaced, or stolen items.**
- **ELEVATOR USE** Students are not allowed to use the elevator unless a documented medical condition warrants use. Students must see Ms. Zachrich to access the elevator. Unauthorized use may result in disciplinary consequences.
- **SCHOOL-SPONSORED EVENTS/DANCES** Attendance at after-school events is a privilege. **In order to participate or attend after school activities, the student must be in good academic standing.** Students who attend school-sponsored events, such as dances, plays, club meetings, and athletic events must remain inside the designated area during the entire event. **All students must be picked up within 15 minutes after the end of their event.** Students who exhibit inappropriate behavior or who are not picked up promptly will lose this privilege. Students assigned to ISS or OSS shall not participate in after school activities.

*****Students must be in school for the entire day in order to attend and/or participate in after school activities*****

- **HALL PASSES** Students must use hall passes when out of class during instructional time. No exceptions!
- **CELL PHONES AND OTHER ELECTRONIC EQUIPMENT** Except as permitted by this policy, **no student shall use, display, transmit or have in the "on" position** on school property any wireless communication device or personal entertainment device, including but not necessarily limited to: cell phones, two-way radios, CD/ MP3 players, iPods, electronic games, laser pointers or similar devices until after the conclusion of the instructional day. School principals may authorize individual students to possess and/or use for personal purposes wireless communication devices if, in the opinion of the principal, there is a reasonable need for such communication. Wireless communication devices or laser pointers may be used by students for instructional purposes under the supervision of school staff.

If a student uses a laser pointer in a way that reasonably could or does cause physical harm, the laser pointer may be considered a dangerous instrument and the student may be charged with violation of Policy 6427 and disciplined accordingly.

CONFISCATED ITEMS: Staff members may confiscate cell phones or other communication devices that are visible. Confiscated items may be picked up in the Main Office. **Any device possessed or used in violation of this policy shall be confiscated. After the first offense, device may be picked up by the student at the end of the day. After second/third offense, the device will only be returned to the student's parents. Further violations will result in an administrative referral.** Penalties for violation of this policy are set at the discretion of the principal and repeated violations may result in short-term suspension.

- **BRING YOUR OWN DEVICE (BYOD)** Being a Center for Digital Sciences, it is important that every student be given the opportunity to bring their own electronic device to school to assist them with their academic success. **Therefore, please remember electronics, particularly cell phones, can be stolen easily.** Students need to take special care to secure these items. Please note that RCMMS is NOT responsible for those items being lost, stolen, or damaged, however, any instance of theft should be reported. If necessary, a report can be filed with the Cary Police Department via our School Resource Officer.
- **LOCKERS** Student lockers are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security of their lockers. Each locker is equipped with a combination lock. Students are responsible for memorizing their combinations and keeping the combination private. Students should report all locker problems immediately. School authorities may examine the contents of any locker for health, safety, or security reasons without student consent. **Any items found during security searches will be considered the property of the person to which the locker is assigned.**
- **BOOK/GYM BAGS** Book bags and gym bags are not allowed in classrooms. These items are to be placed in student lockers at the beginning of the school day. Grade levels will determine a schedule for students to access their materials throughout the day.
- **SEVERE WEATHER** In case of snow, sleet, or other hazardous weather conditions, announcements regarding school closings and delays will be made on local radio and TV stations. There will also be a message on the main phone line and on the School System website at www.wcpss.net.
- **VISITORS** All visitors must report to the main office to sign in during the school day. Upon signing in, visitors will be given a visitor's badge that must be visible (worn) while on campus. Students are not allowed to bring non-student peers as "visitors" to attend classes with them.

*****Please note, RCMMS students may not bring their friends (visitors) to participate in after school events***
(i.e. Clubs, Creek Madness, Dances, and other student activities)**

- **EMERGENCY DRILLS** School officials are required to conduct fire and tornado drills throughout the school year. The purpose of these drills is to ensure safe evacuation in the case of an emergency. Students should become familiar with the evacuation plan for each classroom on their schedules. Students should exit the building in an orderly manner and remain with their classroom teacher. Students should refrain from talking during emergency drills.
- **INTEGRITY** Any student who engages in or attempts to engage in plagiarism, falsification, violation of software copyright laws, or violations of computer access may be subject to disciplinary action. Cheating includes giving or receiving any unauthorized assistance of academic work. Plagiarism includes copying the language, structure, or idea of another and representing it as one's own work.
- **FINES/FEES** Failure to pay fines or fees in a timely manner may prohibit students from attending certain RCMMS events.
 - The names of students who have outstanding fees will be compiled on a continuous basis.
 - The list will be shared with all staff members who will inform their students that they cannot attend event.
 - Any student on the list will NOT be allowed to attend any after-school functions, including but not limited to: dances, sports events (even if the student is an athlete), club meetings, or activities, etc.
 - Any student on the list will NOT be allowed to attend special in-school activities that are unrelated to the curriculum. These may include but are not limited to: fundraising rallies, pep rallies, club events, and extra-curricular activities.
 - Any student on the list will NOT be allowed to try-out for any school sport until their name is cleared from the list.

DRESS CODE

Appearance or clothing that is disruptive, provocative, indecent, vulgar, obscene, or which endangers the health or safety of the student or others is prohibited. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment per Board Policy 6410 on page 9 of the WCPSS Student/Parent Handbook. The following are prohibited:

- Exposed undergarments
- Attire that exposes cleavage
- Gang related attire
- Sagging pants
- Pajamas
- Excessively short or tight garments
- Bare midriff shirts
- Strapless shirts, tank tops
- Shirts with spaghetti straps
- Attire with messages or illustrations that are lewd, indecent, vulgar or that advertise any product or service not permitted by law to minors
- Head covering of any kind(hats, bandanas, scarves), with exception of religious affiliation
- See-through clothing
- Any adornment such as chains or spikes that could reasonable be perceived as or used as a weapon
- Any symbols, styles, or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified.



At RCMMS, we use the “thumb rule” regarding shorts, and the “fingertip rule” for skirts and dresses. Shorts must be no shorter than the thumb of the extended arm/hand. Skirts and dresses must be no shorter than the fingertips of the extended arm/hand...Additionally, when wearing leggings or tights, the shirt worn must meet the “thumb rule”. The top tear or cut in any bottom garment must also adhere to the “thumb rule”. We reserve the right to specify additional items of dress or appearance that may be disruptive to the school environment.

TRANSPORTATION

School transportation is a privilege, not a right. Students should always observe the directives of the school bus driver while riding a school bus or other school vehicle. Students must ride the bus they are assigned. All requests for students to ride a bus they are not assigned will be denied, therefore alternative arrangements will need to be made. The following conduct or violation of any other rule of the Code of Student Conduct while on school transportation is specifically prohibited and may result in temporary or permanent suspension from all school transportation services:

- Riding an unassigned bus (no exceptions)
- Delaying the bus schedule
- Getting off at an unauthorized stop
- Distracting the driver by participating in disruptive behavior while the vehicle is in operation
- Failing to observe established safety rules and regulations
- Willfully trespassing upon a school bus

Bicycle Riders & Walkers: Reedy Creek Magnet Middle School Center for the Digital Sciences School is designated as a “no walk” school. In order to ride a bicycle or walk to and from school, parents must provide a note to the main office indicating that student have permission to do so. The note must include the parent’s printed name, signature and phone number.

HOMework

Homework is a necessary part of each student's educational program. Each student is expected to spend some time in addition to scheduled class instruction to achieve academic growth. We expect all students to come prepared with their homework completed upon arrival to school. We encourage parents to check their child's agenda at home and make sure homework is completed. Enrichment and Remediation period is not for completion of homework.

Homework should help students become responsible, self-directed learners, improve achievement, and provide reinforcement opportunities. Homework should be used for instructional purposes and not for disciplinary purposes. Students who are absent less than three (3) consecutive days may obtain missed assignments upon returning to school. Students who are absent three (3) or more consecutive days may request missed assignments by contacting student services by 9:00 a.m. of the third day. Assignments will be available in student services after 3:30 p.m.

Please refer to WCPSS School Board Policy 5510 in the WCPSS Student/Parent Handbook, page 30.

POWER SCHOOL

Home Base is a statewide student information system that gives parents and students access to real-time information including attendance, grades and assignments. With **Home Base**, powered by Pearson's **PowerSchool** application, everyone stays connected: Students stay on top of assignments, parents are able to participate in their child's 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.

Get a parent portal account

Account information is distributed at your child's school. Each parent or guardian will have one account. If you have more than one child enrolled at WCPSS, you will receive an access ID for each child, which you add to your single account. Families can get access by completing these forms: [notary public](#) form and [photo ID](#).

Accessing your parent portal

The parent portal is available at <https://wcpss.powerschool.com/public/>



MEDICATION & HEALTH CONDITIONS

School officials may administer medication to students if the “Parent Request and Physician Order for Medication” (form 1702) is completed by parent and physician and in the possession of school officials.

No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the student’s name, name of medication, the date the prescription was filled, and the directions clearly marked. Students may self-medicate with prescription medicine if they have permission to do so as documented on Form 1702.

Parents are responsible for transporting all medicines to school unless special arrangements are made with the Principal or it is an emergency medicine that the child has permission to keep with him/her as documented on Form 1702.

It is the parent’s responsibility each year at the beginning of school to inform the child’s teacher or principal if there are medical conditions that require special measures or activity restrictions at school for the student. The school nurse is available for health consultation but is not present at the school on a daily basis.

Please refer to page 3 of the Wake County Student/Parent Handbook for more information regarding student health issues.

CO-CURRICULAR ACTIVITIES & ATHLETICS

The Wake County Public School System sponsors a variety of activities for all students enrolled in the secondary schools. Because certain activities, including athletics for students in **grades 7-12**, meet outside of the school day and require a significant amount of time on the part of students, there are eligibility requirements that are mandated per WCPSS School Board Policy 6860. Please refer to pages 40-42 of the Wake County Student/Parent Handbook to review policies regarding participation. Board Policy does not allow 6th grade students to participate in extra-curricular activities.

- Students in grades 7 – 8 (middle schools) participating in interscholastic activity must carry student accident insurance available through the system or provide evidence of comparable coverage.
- All students participating in interscholastic athletic activity must receive a medical examination once every 365 days by a duly licensed physician, nurse practitioner or physician’s assistant, except where specifically exempted by the Senior Administrator for Athletics due to a bona fide religious objection. As a condition for approving a religious exemption, the parent shall be required to complete a release of liability form developed by the Superintendent/designee.
- All students participating in interscholastic activity must have been in attendance for at least eighty-five (85%) of the previous semester.
- All students participating in interscholastic activity must be present in school for the entire day in order to participate in activities or practices, except where specifically exempted by a physician. Other exemptions may be granted by the principal of each school based on attendance policy 6000.3.
- Students assigned to In-School Suspension (ISS) or Out-of-School Suspension (OSS) shall not participate in interscholastic activities or practices during the assigned time and may regain eligibility the next calendar day following completion of ISS or OSS with principal’s approval.
- All students participating in co-curricular activities and athletics shall demonstrate an acceptable level of academic achievement as follows:

Students in grades 7-8 (middle schools) shall:

- Meet promotion requirements for the year. Students promoted with focused intervention are eligible for athletics.
- Earn passing grades during each semester in one less course than the required core courses to be eligible for participating during the succeeding semester. Passing grades must be attained in language arts and mathematics. In addition to the core course requirements and at least fifty percent of all remaining courses must be passed.

STUDENT SERVICES

Student Services encompasses the program areas of school counseling, school psychology, school social work, Student Support Team coordination, and Section 504 coordination and compliance. Some of the services that each area provides are:

- **COUNSELORS** Counselors provide both individual and group counseling services to students, as well as crisis intervention. They provide support to parents regarding ways to better understand their child's developmental and academic needs and techniques to assist their child's educational progress. They work closely with teachers in consulting on students' behavioral and personal adjustment needs. In addition, counselors also work on student records and Student Support Teams.
- **SCHOOL PSYCHOLOGIST** Psychologists provide diagnostic assessments for students suspected of having a disability. The evaluations address the academic and behavioral-emotional functioning of students. They also collaborate closely with Student Support Teams, other school staff and parents on interventions targeting academic, behavioral, and social-emotional problems. In the aftermath of crises, psychologists take the lead in providing crisis intervention services at the schools affected. They also provide preventive services by consulting with teachers to develop strategies to assist students at risk for learning and behavior problems.
- **SCHOOL SOCIAL WORKER** Social workers serve as liaisons between schools and families, serve on Student Support Teams, and work with other Student Support staff to provide intervention services. Social workers also play an important role with students who have attendance problems by helping parents be more accountable for their children's school attendance.
- **STUDENT SUPPORT TEAM (SST/MTSS)** Each school has a Student Support Team composed of school staff and students' parents who meet to gather resources and develop strategies to help children succeed in the regular education classroom.
- **SECTION 504 COORDINATOR** Students who have disabilities that substantially limit their functioning at school and who are not in need of special education services are served through Section 504 plans. These plans address accommodations that are deemed necessary for the student to access his/her educational program.

LIBRARY MEDIA CENTER INFORMATION

Policies:

- The Library Media Center is available for students to do research, check out books, and read magazines.
- During the school day students are required to have a pass from their classroom teacher to come to the Library Media Center. This includes the lunch period.
- Two books may be checked out at one time for a period of two weeks. Students should select the appropriate level books assigned by their language arts teacher.
- Lost books fees must be paid before the last day of school.

Electronic Resources Available at Home:

<u>NC WISE OWL:</u>	http://www.ncwiseowl.org/
<u>Culturegrams:</u>	http://online.culturegrams.com/ Username: wake Password: wake
<u>SIRS Decades:</u>	">http://decades.sirs.com> Home Access Username: sirsdecades Home Access Password: wake
<u>Destiny:</u>	http://destiny.wcpss.net/
<u>Discovery Education:</u>	http://streaming.discoveryeducation.com – login information is student specific
<u>RCMMS Website:</u>	http://reedycreekms.wcpss.net
<u>WCPSS:</u>	http://www.wcpss.net

FREQUENTLY ASKED QUESTIONS

1. **What phone number do I call if my child will be absent from school?**
You are not required to call the school to report a student's absence. However, a note **MUST** be brought to the main office upon return to school to document the absence.
2. **If I want my child to ride the bus home with a friend, what approval is needed and how soon in advance?**
Students must ride the bus assigned by WCPSS Transportation. All requests for students to ride a bus they are not assigned will **BE DENIED**.
3. **How can I arrange a parent-teacher conference?**
Please contact your child's counselor to arrange a parent-teacher conference. Counselors can be reached by calling Student Services at (919) 460-3504.
4. **What is the procedure for dropping off and picking up my child?**
All carpool students should use the rear traffic circle to drop off and pick up. Drop off begins at 7:45 a.m. each morning. To alleviate congestion in the mornings, students should exit vehicles as quickly as possible. Parents should drop students off along the entire length of the sidewalk. This will allow students to exit 10 or more vehicles at one time. Students may enter through the side entrance. Use the same procedure for pick-up. Carpool students must be picked up by 3:30 p.m.
5. **Where can I find the required forms for medication?**
Forms are available in the main office. Contact the school nurse or school office at 919-460-3504 for copies. You may also download the form from the school system website (www.wcpss.net/forms/index.html).
6. **How many locks should I purchase for my child?**
Students will only need to purchase a lock to keep their personal items secure in the PE locker room. The school provides student lockers in the team area that are equipped with combination locks; however, PE lockers do not come equipped with locks. As noted earlier, RCMMS is NOT responsible for any lost or stolen items.
7. **Where can I make payment to my child's lunch account?**
Wake County offers a convenient monthly payment option for school lunches. Sign up for the AutoPay Lunch Money Program to have your child's lunch money automatically deducted from your bank account or charged to a credit card at the beginning of each month. You may also make payments online by going to: <https://mylunchmoney.com/>.
8. **Do I need to sign a permission form for my child if he/she wants to stay after school for an activity or athletic event?**
Yes, parental permission is required for many of our after school events. Permission slips will be distributed prior to the event and will require parent signatures and contact information.
9. **Where can I find the applications for Free and Reduced Lunch?**
Applications are available in Student Services.
10. **Where can I learn about activities taking place in school?**
Students should listen to daily announcements or check the calendar in the main hallway or on the school's website at http://reedycreekms.wcpss.net/calendar_school.php.
11. **How often will I receive a progress/interim report?**
Progress/interim reports are distributed to students quarterly. Please contact your child's teacher for specific dates.

12. **Where can I learn more about course offerings?**
Please schedule an appointment with one of our counselors by contacting student services.
13. **What are the general school rules?**
The Wake County Student/Parent Handbook and this agenda provide policies and regulations that govern student behavior. Our goal is to promote a positive, safe learning and working environment based on mutual respect. For this reason, we have three simple expectations:
- Respect self
 - Respect others
 - Respect school
14. **How can I contact teachers? Where can I find teacher email addresses?**
Each teacher will distribute contact information during the first week of school. Teachers can also be emailed directly from our website (<http://reedycreekms.wcpss.net>).
Teacher/Parent communication pages are provided in this handbook as well.
15. **What can students wear to school?**
Student dress should be appropriate for an effective learning environment. Students are expected and required to wear clothing that is not disruptive, provocative, indecent, vulgar, or obscene. Please refer to the Dress Code section (page 11) of this agenda for a list of prohibited items.
16. **How can parents get more involved in school activities and events?**
Parents are encouraged to attend school wide events and participate in school wide initiatives. Parents are also encouraged to join the PTA as well as seek opportunities to volunteer. Please look for opportunities in the RCMMS newsletter or visit our PTA and RCMMS websites. **Reminder:** ALL volunteers **MUST** register each year using the WCPSS Volunteer Registration System.
17. **Where can I get information about athletic tryouts?**
Athletic information can be found on our website and athletic forms can be downloaded from the county website (www.wcpss.net). Students must have a current physical (within the last calendar year) and Middle School Athletic Participation form on file to participate in interscholastic sports.
18. **Who can I contact if I have questions about special programs or my child's IEP?**
Please contact your child's case manager or counselor for information regarding special programs.
19. **Who do I contact to discuss discipline issues?**
All administrators handle student discipline issues. Contact the administrator who worked directly with your child. It is also important to conference with teachers and counselor when you have concerns regarding your child's behavior.
20. **How can I find out my child's bus route?**
Bus routes are located on HomeBase.
21. **Who do I call if there is a problem on the school bus?**
If the problem is student-based (incident, behavior issue, etc.), please call the school at 919-460-3504. If the problem is bus related (late bus, assignment of seats, etc.), please refer to the Transportation office website at <http://www.wcpss.net/parents/transportation/customer-support/>.

Any questions not addressed here may be emailed directly to the teachers or administration. Additionally, you may call the main office at 919-460-3504.

WE ARE HERE TO HELP YOU SOAR TO HIGHER LEVELS OF SUCCESS!!