

2019-2020 WFMS Student/Parent Handbook

All students are responsible for complying with the WCPSS Code of Student Conduct and School Board policies governing student behavior and conduct. All Code of Student Conduct policies are outlined in the WCPSS Student/Parent Handbook given to students at the start of the year and located on the [WCPSS website](#).

Academic Information

Bring Your Own Device (BYOD)

WFMS is a Bring Your Own Device (BYOD) school. We believe that technology supports learning and can enhance instruction. Students unable to bring their own devices (phones, tablets, laptops) to school will have access to technology resources available at WFMS, when needed for classroom instruction. All students who choose to participate in BYOD are required to sign a contract, along with their parent/guardian stating that they will follow school expectations for technology use. Students are expected to utilize the WCPSS-Guest network when using devices on WFMS campus.

Students are responsible for their personal electronic devices. During Physical Education, students should plan to lock their devices in a locker with their own lock, along with other belongings. WCPSS & WFMS accept no liability for any device if it is damaged, lost, or stolen. There will be limited teacher, administrative, and/or staff intervention for damaged, lost, or stolen devices.

Students are expected to abide by the Acceptable Use Policy outlined by the WCPSS Student/Parent Handbook for internet usage. Any violation of this policy could result in the loss of computer, school server privileges, or other school-based interventions.

Communication

Communication between parents and teachers is vital to the success of our students. Communication may occur through phone calls, email, student agendas, and teacher/team conferences. Please contact your child's teacher or grade-level counselor to schedule a conference. Our school website includes email addresses for all staff members. Student grades may be monitored using PowerSchool provided through the WCPSS. If you need assistance with PowerSchool, you may contact Ms. Michelle Beverly, data manager, at mbeverly@wcpss.net. PowerSchool will be a beneficial tool for your child in middle and high school.

Teachers will provide information to families regarding a Google website or Google Classroom, which will provide information for their classes, including class assignments, important due dates, and other important information for their class. Generally, staff will respond to all parent communication within 48 business hours.

WFMS is excited to announce the use of Talking Points as another form of communication during the 2019-2020 school year. Teachers and staff have the option of using this program to communicate with families in similar ways that Remind has been used in the past.

Dr. Bradford will send school updates via text message and email at least twice a month. These messages will also be posted on the WFMS website under the Principal's Message page. Grade-level messages will be sent throughout the year with grade-specific information.

If an emergency occurs, communication will be made to parents as soon as possible via phone, email, or text message.

The school will use social media platforms to communicate throughout the school year. Please follow or like us at the following:

WFMS website: wakeforestms.wcpss.net
WFMS Twitter: @WakeForestMS
WFMS Facebook: www.facebook.com/WakeForestMS
WFMS Instagram: @WakeForestMS

Make-up Work

Assignments will be made up for excused absences as outlined in [WFMS Grading Plan](#) linked on our school website. It is the responsibility of the student to secure any missed assignments or make-up work from an absence. Students should communicate with their teachers about make-up work and adhere to submission requests by their teachers.

During any out-of-school suspension, a student shall be provided an opportunity to make-up assignments during the suspension and access to resources needed to complete the assignment during the suspension or upon their return. Any assessments missed will need to be made-up by the student at a time scheduled with the teacher.

Grade Promotion

In order for students to advance to the next grade level, they are required to pass Language Arts and Math, Social Studies or Science, and one-half of their remaining subjects (Healthful Living and elective) for the year. Students who do not meet the above criteria are considered for retention on an individual basis with the principal having the final decision. Yearly grades are an average of each quarter grade. Progress reports are provided once per quarter to all students. In addition to grades, students need to meet requirements on standardized tests in their core classes. Students who are not meeting promotion standards at any time throughout the school year may be referred to our Intervention Team. Parents will be notified if their child has been referred to the Intervention Team.

WFMS grades based on the 10-point grading scale aligned with the [North Carolina State Board of Education](#).

Parent/Student Concerns

Being responsive to the needs and concerns of our families is a top priority. Scheduling an appointment is the best way to ensure the staff member you need to speak with is available to meet. Choosing not to report a concern limits the school's ability to address it. If a parent or student has a concern regarding school policy, procedures, or an incident, WFMS asks you to follow the guidelines listed below in an effort to resolve the issue as quickly as possible.

1. Contact/speak with the direct staff member first or request a meeting.
2. If the concern is not resolved, contact the grade-level counselor or administrator.
3. If the concern is not resolved following contact with the grade-level counselor or administrator, contact Dr. Bradford to schedule a meeting with him.

PowerSchool Parent Portal Accounts

Parents can monitor their student's grades and attendance, in real time, through PowerSchool with a Parent Portal account. In order to access this account, parents must submit an access request form to the data manager in the main office. Information regarding this, as well as the form, can be located on the [WCPSS website](#).

Student Services

The purpose of the Student Services program is to assist students with their academic, career, and social emotional needs as they progress through middle school. Students may sign up for appointments with their counselor through the Student Services office, before school, after school, during lunch, or another designated time outlined by their counselor. Parents should not hesitate to seek the support of the Student Services Department. School counselors are the primary contact for:

- Academic, career, and social emotional counseling
- Academic scheduling
- Helping students recognize, accept, respect, and appreciate individual differences
- Helping students learn how to seek information and support from staff, family, community organizations, and peers to improve learning
- Assisting in the screening of at-risk students for appropriate services
- Addressing attendance concerns
- 504 Plans

Smart Block

Smart Block is a school-wide academic enrichment and support period held on regular schools day at WFMS from 8:36 – 9:11. Students, parents, and teachers are expected to work together to develop a weekly plan that allows the student to work on academic needs, missing assignments, enrichment, and much more through this time. Social emotional support learning and approved academic clubs may also meet during this time. Students may be given Academic Assignment by a counselor or administrator if they are in danger of failing a course.

Attendance Information

Students are encouraged to attend school every day. To be counted present, a student shall be in attendance at least one-half of the instructional day (10:50am). Phone calls will be made to the homes of absent students to verify absences. When a student returns to school after an absence, policy requires a dated note signed by a parent/guardian within two school days stating the reason for the absence. Absence notes may be submitted in the form of a written note, an email to the homeroom teacher, phone call, or online at <https://tinyurl.com/WFMSSStudentAbsenceForm>.

Information regarding WCPSS Board Policy, NC Statute, and accepted reasons for excused absences can be found at <https://www.wcpss.net/attendance-absences>. When a student has accumulated unlawful or questionable absences, a letter will be mailed to the home of the student.

Approval for an educational absence should be made on Form 1710 and submitted, in advance, to the main office, for principal approval. In order to be approved, the intent of the experience should be educational from the outset and comparable to that which the student would experience in the school setting. Family trips and vacations, not designed, initially, to be educational will not be excused.

For all absences, the student shall complete all work in a timely manner in accordance with the [WFMS Grading Plan](#). The student is responsible for all missed assignments for every absence.

Punctuality to school and class is essential for student success. A student is considered late if he/she is not at his/her assigned area by the designated time. Students who arrive to school after the tardy bell should report to the front office for an admission slip to class. When a student arrives late for class, he/she is to be admitted and the tardy will be recorded as excused or unexcused in accordance with attendance policies. Excessive tardies may result in school-based interventions to support the student.

Parents are asked to minimize the number of times a student is signed out of school early in order to protect instructional time. If a student needs to sign out early, a parent/guardian must do so in the main office. In an effort to expedite afternoon carpool, parents will not be allowed to sign-out a student after 1:45pm each day.

General Information

Academic Hall Lockers

All students have the opportunity to access a locker, if needed. A school-issued combination lock must be used for all academic hall lockers. Lockers may not be shared, unless approved by a staff member. Students are responsible for items in their lockers and should not give their combination to any other students. The school is not responsible for items taken from lockers. If a student loses their lock, the locker will be secured until the student pays the \$5.00 lock replacement fee. Lockers are the property of the school and may be opened at any time for inspection and service without the permission of the student.

Athletics

Fall, winter, and spring sports are offered at Wake Forest Middle School. We compete against other middle schools in Wake County. Only seventh and eighth graders are eligible to try out for athletic teams. All athletes and managers must meet eligibility requirements as outlined by the WCPSS. Questions regarding athletics should be directed to the Athletics Direction, Ms. Tai Lassiter at tlassiter2@wcpss.net.

Students are encouraged to attend athletic events and show support for our teams. All school expectations apply at athletic events on WCPSS campuses. Students who do not follow expectations at athletic events or are picked up after 30 minutes of the event's conclusion may not be allowed to attend future athletic events or after-school activities.

Child Nutrition Services

Child Nutrition Services are an important part of the school program. The cafeteria staff offers breakfast and lunch for students on a daily basis. Items such as chips, desserts, and drinks are also available. Administrators and school staff supervising lunch establish cafeteria expectations, which are shared at the start of the school year and include eating in assigned areas and throwing their own trash away. Students will also be asked to share the responsibility of wiping off tables and sweeping under tables each day.

Applications for free and reduced lunch are available in the cafeteria, Student Services, or online. Meals may also be purchased in advance by bringing payment to the cafeteria manager or going online to

www.MySchoolBucks.com. Checks for lunch should be written to Wake Forest Middle School Cafeteria. Please write your student's name and ID number at the bottom of the check.

Students are not allowed to order food from outside vendors to be delivered to the school. Any student doing so, may be asked to throw the food away or leave it in the office until the end of the school day.

Daily Schedule

7:00AM	Students may enter the building beginning at 7:00AM.
7:25AM	Warning bell rings
7:30AM	Tardy bell. Students arriving after 7:30AM need to sign-in as they enter school.
7:30AM – 2:15PM	Instructional time
2:15PM	Dismissal
2:40PM	Students should be picked up from carpool by 2:40PM.
3:15PM	Main office closes

Elevator Use

Students should not use the elevator unless a documented medical condition requires it and administrative approval has been granted.

Fees and Fines

Lost, damaged, or stolen books, calculators, and/or locks are the financial responsibility of the student to whom they are assigned. Students who owe money for fees/fines will not be permitted to attend dances or other non-curriculum special events or after-school activities until the fees/fines are cleared.

Main Office Procedures & Visitor Sign-In

All visitors should enter through the main entrance and alert the receptionist regarding their visit through the AI Phone at the door. Upon entering the building, visitors should sign-in at the main office and remain there until their child is called, or they are escorted or directed to their location. Visitors will be issued a visitor's badge which must be visible at all times while on the school's campus. Before leaving, visitors should sign-out at the main office. Students from other schools may not visit WFMS. Former students should not visit during instructional hours.

We value instructional time and make every effort to avoid unnecessary interruptions. To help us protect our instructional time, we ask that parents and students follow the below guidelines:

- A. Solidify any after-school plans before arriving at school.
- B. Telephone messages for students should be limited to emergencies only.
- C. Students should bring all items for the school day when they arrive.
- D. Items such as flowers, balloons, and/or gifts should not be delivered to WFMS.

Health Room and Medication

Students who become sick or hurt during the school day should report to Student Services with a completed health form signed by their teacher. A member of the WFMS First Aid Response Team will assess the situation and contact parents to provide further information.

If your child has health concerns that need to be handled at school, please contact the school nurse, Ms. Laura Phillips, at lphillips3@wcpss.net to inform her.

If a student needs either over-the-counter or prescription medicine to function in a healthy manner at school and if administering that medicine must occur during the school day, the medication may be taken using the following guidelines:

- A. For long-term prescription medication, the Parent Request and Physician Order for Medication Form (1702) must be completed and on file in the nurse's office. Prescription labels must match the 1702 form. Forms are available in the main office.
- B. If a parent authorizes other short-term prescription medication, he/she must complete a 1702 form.
- C. Parents must bring the medication to the school along with a note requesting the administration of prescribed medication to students. The pharmacist's label must be on the container.

Students may not distribute any medication. Distribution of medication will be considered a violation of board policy and could result in consequences.

Other Extra-Curricular Activities

Extra-curricular activities play a vital role in helping students to develop skills such as leadership, responsibility, dependability, honesty, and cooperation as well as communication skills.

Extra-curricular activities and clubs are offered to all students. To participate in an extra-curricular activity, a student must have been officially present during the school day. This also includes a school drama in the fall and musical in the spring. Try-outs for this event will be announced through CNN. Parents are expected to pick up students promptly after the activity has ended. If this becomes an issue, the student may lose the privilege of participating in the activity.

Physical Education Classes and Lockers

Students are expected to dress out for physical education. Students are asked to wear a red, white, gray, or royal blue tee shirt and a pair of tennis shoes with appropriate sole each day. Their attire should allow them to safely participate in Physical Education class. Time will be provided in the locker room for students to dress out before instruction begins. Students should bring a personal combination lock to secure their belongings in the gym locker rooms. Items may not be locked overnight or permanently in the gym lockers. It is the students' responsibility to secure all items in their gym locker.

School Dances

Student dances will be scheduled and announced during the school year. Admission prices for dances will be announced, along with pre-sale information prior to the dance. Dances are held after school from 2:45 – 4:30. Only students who attend WFMS are eligible to attend dances. Students attending a dance will remain in their last class of the day until dismissed for the dance via the intercom. All WCPSS and WFMS expectations and policies apply at dances. Students should arrange to be picked up within 30 minutes after a dance. If students are not picked up on time, they may lose the privilege to attend future after-school activities.

Student Expectations

Wake Forest Middle School has developed the following school-wide expectations to promote a learning environment that prepares students to be their best each day.

W - Working Together

F- Focused on Learning

M- Making Good Choices

S- Safely and Respectfully

After-School Detention

After-school detention (ASD) may be assigned to students by their teachers or by a school administrator. ASD is from 2:30 – 3:30. Parents will be notified, ahead of time, if their child receives an ASD, and parents must provide transportation.

Bus Transportation Expectations

School transportation is a privilege, not a right. The same standard of conduct that applies to school and classrooms applies to buses and bus stops. Students are expected to follow all school and school system policies when using our school transportation services.

- Follow all directions of your driver.
- Sit in your assigned seat and remain seated while the bus is moving.
- Keep all body parts inside the windows.
- Stand a safe distance from the road while waiting for your bus.
- Be on time for your bus.
- Wait for the driver's signal to load/unload and walk in front of the bus.

Parents will be contacted each time a transportation referral is submitted to an administrator. Consequences assigned for transportation referrals can range from a warning to long-term removal from the bus.

Code of Student Conduct

In accordance with Board Policy 4309, WFMS is dedicated to providing a safe, orderly, and welcoming school environment for student learning. The Code of Student Conduct is intended to provide clear standards and expectations for student behavior, promote integrity and self-discipline, encourage the use of behavioral supports and disciplinary interventions as an alternative to exclusionary discipline, and provide clear guidance to teachers and administrators when handling discipline consequences.

If a student is in violation of the Student Code of Conduct and negatively impacts the learning environment, options to address inappropriate behavior may include: warning, student conference, parent contact/conference, student reflection, lunch detention, after-school detention, Alternative Learning Center (ALC), facilitated mediation (in conjunction with trained mediators from the Juvenile Justice Project at Campbell's Law School), and restorative practices (including the use of restorative circles).

Student Dress Code

Students are expected to adhere to the standards of dress outlined in WCPSS Board Policy 4316 Student Dress Code. The guiding principles for this dress code are similar to those experienced and expected in the workplace, enables the educational process, and facilitates the operations of the school. Please assist WFMS in monitoring your student's attire by ensuring they adhere to the Board Policy outlined below.

To promote these goals, students may not wear or carry clothing, jewelry, book bags, 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 must wear clothing that covers their skin from chest to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides.
- b) Students must wear shoes at all times except when changing for physical education or athletic practices or events or when specifically directed otherwise by a teacher or administrator.
- c) Clothing must cover undergarments (waistbands and straps excluded).
- d) Breasts, genitals and buttocks must be covered with opaque (non-see-through) fabric.
- e) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- f) Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- 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 belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).

If a student is in violation of the dress code, the violation will be addressed by staff in accordance with Board Policy 4316 and the student will be asked to correct their attire.

Student/Parent Handbook Acknowledgement Form

The 2019-2020 Wake Forest Middle School Student/Parent Handbook contains policies with regard to attendance, BYOD, student code of conduct expectations, academics, and more. Please sign below and return to your child's homeroom teacher.

Parent and Student Acknowledgement

I hereby confirm that I have access to and have read/reviewed a copy of the 2019-2020 Wake Forest Middle School and WCPSS Student/Parent Handbook. Further, I understand the responsibilities expected of Wake Forest Middle School students: the policies, procedures, expectations and practices as stated in this document. By signing this document, I acknowledge that I have received, read, and understand the expectations and information listed in the Wake Forest Middle School Student/Parent Handbook.

Student Printed Name: _____

Student Signature: _____

Parent Printed Name: _____

Parent Signature: _____ Date: _____