



East Wake Middle School

2016-2017 Student/Parent Handbook

2700 Old Milburnie Road
Raleigh, NC 27604
Phone: 919.266.8500
Fax: 919.266.8506

<http://eastwakems.wcpss.net/>

Principal: Mrs. Rebecca Beaulieu
Assistant Principal: Mrs. Chanin Lacy-Garner
Assistant Principal: Mr. Roderick Mason

~Nurturing Students, Building Leaders~

*It is with great pleasure that we take this opportunity to welcome you to **East Wake Middle School**. We are extremely proud of the educational opportunities we offer our students, and we encourage you to make the most of your time with us.*

EAST WAKE MIDDLE SCHOOL MISSION, VISION, AND VALUES

Mission

*The mission of East Wake Middle School is to **Nurture Students and Build Leaders***

Vision Statement

At East Wake Middle, we are dedicated to providing a nurturing and collaborative environment that promotes independence, self-confidence, and responsibility within each learner.

We expect:

to nurture students by consistently displaying a growth mindset, fostering positive relationships and advocating for success.

We Believe:

*All faculty, staff, parents, students, and members of the community are needed to **Nurture Students and Build Leaders**. All stakeholders display pride, enthusiasm, high expectations, and dedication which are essential for school-wide success. Faculty and staff must collaborate to share innovative ideas, imagination, and rigorous 21st century instructional strategies to ensure student learning and growth. These values are essential in maintaining a nurturing, safe, and inclusive school environment.*

IMPORTANT INFORMATION

Quick Reference for Parents/Students:

Main Phone 919-266-8500	School Social Worker ext. 21132
Media Center ext. 21147	Fax Line 919-266-8506
Data Manager (attendance) ext. 21163	Cafeteria ext. 21141
Student Services ext. 21164	Transportation 919-805-3030

*Almost all numbers in the building start with the main line number

Mascot:	Warrior
School Colors:	Columbia Blue and Navy
Hours:	7:25 a.m. - 2:15 p.m.
Office Hours:	7:00 - 3:45
Office Personnel:	Martha Bautista-Receptionist Lynn Scott – Lead Secretary Teresa Turner - Secretary
Data Manager:	Debbie Daughtry
Counselors:	Pauline Hardy-Evans 7th, 8th Melanie Lawson - 6th, 7th

HOLIDAYS 2016-17

Monday	Sept 5	Labor Day
Wednesday	Nov 11	Veterans' Day
Thursday-Friday	Nov 24-25	Thanksgiving
Friday-Friday	Dec. 22-Jan. 2, 2017	Winter Break
Monday	Jan. 16	Dr. Martin Luther King, Jr.
Friday	Apr. 14	Spring Break
Monday	May 29	Memorial Day

EARLY RELEASE DAYS— All days are on Friday

August 19, 2016	Sept. 9, 2016	Sept. 30, 2016
Dec. 2, 2016	Feb. 10, 2017	Mar. 24, 2017

Daily Bell Schedule

6th Grade	7th Grade	8th Grade
Homeroom/1st 7:25 - 8:40	Homeroom 7:25 - 7:35	Homeroom 7:25 - 7:35
1st period 7:35 - 8:40	1st period 7:39 - 8:24 Elective	1st period 7:35 - 8:40
2nd period 8:40 - 9:45	2nd period 8:28 - 9:13 Elective	2nd period 8:40 - 9:45
3rd period 9:49 - 10:34 Elective	3rd period 9:17 - 10:22	3rd period 9:45 - 10:50
4th period 10:38 - 11:23 Elective	4th period/Lunch 10:22 - 12:05	4th period/Lunch 10:50 - 12:37
5th period/Lunch 11:27 - 1:10	5th period 12:05 - 1:10	5th period 12:41 - 1:26 Elective
6th period 1:10 - 2:15	6th period 1:10 - 2:15	6th period 1:30 - 2:15 Elective

REPORT CARD DATES	September 30	December 21	March 24	June 30
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Interim Report Dates (week of)	August 29	November 21	February 20	May 22
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STUDENT WORK AND GRADES

HOMEWORK

The use of homework as reinforcement and practice is an important factor for academic success for most students.

Each classroom teacher will communicate with students the expectations for homework assignments. You should expect homework for math and English Language Arts most nights.

- Homework will reinforce what is taught
- A student will know what is expected and the task assigned will be within the student's ability
- Homework assignments will not be given as punishment or busy work
- Homework assignments will not require use of books or materials that are not readily available in the home or available for the student's use through school
- The amount of homework assigned should not exceed 90 minutes in Grades 6-8
- Homework should be designed to help students with a wide range of subjects and to reinforce and apply skills. Types of homework activities might include applying skills used in class, conducting experiments, doing research, practicing, reading, writing, observing, memorizing, preparing exhibits, making up missed work due to absences, and conducting interviews.
- Homework will be checked and results shared.

It is the responsibility of the student to make arrangements for doing make-up work. Parents and students may access assignments through the teacher webpages (Googlesites, Weebly, etc...) Links are available under "Staff" on the East Wake Middle School webpage - <http://eastwakems.wcpss.net/>

MONITORING STUDENT GRADES

Parents and students will have access to student grades through an online option known as Parent School Parent Portal. Parents are strongly encouraged to complete the request form and use this tool to stay informed about your child's grades and attendance.

Promotion Requirements:

The North Carolina State Board of Education (policy NCAC6D.0304) requires that students demonstrate proficiency in reading, math, and 8th grade science. Students must meet test proficiency standards and receive a passing grade (D or better) in the following areas:

- Language Arts
- Mathematics
- Social Studies or Science

In addition to academic performance requirements, students must adhere to the WCPSS attendance policy. Failure to adhere to the attendance policy may result in failure of a class and/or grade retention. North Carolina Law (115C-288(a)) mandates that the final decision regarding promotion or retention of the student lies with the principal.

STUDENT ATTENDANCE PROCEDURES

Students are required to attend school. Parents must provide written notes stating the reason(s) for each student absence from school on the day the student returns. Reasons absences can be excused include:

- Student or immediate family sickness
- Medical or dental appointment
- Death in the immediate family
- Isolation ordered by the State Board of Health
- Religious observance that is suggested by the religion of the parents
- Participation in valid instructional opportunities as documented on the "Request for Excused Absence for Educational Reasons"
- Court appearance, when a child is under subpoena.

MORNING ARRIVAL

The school does not open until 7:00 am. Students should not arrive on campus prior to school opening. Students should report directly to their Homeroom unless they are eating breakfast in the cafeteria. Breakfast will begin at 7:05 am. Parents driving students to school should drop off students after 7:00 a.m. in the circle area near the auditorium. The other parking lot is used to unload buses.

LATE ARRIVALS & EARLY DISMISSAL

Students arriving late to school must report to the office to obtain an admission slip to class and so they will be counted present for the day. Parents are asked to accompany their child to the office. It is imperative that students arrive to school promptly. Attendance is taken at the beginning of homeroom. This is instructional time. Students with excessive tardies and/or early dismissals will be addressed in accordance with the Wake County Schools Policy. Students who need to leave school before regular dismissal time must be checked out by a parent or legal guardian. **We use a computerized system and proper identification, such as a driver's license, must be checked in accordance with the Safe Schools Act.** Although this procedure may be inconvenient at times, it must be followed to ensure the safety of all students.

Students will not be called from class until the parent/guardian reports to the office. Students leaving

school prior to **11:00am** will be counted absent for the **entire** day. **All students must be checked out before leaving the school premises. If a student needs to be dismissed from school prior to 2:15, please arrive at the office before 1:45 for pick up.** Transportation changes must be made in person so we can verify the identity of the person making the change. *****For the safety of our students, we will not make changes over the telephone.**

TARDINESS

Promptness to school and class is very important to student success. Students are considered tardy to school if they arrive to class after 7:25 a.m., unless they arrive on a late bus. Students should be ready to begin class when the bell rings. Unexcused tardiness to any class is subject to disciplinary action. If a student arrives late to class with a pass stating a legitimate reason for the tardy, the receiving teacher will excuse the tardy. If the student arrives without a written pass, the tardy is unexcused.

First tardy: Verbal warning
Second tardy: Parent contact
Third tardy: Lunch detention
Fourth tardy: Period ISS
Fifth and subsequent tardy: ISS (for a full day)

AFTERNOON DISMISSAL

At the sound of the bell, all students involved in after-school activities should report to their designated areas immediately. At dismissal, bus riders must report to their bus pick-up area and car riders to the carpool lane. Any student who is in the building and/or on school grounds must be in their designated area after the dismissal bell within 5 minutes. Parents picking up their children in the afternoon are to use the front circle. Car riders should be picked up within 15 minutes after dismissal, as supervision will not be available after 2:30pm. Students waiting for rides must comply with school rules as long as they are on school property.

STUDENT MAKE-UP WORK POLICY FOR ABSENCES

It is the responsibility of the student to request make-up work in advance of an anticipated absence. In the event that a student is out unexpectedly, a parent may request makeup work. Often, the work can be found on the teacher's website.

If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school. If the make-up work has not been assigned in advance, for absences of 1-3 days, the student will have 1 day for each day absent. For absences exceeding 3 days, the student may have 2 days for each day absent to make up the work.

Sometimes parents request work on the day of student absence. If the student is only going to be absent for one day, he/she can receive the assignments the next day. Requests can be made through the front office receptionist.

Due to teaching responsibilities, teachers will need 24 hours to collect all work for a student. Collected work assignments will be available for pick-up in the front office. **It is the responsibility of the student to make arrangements for doing make-up work. Parents and students may access assignments through the teacher webpages (Googlesites, Weebly, etc...) Links are available under "Staff" on the East Wake Middle School webpage - <http://eastwakems.wcpss.net/>**

It is important to understand that every absence from school counts towards promotion/retention, even excused absences.

INCLEMENT WEATHER

Whenever school is in session and our Superintendent declares an early dismissal due to inclement weather, his office will communicate that information to all local radio and TV stations. This procedure allows our staff to dismiss students in a timely and orderly manner. On any day that the Superintendent decides that school will not open for students, his office will communicate that information to all local radio and TV stations. Generally, year-round schools make up a missed school day on the following Saturday for a half-day session. Lunch is not

provided on Saturdays.

In addition, we use a communication system called Phone Messenger. This system automatically calls the parents/guardians regarding school functions, tardies, absences, emergencies, inclement weather, and other related school issues as needed. **It is very important that we have current phone numbers so you can be notified of your child's activities here at school.**

EXTRA-CURRICULAR & AFTER SCHOOL EVENTS

Students attending after school events must be picked up promptly at the end of the event or activity. Students and parents must arrange a pick-up time within 15 minutes of the end of the event. **Students who are not picked up promptly may not be allowed to attend other after school events without being accompanied by a parent or guardian.** Students must not wait until the end of the event to make transportation arrangements. **The office may be locked due to events ending at varying times and a phone may not be available. Students will not be allowed to call home from the office during the school day to make arrangements to stay for special after-school activities.** Students may choose to stay on campus after school to attend a home game; however, they must attend study hall from 2:20 p.m. until 3:30 p.m. prior to the activity. The location of the study hall is in the auditorium; any changes in the room assignment will be announced. Students who do not report to study hall by 2:25 p.m., or who do not follow the rules, will not be allowed to attend the event. **Students picked up later than 30 minutes after any after school/evening event may not be allowed to attend future events.**

ATHLETIC ELIGIBILITY

The responsibility of education and guiding student athletes in the regulations governing interscholastic athletic eligibility shall rest with the administration of each school. Student athletes and parents of student athletes share the responsibility to see the interscholastic athletic regulations are followed. Athletics is open to eligible 7th and 8th grade students who meet the following requirements:

Requirements for Participation

- Must be a resident of the school administrative unit in which you are assigned;
- Must have been in attendance for at least 85% of the previous semester at an approved school;
- Must receive a passing grade in all core subjects the preceding semester and meet all other WCPSS local promotion standards;

- Must not turn 15 on or before October 16;
- A student who is over-age may play for a senior high school;
- Must have received a medical examination by a licensed physician or a nurse practitioner, or a physician's assistant, subject to the provisions of G.S. 90-9, 90-18-2 within the previous 365 days;
- Must not be guilty of unsportsmanlike conduct;
- Rising 7th graders are automatically eligible for the 1st semester as long as they have been promoted.

Student Council

The East Wake Middle School Student Council is a valuable organization in which the representatives are elected by the student body. The President-elect must be in 8th grade while the Vice President will be elected from 7th grade. The Secretary/Treasurer will be elected from 6th grade. There will be class representatives that will serve on the board and report information discussed with their entire class. The criteria for the officer candidates and a timeline outlining due dates and elections will be published in August.

EWMS BETA Club

BETA is an organization that promotes appropriate recognition for students who reflect outstanding accomplishment in the areas of scholarship (grades), character, leadership, citizenship, and service. Membership in this organization is a very high honor that is based on grades and teacher recommendation. The EWMS Club

meets once a month, has student officers, and conducts chapter service projects here on campus and in the community.

STUDENT PROPERTY

Lockers

Students will be issued a locker and a lock and will be held responsible for the care and cleanliness of the locker. Students are not allowed to share lockers. The cost of a replacement for a lost lock will be \$5.00. Locker checks will occur periodically. Students should label all belongings with their name. The school will not be responsible for losses due to students sharing lockers or leaving lockers unsecured. Students may visit their lockers before homeroom and at times specified by their teachers.

Electronics

We are a BYOD (Bring Your Own Device) school. Bringing and using electronics during the school day is a privilege. There are devices in the classroom if you do not wish for your child to bring his or her own device. Many of our teachers allow personal technology to be used in the classroom as part of routine 21st century instruction. However, the school is not responsible or required to investigate claims for lost or stolen items. If a student needs to contact home due to an emergency, they are required to find the nearest adult. Students may have their electronic devices taken away due to improper use or non-compliance with the BYOD guidelines.

Lost and Found

Any personal belongings found on school grounds should be turned in to the office. Any student missing personal belongings should check in the office. The school is not responsible for money, books, calculators, shoes, clothing, etc. left unattended, left in unsecured lockers, left in classrooms, or loaned to other students.

PHYSICAL EDUCATION CLASSES

All students enrolled in physical education will be assigned a PE locker. Students are not allowed to share PE lockers. PE lockers must be locked at all times. Students are free to bring a combination lock from home if the combination is given to the PE teacher or a lock will be loaned to them. Students will be charged \$2.00 for lost locks.

Dressing out procedures:

Students are required to dress out for Physical Education class. Students will change into PE uniforms or other acceptable clothing such as shorts and t-shirts, as well as wear proper footwear during fitness training and physical education activities. Students should take their PE clothing home regularly to have them washed. PE uniforms will be available for purchase for \$15 at the start of each semester.

Students who do not wear the proper clothing will be given:

1st offense- a verbal warning

2nd offense- parent contact

3rd offense- 3pts will be deducted from daily participation grade

4th offense- period ISS, office referral

*Note: For safety reasons students who do not dress out will not be allowed to participate in fitness or physical education activities; an alternate assignment will be given.

HALL PASSES

All students must have a hall pass at all times. This planner, signed and dated by their teacher, serves as your hall pass. Replacement planners are \$5.00 each.

USE OF CAFETERIA

The school cafeteria is maintained as a vital part of the school program and serves breakfast and lunch each day. Students may qualify for free meals or reduced-priced meals. Applications for free and reduced price lunches will be mailed to students, but are also available from the Cafeteria Manager.

Students may buy lunch or bring it from home; however, **carbonated beverages are not allowed. No food is to be taken from the cafeteria by students.**

The cafeteria staff and fellow students will appreciate cooperation in the following:

- Move to and from the cafeteria quietly;
- Display good manners, talk quietly, and remain in your assigned area;
- No food, condiments, drinks, trays, napkins, flatware or straws are to leave the cafeteria;
- Students and teachers will be responsible for removing their trash and leaving their tables, chairs, and floor area clean;
- Remain in your assigned area(s) until you are directed to leave by the supervising teacher.
- Maintain noise levels at a minimum.

Parents are not allowed to bring food from restaurants to students to eat in the cafeteria.

FEES/FINES:

Students will pay fees and fines for damaged and/or lost books, locks, and any other school items for which they are responsible. All fees must be paid before they are allowed to participate in school activities. Fees are to be paid as soon as possible so students will not be excluded from future participation in extracurricular activities.

HEALTH CONCERNS AND SICK CALLS

USE OF MEDICATION

It is the policy of Wake County Schools that medication should not be administered to a student during school hours or by school personnel unless the health of the student will be adversely affected. Students who must take medicine at school must have on file a green Authorization for Medication Form and comply with all school board guidelines. Forms must be requested by the parent from the school's office staff. Medication will be administered by school personnel only according to the medication form.

SICKNESS

Students who do not feel well enough to be in class must contact a parent to come get them. They may not take rest periods in the guidance office.

SCHOOL TELEPHONES

The office phone is for school business only. Students may use the office phone in cases of illness, medicine, dress code, or lunch money only. To do so, they must have their agenda signed by a teacher. Students shall not use cell phones during the school day without permission from their teacher. In order to protect the instructional day, students will not be called to the phone, and messages will be delivered only in the case of an emergency with administrative approval.

ORDERLY ENVIRONMENT

In order to provide a school environment that promotes learning, East Wake Middle School places emphasis on **Positive Behavior Intervention Systems (PBIS.)** It is the goal of East Wake to provide a positive atmosphere for learning with students, teachers, parents and administrators working together to achieve this goal.

Through PBIS, teachers and school staff are taught to focus on improving the ability to teach and support positive behavior for all students in all settings.

Students at East Wake Middle are recognized for displaying appropriate behavior. We use a system where students earn tickets and can redeem them in the Warrior store weekly. We also have Warrior Day events to reward students who meet our PBIS goals.

WARRIORS:

We Are Respectful, Reliable, Innovative, Organized, Responsible Students

A WCPSS Board of Education Handbook will be provided to each East Wake Middle School student. A Code of Student Conduct promotes a school climate conducive to serious study. A safe and orderly environment is essential. East Wake Middle School staff will work with students and parents to achieve this goal. Teacher teams will implement reasonable classroom procedures and rules and will keep students knowledgeable about procedures. When a student challenges the authority of staff or behaves in a manner that is dangerous or disrespectful, the teacher will request intervention from an administrator. Each principal has the authority and responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior in accordance with Board policy.

Student Due Process

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 posted online for all students and parents to review at the beginning of each school year or upon enrollment in WCPSS.

Student Responsibilities and Expectations:

- Attend school regularly with materials and be prepared to learn while conducting oneself in a manner that is conducive to learning.
- Follow the rules and expectations of teachers, school, and school system.
- Understand the expectations of the Positive Behavioral and Intervention Support program.
- Know the consequences if you do not follow the Student Code of Conduct.

Parent Responsibilities and Expectations:

- Ensure that your child understands and follows the Student Code of Conduct.
- Re-emphasize to your child self-discipline and respect for themselves and others.
- Communicate throughout the school year with your child's teachers through e-mail, the planner, phone messages, etc.
- Work closely with the school staff to help your child maximize his/her potential to learn and to be successful.
- Ask your child about positive referrals the student receives.

Teacher and Administrator Responsibilities and Expectations:

- Inform students and parents of teacher, school, and school system rules and expectations.
- Provide an opportunity for all students to learn and to be successful.

- Implement the Positive Behavioral and Intervention Support program including positive and negative referrals.
- Communicate periodically through the school year with parents and students regarding academics and behavior (positively and negatively).
- Discuss issues regarding students' progress and needs within Professional Learning Communities and the school counselor as appropriate.

SCHOOL BUS PROCEDURES

- Be at your bus stop on time; the driver will not blow the horn and wait for you;
- Remain seated while on the bus;
- Keep feet/hands to yourself and inside the bus;
- Talk quietly;
- Follow all directions of the bus driver.
- Bus Drivers may assign seats, and students must remain in their assigned seats unless permission to change is granted from the Bus Driver.
- **NO student may ride any bus other than the one to which he/she is legally assigned. NO bus passes can be given by school administration or staff. This is a county procedure.**
- Students need to be at their bus stop ten minutes prior to the scheduled arrival of the bus.
- The Bus Driver is in charge of all of the students on the bus at all times.
- All rules that pertain to good conduct and safe behavior at school are applicable at the bus stop and on the school bus.

Disruptive and inappropriate behavior is strictly prohibited. Any student reported for such action may lose his/her privilege of riding the bus. In the event a student is referred to the office for an infraction of school bus rules and regulations, the following procedures will be implemented:

1. A conference with the principal or assistant principal and all parties involved
2. Parent notification of disciplinary action taken (either written or by telephone);
3. Students may receive discipline for serious offenses as addressed in the *WCPSS Code of Conduct*.

Riding a bus is a privilege, not a right. Students under 16 are required to attend school, but they are not required to ride a bus. If you have questions or concerns related to transportation or buses, contact the Transportation Department at 919.805-3030 or visit the Transportation link under the WCPSS website at WCPSS.net.

IN-SCHOOL SUSPENSION (ISS)

Daily and period in-school-suspension placements will be assigned by administrators only. Length of stay will be based on student conduct and disciplinary record. An attempt will be made to notify parents of ISS assignments by either written communication or telephone.

Students assigned to ISS shall not participate in extracurricular activities or practices during the assigned ISS Time or on the day(s) that ISS was completed. Eligibility may be restored or regained on the day following the completion of ISS or other related discipline programs.

SPECIFIC PROCEDURES FOR ISS

- Once a student has been assigned to ISS, the time and the work assigned must be completed before returning to the classroom;
- Absences from school on assigned ISS days will be made up when the student returns to school;
- While in ISS, students are not allowed to attend or participate in any school-related activity;
- Inappropriate behavior while in ISS will result in additional days being assigned or may result in out of school suspension;
- Students assigned to ISS will be marked present and will earn credit for work completed.
- Assigned work must be completed before exiting ISS.
- Students in ISS may be required to participate in work duty on campus.

OUT OF SCHOOL SUSPENSION (OSS)

Students are suspended from school for serious violations such as: assault, theft, fighting, or anything that interrupts the operation of school and/or threatens the safety of others in the school. Students with repeated referrals may also be suspended from school. Students under suspension are allowed to make up work while on suspension. Please check the teacher's webpage or contact the guidance office about picking up students' assignments. Students are encouraged to make wise decisions regarding behavior. **Students who are suspended may not attend any school functions or participate in extracurricular activities on the day(s) of OSS.**

Parents will be notified any time students are suspended from school. Students suspended out-of-school are not allowed on any school property during the suspension period. **Students who come on campus during an out-of-school suspension may be charged with trespassing.**

DRESS CODE

All students must abide by *the Wake County Public Schools Dress Code*.

Male Dress Code

- Clothes should not be oversized
- Pants will not be sagging and undergarments will not be shown
- Shirts should have sleeves or a t-shirt under them; no sleeveless shirts

Female Dress Code

- Skirts and shorts should be middle finger length or longer (**even with leggings**)
- Leggings can only be worn under skirts or shorts that are the appropriate length
- No revealing or sheer (see through) tops or cleavage
- No spaghetti strap tops, shoulder straps should be three-finger width – no bra or cami straps showing
- Cover midribs and backs at all times
- No "off the shoulder" shirts

All Students

- Pants will have no tears or holes in them that show skin or undergarments.
- Messages and printed material should not be gang affiliated or disrespectful, no references to drugs, alcohol, or weapons.
- No bandanas can be worn or brought to school.
- No headgear visible (not connected to belt loops or book bags, etc.). This includes: large bows, baseball caps, bandanas, berets, caps, etc.

Hallway Conduct:

Except during class changes, students are not permitted in the halls unless accompanied by a teacher or with a written hall pass from an authorized staff member. Students who are out of class without a written hall pass will be subject to disciplinary action.

Computer and Online Policy

The use of electronic resources is a privilege, provided abuses do not occur. Students are not to access inappropriate websites including, but not limited to: Facebook, Kik, Myspace or any sites containing vulgar and/or obscene content. Students are to maintain the confidentiality of their individual login name and password and shall not install any personal software or download software for installation on any school computer. Violation of the computer and online policy may result in suspension of computer access and/or suspension from school.

Fighting

Students involved in **fighting, horseplay, or play-fighting** will be suspended from school and may have charges filed in accordance with NC General Statutes and WCPSS Board Policies. All students involved will be subject to disciplinary action regardless of who initiated the incident.

Safety and Security

VISITOR POLICY

All visitors are **required by state law** to report to the main office, sign in upon arrival, and obtain a visitors pass. Students are not allowed to bring younger brothers or sisters, friends or relatives from any other schools **to our classrooms during the instructional day.**

STUDENT DELIVERIES

Deliveries of flowers, balloons, etc. will not be accepted for students at school. These items are not allowed in the classroom or the bus. Please celebrate special occasions after school hours.

Emergency Drills

FIRE DRILLS

Fire and severe weather drills are conducted to assure student safety in the event that a building must be evacuated in an emergency. At regular intervals, the entire school will practice fire drills. The signal for the fire drill is a continuous sounding of the fire horns. When students hear the sound, they will immediately stop whatever they are doing, follow their teacher's instructions, and leave the building according to the plan posted in the classroom. Students are to evacuate the building quickly and quietly without talking or playing. They should continue outside to silently line up in the designated area so that their teacher can take attendance. Students should promptly follow teacher directions at all times. Lack of cooperation will result in disciplinary action.

TORNADO DRILL

Students should exit the rooms and report to designated areas inside hallways. Students should sit on the floor with their legs pulled into their chest to keep the hallway clear.

LOCKDOWN DRILL

Twice during the school year, students will participate in a lockdown drill to be prepared in the event of a campus crisis.

PROHIBITED ITEMS

Students may not possess the following items while at school, on school grounds, or riding a school bus:

- Gang paraphernalia/signs/letters/flags/bandanas
- Weapons or anything that may be used as a weapon including, but not limited to: knives, razors, guns, screwdrivers, facsimiles, or any item which could cause bodily harm;
- Unauthorized medication, including over-the-counter drugs, or pills;
- **Any other item as listed in the WCPSS Code of Conduct.**

MIDDLE SCHOOL CONCEPT

Our middle school program at East Wake Middle has several distinguishing features and components which will enable students to make a smooth transition from elementary school and to high school. The following information will provide students and parents a better understanding of the middle school concept.

INTERDISCIPLINARY TEAMS

To create smaller and more personal communities of learning, we are organized into interdisciplinary teams. The interdisciplinary team organization is a group of **four** teachers from different subject areas who have a common group of students, a similar schedule with common planning, and share the same part of the building. During team planning time, the teachers address both the academic and affective needs of students and collaborate in developing their program.

CURRICULUM

The curriculum at East Wake Middle includes a group of the core subjects Science, Social Studies, Math, and Language Arts taught by interdisciplinary teams. Extended core/exploratory subjects, which we call Electives, are offered in the following areas: Band, General Music, Spanish, Family and Consumer Science, Computer Skills and Applications, Technology, Health and Physical Education, Visual Art, Dance, curriculum assistance, and ESL.

EXCEPTIONAL CHILDREN'S EDUCATION PROGRAM

The Exceptional Children's Program provides services to children with special needs who, because of permanent or temporary mental, physical, or emotional disabilities need special education, or are unable to have all their educational needs met in the regular class without special education or related services.

AIG/ACADEMICALLY & INTELLECTUALLY GIFTED

These students demonstrate outstanding intellectual aptitude and specific academic ability. They are offered differentiated educational services beyond those ordinarily provided by the regular school program.

ATTENDING ASSEMBLIES

Assemblies are a part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands the student body be respectful and appreciative. With live entertainment, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet, and booing are discourteous. Yelling is only appropriate at pep rallies. Students who demonstrate inappropriate behaviors may be excluded from attending future assemblies.

MEDIA CENTER

The media center exists to help staff and students to be effective users of information by providing access to materials in many formats. We provide resources and activities that encourage research, reading, and lifelong learning. There are over 6,000 books available to use, as well as electronic reference programs. The media center can be accessed via the school's web page or during regular school hours.

CNN NEWS

CNN NEWS is a current events program students may watch daily. The format of the program appeals to young adolescents and frequently generates discussion on important issues. Activities may be graded.

INSTRUCTION

Like all aspects of the middle school program, instruction must be developmentally appropriate, reflecting the nature and needs of young adolescents. Important components of the instructional process are planning, classroom delivery, student evaluation, appropriate homework, and incorporation of enrichment activities.

In order to provide the best possible experience for all students, teachers at East Wake Middle:

- Utilize a variety of teaching strategies and instructional materials;
- Incorporate the 4C's: Collaboration, Communication, Critical Thinking, and Creativity.
- Provide concrete examples, hands-on approaches, active student involvement, and a rationale for learning;
- Plan activities that emphasize higher order thinking skills;
- Provide real life relevant situations with active involvement for students in their own learning;
- Differentiate instruction and evaluation for all students;
- Promote in students a sense of responsibility;
- Utilize a variety of community and school resources;
- Use blocks of time flexibly;
- Provide opportunities for students to routinely use current technology.

Recognizing the Common Core State and NC Essential Standards as the state curriculum, all supplemental books, videos, computer programs, and other instructional materials support the identified goals and objectives for middle grade students.

GRADING

All classes will be graded in accordance with the following 10 point numeric scale:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59 - below

COMMUNICATION BETWEEN HOME AND SCHOOL

Agendas are required for every student at East Wake Middle School. The cost of the agenda is \$5.00. This daily organizer can also be used for parent-teacher communication. Teachers are partners with parents in the best interest of the students they serve. Teachers may be available to return phone calls, email, or meet with parents during planning periods or after school. We will not interrupt class instruction for conferences or phone calls. Teams will develop a Team Website to provide reminders for parents. Our website will also include updated information regarding school events. On-going communication between parents and teachers is the best way to assist student success. Parents should check regularly with students regarding communications from school. Additionally, check with students to be sure they have everything they need before they come to school, such as, money, lunch, homework, projects, uniforms, etc.

INTERRUPTIONS TO INSTRUCTION

In an effort to make the most of instructional time, the Wake County Board of Education has adopted a policy to reduce interruptions during regular classroom time. Students can learn best and teachers can teach best when instructional time is not interrupted by announcements, unexpected visitors, or messages from the school's main office. Please make sure you communicate any messages (transportation changes, appointments) to your student prior to coming to school. Anytime we have to interrupt instructional time to get your child a message or to pick up a forgotten item, we are disrupting the entire class. Interruptions will only be made at the end of the class period.

SUGGESTIONS FOR STUDENTS

TIPS FOR SUCCESS:

- Bring notebook, paper, pen or pencil, and all materials to class;
- Be an active participant in the classroom;
- Listen well;
- Take part in discussions;
- Ask questions if you don't understand the discussion or have a problem;
- Schedule time for homework each day;
- Make sure you understand the assignment before leaving class;
- Use what you learn;
- Look for ways subjects apply to each other;
- Strive to do your best.

HOW TO STUDY

- Attitude is everything – think positively, work independently. Seek help when you need it.
- Learning requires concentration; stay focused on what you are doing.
- Have a definite, well-lit place to study at home;
- Plan to spend time at home each day preparing assigned work or reviewing class work;
- Scan the entire assignment rapidly to grasp the basic idea; re-read carefully to understand content, details, explanations, and directions. If the assignment is not written, make a note of your own; outline what you've learned;
- For long-term assignments do a little each day. To improve the quality of your work, avoid waiting until the last minute.

TIPS FOR TAKING A TEST

- Relax and forget other people around you;
- Read the directions carefully and **follow them**;
- Read each question **twice** before answering;
- **Think** before you write;
- Answer questions fully, but only include information that is requested;
- Check your paper for spelling and grammar errors and remain quiet until given further instruction by the teacher.

SUGGESTIONS FOR PARENTS

The parent is the child's first teacher and should encourage the child to develop good behavior and a positive attitude towards school. Parents can help by:

- Recognizing the teacher takes the place of the parent while the child is in school;
- Teaching the child respect for law and authority, the rights of others, and for private and public property;
- Maintaining regular school attendance and compliance with attendance rules and procedures;
- Working with the school in carrying out recommendations made in the best interest of the child, including discipline;
- Talking with the child about school activities & showing an active interest in academic progress;
- Providing a suitable quiet place and a scheduled time for study at home with pencils, pens, paper, books, a ruler, and a dictionary at hand;
- Adhering to family agreements regarding the use of the telephone or the TV during study time;
- Suggesting an alternative when told there is no homework, such as: reading magazines, newspapers, or books; reviewing language arts and math processes; or researching science and other long-term projects;
- Establishing a set bedtime to assure adequate rest;
- Maintaining frequent communication with the child's teachers and administrators;
- Contacting teachers, counselors, or administrators **immediately** when you have a concern about your child's safety or academic progress;

• Knowing the school's expectations of students. Teachers/teams may publish specific guidelines and supply lists for students. The *Wake County Public Schools Code of Conduct* handbook provides additional information on system-wide expectations and consequences for specific behaviors. A copy of this handbook is provided to your child the first week of school.

**PLEASE REVIEW THE ENTIRE HANDBOOK
WITH YOUR CHILD TO ENSURE HIS/HER
UNDERSTANDING OF THE INFORMATION
THAT IT CONTAINS. PLEASE SIGN BELOW AND
HAVE YOUR CHILD RETURN THIS PAGE TO
HIS/HER HOMEROOM TEACHER.**

Student Name: _____ **Grade Level** _____

Student Signature _____

Parent/Guardian Signature _____

Date _____