



DILLARD DRIVE

MIDDLE SCHOOL

2018 – 2019

Dillard Drive Middle School

Student Handbook

MISSION

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

CORE BELIEFS

- ❖ Every student is uniquely capable and deserves to be challenged and engaged in relevant, rigorous, and meaningful learning each day.
- ❖ Every student is expected to learn, grow, and succeed while we will eliminate the ability to predict achievement based on socioeconomic status, race, and ethnicity.
- ❖ Well-supported, highly effective, and dedicated principals, teachers, and staff are essential to success for all students.
- ❖ The Board of Education, superintendent, and all staff, while sustaining best practices, will promote and support a culture of continuous improvement, risk-taking, and innovation that results in a high-performing organization focused on student achievement.
- ❖ The Board of Education, superintendent, and all staff value a diverse school community that is inviting, respectful, inclusive, flexible, and supportive.
- ❖ The Wake County residents value a strong public school system and will partner to provide the support and resources to fully realize our shared vision, accomplish the mission, and sustain our core beliefs.

Dear Parents and Students:

Welcome to Dillard Drive Middle School. The 2018 – 2019 school year will bring new staff, new friends, and new experiences for all students. Whether you are new to DDMS or a continuing student, we welcome you to what will be another exciting and successful year.

We have prepared this handbook to serve as a helpful reference. It contains important information regarding school policies and procedures that you will need to know throughout the year. We strongly encourage you and your parents to review all of the information together. You are also encouraged to review the WCPSS Parent/Student Handbook which can be found online. By becoming familiar with school and district policy, you will understand the high academic and personal expectations we hold for all students.

Although we have included a great deal of information in a concise and convenient format, it is not possible to address every possible situation that may occur. Just remember, our overall focus at DDMS is academics. Nelson Mandela said, “Education is the most powerful weapon which you can use to change the world.” We expect you and every student to model the way and represent our school with pride and dignity.

In addition to the information in this handbook, we offer the following tips to help you have a successful school year.

Students:

- Get organized! Use your agenda to manage your coursework and activities. Prioritize responsibilities to effectively manage your time.
- Stay informed. This handbook and your agenda are just one source of information. Visit our website and follow us @DDMSDragaons on Twitter and Facebook for the latest announcements and reminders.
- Get involved in school. Students who feel connected to school are more likely to do well in school.
- Keep your eye on the prize—YOUR EDUCATION!

Parents:

- Stay involved by attending school programs, open houses, school events, and by joining the PTA.
- Monitor your child’s progress regularly by reviewing progress reports and report cards. We also suggest checking PowerSchools on a weekly basis.
- Maintain updated contact information and add your child’s counselor and teachers to your email contacts to allow for two-way communication.
- Put important dates in your personal calendar as reminders and add the DDMS and WCPSS websites to your Internet favorites or bookmarks.

We look forward to a year of success and fun for everyone!

Sincerely,

Margaret Sibert Feldman, Principal
Colin Lowry, 6th Grade Assistant Principal
Jan Mitchell, 7th Grade Assistant Principal
Johnathan McConico, 8th Grade Assistant Principal

DILLARD DRIVE MIDDLE SCHOOL

IMPORTANT PHONE NUMBERS

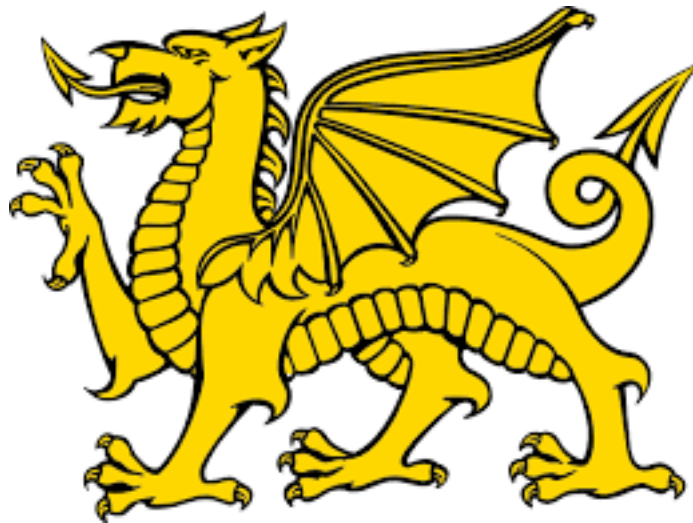
MAIN OFFICE	(919) 233-4228
MAIN FAX	(919) 670-4389
ATTENDANCE	(919) 233-4228 Ext. 24021
DATA MANAGER/REGISTRAR	(919) 233-4228 Ext. 24021
ATHLETIC DIRECTOR	(919) 854-1611
STUDENT SERVICES	(919) 233-4229 Ext. 24034
TRANSPORTATION	(919) 805-3030

Visit us on the web at <https://www.wcpss.net/dillarddrivems>

Email us at dillarddrivems@wcpss.net

Follow us on TWITTER @DDMSDragons and Facebook

520 Dillard Drive Middle School
Raleigh, NC 27606



DDMS BELL SCHEDULE

MASTER BELL SCHEDULE			
6th GRADE	7th GRADE	8th GRADE	ELECTIVES
CORE 1/HOMEROOM 8:15 - 9:13 (58 minutes)	CORE 1/HOMEROOM 8:15 - 9:13 (58 minutes)	CORE 1/HOMEROOM 8:15 - 9:13 (58 minutes)	PLANNING 8:15 - 9:13 (58 minutes)
SMART BLOCK 9:17 - 9:47 (30 minutes)	SMART BLOCK 9:17 - 9:47 (30 minutes)	SMART BLOCK 9:17 - 9:47 (30 minutes)	SMART BLOCK 9:17 - 9:47 (30 minutes)
CORE 2 9:51 - 10:49 (58 minutes)	CORE 2 9:51 - 10:49 (58 minutes)	ELECTIVE I 9:51 - 10:33 (42 minutes)	8th GRADE ELECTIVE I 9:51 - 10:33 (42 minutes)
CORE 3 10:53 - 11:51 (58 minutes)	LUNCH 10:53 - 11:24 (39 minutes)	ELECTIVE II 10:38 - 11:19 (42minutes)	8th GRADE ELECTIVE II 10:37 - 11:19 (42minutes)
LUNCH 11:55 - 12:23 (28 minutes)	ELECTIVE I 11:27 - 12:09 (42 minutes)	CORE 2 11:25 - 12:23 (58 minutes)	7th GRADE ELECTIVE I 11:27 - 12:09 (42 minutes)
CORE 4 12:27 - 1:25 (58 minutes)	ELECTIVE II 12:13 - 12:55 (42 minutes)	CORE 3 Backpack Drop Off 12:23 - 12:25	7th GRADE ELECTIVE II 12:13 - 12:55 (42 minutes)
ELECTIVE I 1:29 - 2:11 (42 minutes)	CORE 3 12:59 - 1:57 (58 minutes)	LUNCH 12:28 - 12:56 (28 minutes)	PLANNING/LUNCH 12:55 - 1:25 (30 minutes)
ELECTIVE II 2:15 - 2:57 (42 minutes)	CORE 4 2:02 - 3:00 (58 minutes)	CORE 3 1:00 - 1:58 (58 minutes)	6th GRADE ELECTIVE I 1:29 - 2:11 (42 minutes)
BUSROOM 2:57 - 3:00		CORE 4 2:02 - 3:00 (58 minutes)	6th GRADE ELECTIVE II 2:15 - 2:57 (42 minutes)
3:00 DISMISSAL BELL			

PLANNING FOR SUCCESS AT DDMS

Our goal at DDMS is to provide educational opportunities that will enhance student learning and improve student achievement. As a staff, we have high expectations for all students, and we are dedicated to the academic and social progress of each and every one. We know that professional and caring teachers, enthusiastic students, highly involved parents, and a supportive community are important to the success of our school. Here are a few things that you can do to support your success at DDMS. These efforts can make a difference!

S	SELF-DISCIPLINE	Control your words, actions, impulses and desires. Prioritize your responsibilities and goals to help you stay focused. Use your time wisely. Arrive on time, prepared and ready to learn.
U	UNITY	Cooperation makes it happen. Working together, parents, teachers, and students can ensure success. Show school Pride and get involved. Students who are connected to the total school community enjoy school more and are more successful socially and academically.
C	CHARACTER	Respect self, school, and others. Character will allow you to do the right thing in any situation. Maintain an awareness of what is right and appropriate in one’s role, behavior, relationships. Maintain your integrity!
C	COMMITMENT	Commitment is the most important factor in your success. It is your pledge to yourself to reach the goals that you set. Commitment will guide your actions.
E	EFFORT	Effort, not just ability, will determine your success. Always give 100% and do your best. Learn about the resources available to you and use them to enhance your success as a student.
S	STUDY	Be organized, take good notes, and study every day. Use study groups or study partners—don’t be afraid to ask for help. Know what it takes to make the grade. Be familiar with classroom and school policies, expectations, and standards. Monitor your progress regularly through PowerSchool and ask questions or seek advice when necessary.
S	SCHOLARSHIP	Scholarship is your intellectual work that is recognized and celebrated by your peers, family, and teachers. Always strive to achieve the highest honor. Achievement is what you will accomplish when you use your superior ability and effort.

DDMS ACADEMIC POLICIES AND PROCEDURES

WCPSS provides a planning guide for middle and high school students. These guides are designed to assist students and their parents/guardians in the planning and registration process. Students and parents should review these guides together to make sure students are registered for the courses they need in order to meet promotion. A copy of the WCPSS Middle & High School Planning Guides can be found under Academics at www.wcpss.net. Please refer to these guides for the following information:

- Course Descriptions
- Promotion/Graduation Requirements
- Pathways to Graduation

ACADEMIC INTEGRITY

DDMS students are expected to demonstrate the highest standard of academic integrity. DDMS students are expected to behave as scholars who are motivated to achieve academic and personal excellence. DDMS students and parents should become familiar with these policies in their entirety as stated in the WCPSS Student/Parent Handbook—Policy 6445 Academic Integrity/Dishonesty.

ACADEMIC MONITORING

DDMS parents are strongly encouraged to activate a PowerSchool Parent Portal account to monitor their child's academic progress regularly. The Parent Portal gives parents and students access to real-time information including attendance, grades, and assignments.

- ❖ **POWERSCHOOL/HOMEBASE** - *PowerSchool is a statewide student information system which gives parents and students access to real-time information including attendance, grades and assignments.* Parents and students are able to participate in the academic progress, and teachers can instantly share information from their gradebook with parents and students. Families with multiple students can also set up their accounts to view all of their students at one time, with one login.
- ❖ **PARENT ACCESS** - *If you completed an application for access at either the 6th Grade Transitional Camp or the 7/8th Grade Open House, you will receive a "Welcome Letter" via your student. **The letter contains instructions to create your account and begin viewing your student's progress.***
- ❖ **NEW TO DDMS** - If you are new to DDMS this year, you will need to fill out a request form and present a photo ID or use the form that requires notarization. Parents who have completed this process, should receive a *Welcome Letter*. If you do not receive a letter and wish to have Parent Portal access please come to the front office, request a form, and show your ID. **FORMS & ADDITIONAL INFORMATION are available here.**
 - **Return Completed Forms to DDMS:** Hand deliver the completed access request form to the school and present ID. Notarized forms may be mailed to DDMS.
 - **Welcome Letter:** This letter will *contain a unique access ID, a password, and directions* to create your account.
 - **To create an account,** begin here: wcpss.powerschool.com/public. Use the ID and password from the Welcome Letter to link your student(s) to your account.
 - **Issues Creating Your Account?** Does your access ID and password still not work? Make sure you've created your Parent Portal account first. Still having issues? **More detailed directions.**
 - Problems? **Contact our Data Manager.**
- ❖ **STUDENT ACCESS** - Use your account NCEdCloud to login to PowerSchool, Canvas, and SchoolNet. You first need to "claim your account". Click here for **More About NCEdCloud**

DDMS teachers are required to update their online gradebooks every two weeks in order to provide timely information to parents. Our teachers are also required to send progress reports home the middle of the quarter. Parents are encouraged to first contact teachers when they have concerns about their student's academic performance.

Parents and students are encouraged to visit the Services page on www.wcpss.net and review other support services that are available to students. You will find the following information:

- Academically or Intellectually Gifted (AIG)
- Special Education
- Intervention
- English as a Second Language
- Section 504 Support
- Counseling and Student Services

EOG/EOC TEST

End-of-Grade (EOG) tests will be administered to middle school students in Reading, Math, and 8th Grade Science. An End-of-Course (EOC) tests will be administered for Common Core Math I. State post assessments are also administered in Career and Technical Education (CTE) courses. In addition to these state exams, students may also be required to take NC Final Exams in some of their other courses.

SMART BLOCK.

DDMS offers SMART BLOCK which is a thirty-minute block of time set aside for enrichment and remediation. Students have the opportunity to participate in an array of activities offered during SMART BLOCK. Such activities may include but are not limited to tutorials, opportunities to participate in intramural sports, clubs/organizations, groups offered through Student Services, departmental offerings such as guest speakers, career speakers/programs, and many more.

GRADING PERIODS/INTERIMS/REPORT CARDS

Grades are computed and reported to parents once every nine weeks. WCPSS requires teachers to issue interim reports to all students at the midpoint of each nine-week grading period. These special reports are designed to help parents monitor their child's progress before official grades are assigned. They must be signed by a parent and returned to school within three days or the student will serve a lunch detention. Distribution dates will be posted on our website calendar. Parents are encouraged to contact teachers directly if they are not receiving interim reports.

Report cards will be sent home on the following dates:

- November 9, 2018
- February 1, 2019
- April 5, 2019
- June 11, 2019 (will be mailed home)

GRADING SCALE (NEW 10 POINT SCALE)

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = Less than 60
I = Incomplete

ATTENDANCE

- The attendance count includes each instructional day (90 days per semester / 180 days per year).
- Attendance will be calculated per class period.
- A student must be present for at least ½ of the period to be considered present.

- Absences due to school-related activities (school-sponsored trips, field trips, sports competitions) will not be considered absences.
- Board-approved religious holidays, and pre-scheduled guidance appointments will not be considered absences.
- College visits and scholarship interviews (except when nominated by the school) will be considered absences.
- The grade average will be based on the student's average from the beginning of the semester. The average used to determine if a student is exempt will be the anticipated final average for the course.

DDMS GRADING PLAN

DDMS is committed to maintaining rigorous performance and achievement standards for all students. We provide a fair and consistent process for evaluating and reporting student progress that is relevant and understandable. Grades are an essential way to communicate student achievement. Grades will reflect a student's achievement in regards to the learning objectives defined for the class.

GENERAL GRADING POLICIES

Grades are summary symbols that should only communicate a student's achievement at a point in time. To be effective, grades must be consistent, accurate, and meaningful, and should support learning.

Each teacher will be expected to do the following:

- Report grades that only include achievement and exclude student behavior.
- Set reasonable and clear targets.
- Ensure clear communication of tasks.
- Support struggling students.
- Find out why work is late and assist with makeup work.
- Establish reasonable consequences for cheating.
- Communicate with parents when students develop a pattern of low performance or a pattern of not completing assignments.
- Communicate with parents at the midpoint of each quarter if a student's numerical average is below a C (70) average.
- Allow students to demonstrate mastery on course objectives by allowing students to retest to improve their performance.
- Provide parents and students with a copy of grade policies, expectations, and course requirements during the first week of school.
- Collaborate with other teachers in the department/PLT to ensure that policies are consistent within content area PLT's.
- Update and post grades in PowerSchool every two weeks.
- Send interims/progress reports home with students halfway through the quarter.
- Create and maintain an up-to-date teacher website/Google Classroom that includes a calendar with assignment dates, test and project dates, policies, expectations, course requirements, and links to resources needed for class.

HOMEWORK

Each teacher shall follow the DDMS Homework Policy regarding the amount of homework assigned and the length of time required for completion. Homework for practice (formative) should NOT be considered in reporting a student's progress or academic grade to parents. Homework that is assigned to evaluate previous learning (summative) may be included in a student's grade calculation. BOARD POLICY 3135-R&P.

ASSESSMENTS

Assessments provide evidence of student achievement and should help students determine what they know and understand at different stages of the learning process. Teachers are expected to use a balance of formative and summative assessments to identify students' strengths and weaknesses. Teachers will:

- Define major assessments as any item that is calculated at more than 40% of the term grade.

- Provide a sufficient number of major assessments, with a minimum of 3, to allow for improvement during a grading period.
- Develop common formal assessments that measure taught objectives and standards.

LATE-WORK (not due to absences)

Students are expected to complete all assignments and submit them on or prior to the established due date. Late work will be accepted up to one week following the original due date and no later than 3 days prior to the end of each grading period. Each teacher will do the following:

- Communicate with parents when a student develops a pattern of low performance or a pattern of not completing assignments.
- Communicate with parents when a student fails to submit a major assignment or project that will greatly impact the term grade.
- Will not deduct points for any late assignment that is completed and submitted after the original deadline, but on or before the extended one week deadline. Teachers may assign other consequences such as lunch detention, after school detention, or something similar and require the student to complete the missing assignment during that time.
- Determine if an alternate assignment should be assigned when the student is present while the missing work is discussed or reviewed in class.
- Enter zeros in the gradebook as placeholders while waiting for late assignments to be submitted. Zeros will be calculated to show the true average at the time progress reports are printed.

MAKE UP WORK (due to absences) – Board Policy 6000

School work will be made up for excused absences under the following conditions:

- 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.
- Teachers should use discretion and may make exceptions in the case of students whose excused absences were not planned in advance, were beyond the student's control, and the nature of which would not support make-up work the day of return (e.g., death in the immediate family, serious illness).
- If the make-up work has not been assigned in advance, for absences of one (1) to three (3) days, the student will have one day for each day absent. For absences exceeding three (3) days, the student may have two (2) days for each day absent to make up work. Special consideration should be given in the case of extended absences due to injury or chronic illness.
- 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 the front office by 8:00am of the third day. Assignments will be available in the front office after 2:30pm. Please allow at least 24 hours for assignments to be collected.
- Teachers will not enter zeros as placeholders prior to the established deadline for submitting missing assignments due to excused absences.

GRADE-RECOVERY

DDMS supports the premise that all students can experience success. Students who perform poorly on major assessments will be provided an opportunity to improve their progress with the goal of demonstrating mastery. Teachers will allow students to retest to improve their performance on major assessment. Before a student is given the opportunity to retest, they must complete the following:

- All homework or classwork that was assigned to prepare students for the assessment during that unit of study.
- Any assigned re-teaching/relearning activities, including tutorials, test corrections, or study guides.

The teacher will do the following:

- Communicate the timeline for remediation and reassessment.
- Assign the higher score of the two assessments.
- Will consider test corrections as a review activity, not reassessment.

EXTRA CREDIT

Extra Credit/Bonus Points must be connected to learning outcomes and may be offered for students who go above and beyond the standards. Teachers will not offer extra credit for non-academic tasks (bringing tissue or supplies). Extra credit and bonus points are at the teacher's discretion and are not required.

DDMS HOMEWORK POLICY

PURPOSE

Homework is an important part of our educational program and should be assigned on a regular basis. Homework assignments should be purposeful and continuations or extensions of the instructional program and an integral part of the total evaluation. While the term "homework" refers to school-related instruction that is to be completed outside the classroom, it should be appropriate to the student's development level and should fulfill the following purposes:

- To enrich and extend school experiences through related home activities.
- To reinforce learning by providing practice and application.

EVALUATION

Teachers shall provide specific and timely feedback on homework assignments. Homework for practice (formative) should NOT be considered in reporting a student's progress or academic grade to parents. Homework that is assigned to evaluate previous learning (summative) may be included in grade calculations and should not exceed ten percent (10%) of a student's academic grade for a marking period. To evaluate the effectiveness of a homework assignment, the following questions might be applied:

- Does the student possess the skills needed to complete the assignment?
- Does the assignment extend and enrich class work?
- Does the assignment meet a real need in the student's learning experience?
- Does the student clearly understand the purpose of the assignment?
- Can the assignment be completed within the suggested time limits?
- Do some assignments provide opportunities for the development of initiative, creativity, and responsibility?

TIME

Although the time required for the completion of an assignment will vary from student to student, teachers should be cognizant of the demands of other disciplines when planning homework assignments. Research guidelines suggest middle school homework should not exceed 90 minutes per day. Actual time required to complete assignments will vary with each student's study habits, academic skill, and selected course load.

ASSIGNMENTS

Each teacher shall follow the DDMS Homework Policy regarding the amount of homework assigned and the length of time required for completion. Additionally, the following procedures should be implemented to ensure homework is appropriately assigned:

- The teacher will introduce a concept or skill, thoroughly explain the concept or skill, and provide guided practice before making a related homework assignment.
- Homework assignments shall be specific, within the student's ability, and have clearly defined expectations. Questions pertaining to the completion of a homework assignment should be answered and clarified.
- Homework assignments are not to be given as punishment or busy work.
- Homework assignments will not require the use of books or materials which are not readily available in the home or accessible to the student.
- The teacher will inform students and parents of the specific homework requirements and evaluation procedures for a given course in the policies and procedures guidelines issued by each classroom teacher at the beginning of the school year.
- The teacher will communicate with other team teachers to ensure that total time does not exceed 90 minutes per day for middle school.
- Teachers will involve parents and contact them if a pattern of late or incomplete homework develops.

GENERAL POLICIES AND PROCEDURES

ARRIVAL

School hours are 7:45 am– 3:00 pm. We receive students no earlier than 7:45am. Students should arrive and report directly to their homerooms. Students who eat breakfast should report directly to the cafeteria and sit in their designated areas.

ATHLETICS & ELIGIBILITY

Board Policy 6860. Please refer to the WCPSS Student/Parent Handbook to review policies regarding participation. Seventh and eighth grade students interested in participating in athletics should familiarize themselves with the following eligibility requirements and athletic policies. Listed below are the sports seasons and the athletic programs during that season.

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

1. Must be currently enrolled in seventh or eighth grade.
2. Must meet all eligibility requirements prior to the first tryout/practice date.
3. Must have a completed and signed [Middle School Athletic Participation Form](#) prior to the first tryout/practice date.
4. Must not participate if he/she becomes 15 years of age on or before August 31 of that school year.
5. Must receive a medical examination once every 395 days by a licensed medical physician, physician's assistant, or family practitioner in the United States.
6. Must read the Concussion Information Sheet and initial and sign the Student-Athlete & Parent/Legal Custodian Concussion Statement each year.
7. Must meet promotion requirements to be eligible for fall semester. The State Board of Education defines promotion as "progressing to the next grade." Students retained either by the school or the parents will be ineligible for the fall semester.
8. 6 Semester Rule - No student may be eligible to participate at the Middle School level for a period lasting longer than 6 consecutive semesters beginning with the students' first entry into 6th grade. The principal shall have evidence of the date of each player's entry into the 6th grade.
9. Must earn passing grades (D or better) in a minimum of three core courses each semester to be eligible for participating during the succeeding semester.
10. Must not have more than 14 total absences (85% attendance requirement) in the semester prior to athletic participation. This is a State Board of Education requirement. According to Board Policy, students who participate in interscholastic athletics must meet all requirements of the State Board of Education.
11. Must not participate (practice or play) if ineligible.
12. Must not participate (practice or play) in any athletic event if suspended or is actively serving in the in-school suspension program for that day or days.
13. Must be present in school the entire day in order to participate in practices or games.
14. Must live with a parent or legal custodian within the Wake County Public School System administrative unit. (Must notify the athletic director if not living with a parent or legal custodian.)
15. A player must practice a total of six (6) days before playing in a game in all sports except football, where a player must practice nine (9) days.
16. A player injured requiring medical attention and/or absent due to illness must meet eligibility requirements and must have practiced the required number of days above (# 15). This player may not participate in practice or a contest without a doctor's note. Students absent from athletic practice 5 or more days due to illness or injury shall receive a medical release by a licensed physician before re-admittance to practice or play
17. If school is not in session or school closes early, no practice or game will take place. There will be no practice on Saturdays, holidays, or vacation days.

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. We will maintain accurate attendance information and will share this information 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 WCPSS Student/Parent Handbook or www.wcpss.net for more information and policies related to attendance.

TARDIES

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. Students are required to monitor transition time between classes. The chart below details the tardy policy that will be implemented to avoid classroom disruptions, maximize student learning, and to instill the basic principle of responsibility and common courtesy.

The following procedures will be used to record and document tardies:

- Teachers will stand outside classroom doors to monitor transitions.
- Classroom doors will close at the official start time for class.
- Any student who enters the classroom after the door closes will be considered tardy.
- Teachers will issue each tardy student a late notice.
- Teachers will enter tardies in Powerschool daily.
- Teachers will communicate with parents for each and every tardy after the 3rd tardy.
- Teachers will submit a referral after communicating with parents. Referrals will be submitted for any student who has 4 or more tardies.
- Tardies will be documented per class period each quarter. Students will begin each nine weeks with zero tardies.

Excessive tardies and absences will result in the loss of privileges.

TARDY CONSEQUENCES		
INFRACTION	TEACHER ACTION	ADMINISTRATIVE ACTION
1 st Tardy	Warning Notification	NA
2 nd Tardy	Warning Notification	NA
3 rd Tardy	Call parent, and document the tardy	NA
4 th Tardy	Call parent, then submit referral	Administrative Intervention
5 th Tardy	Call parent, then submit referral	Administrative Intervention

CAFETERIA GUIDELINES

The school cafeteria is maintained as a vital part of the school program. DDMS students’ meals are prepared and provided by WCPSS Child Nutrition Services; student accounts for payment are maintained through WCPSS Child Nutrition Services (<http://www.wcpss.net/Domain/1047>).

- ❖ MEALS AT DDMS
[WCPSS MEALS INFORMATION](#)
[MONTHLY MIDDLE SCHOOL MENU](#)
- ❖ PAYMENT INFORMATION
[MY SCHOOL BUCKS](#) is an online payment service for school meals/services. Create your free account here. You’ll need the student NCWISE ID number, available in your registration materials or at your school.

To encourage good nutrition, the cafeteria serves breakfast and lunch daily at reasonable prices. Free and reduced-price breakfast and lunch programs are available. Students may buy lunch or bring it from home. Extra cartons of milk and assorted concessions may also be purchased. Students are required to use their lunch number (student ID

#) for all purchases in the cafeteria. The following procedures will help promote a more helpful and pleasing dining experience:

- Enter and leave in an orderly manner. Students should not take up the entire hall when going or leaving the cafeteria.
- Teachers are to walk with their students into the lunchroom each day.
- Students with bag lunches are to go directly to the assigned area.
- Classes will sit in a designated area of the cafeteria.
- Core teachers will monitor students in the cafeteria during lunch. After the first complete week of school, core staff will implement a rotation schedule to monitor students.
- 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. Food items will be confiscated if they are brought out of the cafeteria.
- Students should refrain from throwing food or other items while in the cafeteria.
- Students should refrain from entering a serving line ahead of students already in line.
- Students who receive lunch detention as a disciplinary consequence must eat lunch in the designated detention areas.
- Using another student's lunch number is prohibited and will be treated as theft.
- Students must follow procedures for food disposal.
- Students must make the best use of their meal times and avoid lingering. CNS staff members are not allowed to serve meals after cashiers log off and shut down registers. Students who arrive late to school or lunch, without notice, will not be served if they arrive after the registers have closed
- One staff member on duty will dismiss the students on their team by table.
- Staff members not on duty should return to the cafeteria in time to walk students back to class.
- Once a student is seated, they are to stay seated, unless an emergency arises.
- Students will throw paper and food items away after the staff member on duty dismisses them from the table.
- A staff member is responsible for the direct supervision of students that are assigned to the lunchroom for clean-up. Cleaning of the cafeteria includes the tables and floor area.
- Grade 6 students will enter and leave through the courtyard.
- Grade 7 & 8 students will enter from the sunburst area doors of the cafeteria and exit through the courtyard.

CARPOOL

- The procedure is the same for morning drop-off as for afternoon pick-up. All regulations are first and foremost for safeguarding students.
- As you enter the parking lot, please STAY IN LINE in the right-hand lane. This ensures that your child will be dropped off ONLY when along the curb in front of the school. Students must use the curbside door from your vehicle. (No one should be dropping off their child out on Dillard Drive, from inside the parking lot, from the inside lane, using the handicapped spaces, or up IN FRONT of the orange cone where cars are parked. We do not want your child to cross in front of oncoming traffic.)
- As you come along the front curb, move as far forward as possible, always advancing toward the orange cone. This expedites the process.
- Encourage your child to be ready; exit quickly in the morning and watch for your car in the afternoon.
- Never leave your vehicle or park your car at the curb while you come into the building.

CHECK-IN AND CHECK-OUT PROCEDURES

Students and families should strive to complete each full school day. In the event a student checks in after the start of the school day or must check out prior to the end of the school day, the student and parent should report to the DDMS main office and check in or request that the student be dismissed from class. Parents will be asked to

provide our office with the name(s) of individuals who are permitted to check out their child. Individuals will be asked to present some form of identification to DDMS faculty and staff to confirm their identity and to assure they have family permission to remove the student from campus.

Students who report to school after 8:15am are considered tardy. Students who miss more than half of the instructional day or period will be counted absent. Students who arrive to school after 8:15am should report to the front office to receive an admit slip. The receptionist will determine if the tardy is excused or unexcused. Teachers will enter unexcused tardies in Powerschools. All tardies are considered unexcused unless a note is presented per Policy 6000.3. Students who arrive on late buses will not be counted tardy and will be allowed to enter classes. Students will be issued a late bus pass to present to their teachers and hall monitors.

Students who must leave before 3:00pm should present a note from parent/guardian to the front office before 8:15am. The note must include:

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

The receptionist will process the note and issue a pass to leave class at the appropriate time. Students should return to front office for sign-out. Students will not be allowed to leave with anyone other than a parent or guardian unless the school has prior parental approval. Students will not be allowed to check out after 2:30pm each day. Students who return after checking out, should follow the check-in procedures noted above. Students who leave campus without properly checking out will be considered skipping.

CLUBS AND ORGANIZATIONS

DDMS students will be offered the opportunity to participate in clubs and after school activities. Club offerings are based on staff and student interests. Students are invited to submit proposals for new clubs to DDMS administration. Students must have a faculty sponsor and a minimum of 10 members committed to participation and involvement in order for the club to be eligible for consideration. All club meetings will be held after school. Students and their families will be responsible for providing or arranging transportation home immediately following the club meeting. DDMS Activity Buses will be available on designated days.

COMMUNICATION SYSTEMS

DDMS is committed to providing information that will help every student soar to success. We will use a variety of systems to distribute information to our DDMS students and families. These systems include the phone messenger system, school website, newsletters, and group electronic messages. Please review your address, email address, and phone numbers to make sure we can keep you informed. Families should notify the DDMS office if they are not receiving these messages. We will verify that we have a current phone number on file with the school. DDMS also maintains an active Facebook and Twitter account. Be sure to like us on Facebook and follow us on Twitter @DDMSDragons.

COMPUTER/ELECTRONIC DEVICE USE

Students have access to DDMS laptops and iPads for use in their instructional programs. Technology and Internet access is part of the instructional program at DDMS. Students must complete the DDMS Acceptable Use Policy prior to accessing any technology. This document must be on file in the DDMS office. Any violation of this policy, including use of technology for purposes other than academic and/or accessing inappropriate websites, will result in disciplinary consequences in accordance with the DDMS Acceptable Use Policy and WCPSS Board Policy 6446, Student Acceptable Use of Electronic Resources.

DDMS is a Bring Your Own Device (BYOD) School, which allows students to use their personal devices for instructional purposes. All teachers will follow the Electronic Device policy, and it is recommended that a device parking lot be used to prevent distractions during instructional times.

DANCES

Only Dillard Drive Middle School students are allowed to attend school dances. Students may not attend if they have been assigned an OSS or two incidents in ISS within the quarter of the dance. All school rules apply to dances and social activities. No student may leave early unless accompanied by a parent or guardian. Tickets must be pre-purchased during school hours. (They are not sold the night of the dance).

DAILY ANNOUNCEMENTS

Daily announcements of general interest will be on display in the classrooms. Important dates and events are also posted on the school website. If necessary, emergency announcements will be made during the last 30 minutes of school.

DELIVERIES/GIFTS

Items such as flowers, balloons, and gifts create a disruption of the education process when delivered to school. Delivery of such gifts to the school is discouraged and the office staff will neither sign for nor accept responsibility for these materials.

DISMISSAL

The DDMS school day ends at 3:00pm. Students will be dismissed to the busses and carpool. All students should leave campus promptly at 3:00pm unless they are under the direct supervision of authorized personnel. Students must have permission from DDMS faculty/staff to remain on campus beyond the dismissal time. Students who are participating in after-school activities should report to their assigned areas by 3:30pm. Students and parents should coordinate pick-up times prior to reporting to school. Parents are asked to call the school if you are going to be late picking up your child. Activities for which a student may remain after 3:00pm include, but are not limited to:

- Afterschool tutorial and study halls
- Clubs and organization meetings
- Rehearsals
- Service projects
- Athletics

After dismissal, students MUST be supervised at all times while they are on campus.

ELECTRONIC DEVICES

All students must follow the [WCPSS Policy/Technology Responsible Use Policy](#). Wireless communication devices or laser pointers may be used by students for instructional purposes with the permission and under the supervision of the teacher. Penalties for violation of this policy are set at the discretion of the principal.

- ❖ Electronic devices are not permitted to be out or on during the school day except for during bus room (with teacher permission.) or when being used for educational purposes (follow BYOD guidelines). Electronic devices that are seen or heard at other times are confiscated by the teacher and taken to the office with an electronic device form that names the student, when taken, type of device, etc.
- ❖ The office has a series of consequences depending on how often the student breaks an electronics device rule. (1st offense = student may pick up at end of day, 2nd offense = 1 night, 3rd offense = 5 nights, 4th offense and any after = parent must talk to an administrator upon parent pick up). Students may pick up their electronic devices between 3 and 3:30 pm.
- ❖ **BRING YOUR OWN DEVICE (BYOD)** - Students are permitted to bring their own smart devices:
 - to help teach students how to use and better understand the devices they already have.
 - to increase the digital citizenship of our students.
 - to provide more engaging opportunities for students to be actively participating in the 4 C's (communication, collaboration, creativity, and critical thinking)

❖ **STUDENTS**

- Must have a signed **BYOD form** on file. (Device may not be visible in classrooms without this form signed.)
- Must be responsible for their own device.
- Must use **WCPSS “BYOD” network**.
- Must follow **STOP LIGHT** rules:

STOP LIGHT: INSIDE CLASSROOM:

- Red - No devices should be visible.
- Yellow - Devices should be in the “parking lot” position.
- Green - Devices can be out and can be used.
- Headphones permitted on a case-by-case basis.

STOP LIGHT: OUTSIDE CLASSROOM

- Each classroom will post whether it is a “red day” or a “green day”.
- Red Day - No devices will be used and they should be left in lockers or backpacks (should not be seen in classroom)
- Green Day - Devices will be used when given permission

ALWAYS RED “NO DEVICES ZONE” *This means that the device should not be visible in these locations:*

- Bathrooms and Locker Rooms
- Hallways
- Cafeteria during lunch and breakfast

BYOD “NO TOUCH” POLICY

- Students do not have permission to touch devices that do not belong to them
- The device will be kept in a safe place and returned at end of class period.
- Please do not allow peers to touch or use your device as each student needs to be responsible for his/her own belongings.

FAILURE TO FOLLOW BYOD POLICY

- First Offense - Device will be confiscated for remainder of class period.
- Second Offense - Device will be confiscated for remainder of class period.
- Third Offense - Device will not be used in specific class for five days; to be turned in daily before class begins.
- Fourth Offense – Take phone to main office.
 - First referral = 1 full day
 - Second referral = 1 night
 - Third referral = 3 nights
 - Fourth referral = 5 nights and pick up by parent

Failure to comply with your teacher results in an automatic referral (non-compliance)

Failure to follow Policies in RED ZONES (cafeteria, hallway, locker room and bathroom)

- Staff member will ask student to turn phone off, then collect the phone and turn into the main office.
- Student will lose device until end of day.
- Student will lose phone for 1 night (pick up end of second school day).
- Student will lose phone for 3 nights.
- Student will lose phone for 5 nights and must be picked up by parent/guardian.

EMERGENCY DRILLS & PROCEDURES

School officials are required to conduct fire, tornado, and lockdown 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.

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.
- When a student is under court 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,

Following an absence from school, students must present a note from a parent/guardian to the Front Office before 8:15. 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 Note	9/20/18
Please excuse Jane E. Doe from school on Monday, September 18 and 19, 2018. 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!

All absences not classified as “excused” per Policy 6000.3 are UNEXCUSED. This includes suspensions.

FINES AND FEES

Students will be charged appropriate fees and fines for damage, destruction, and/or loss for any school property. Any fee or charge due that is not paid at the end of the school year shall be carried forward until the next succeeding school year, as such debts are considered to be debts of the student to the school system and not to a particular school. Fees are to be paid within 30 days after enrollment. Fees may be charged for lost or damaged books, materials, supplies, technology, or equipment. Any unpaid fees will exclude students from participation in DDMS activities.

FOOD POLICY

1. Students eat in cafeteria only. Except for teacher sponsored event.
2. All food must be finished before entering the hallway.
3. No food in the hallways.

HALL PASSES

Students will use school authorized blue hall passes if they are going anywhere other than the bathroom. When going to the restroom, students should still have some sort of bathroom pass to signify they have received permission. Students should not go to any location during a class period without a pass. The hall pass is for individual student movement. As needed, a written hall pass can be used for group travel.

Students will not be allowed to leave class during the first 10 minutes or the last 10 minutes of class. Teachers will follow the hall pass policy when a student is excused to go to the restroom. Students are encouraged to use the bathroom during transitions, between classes, and during lunch. Students who are ill should not remain in the restrooms but should report immediately to the Health Room for assistance. Failure to do so will be considered skipping. Parents should notify the principal if there is a medical condition that requires frequent restroom breaks.

HEALTH

North Carolina Student Immunization Law requires all students to be adequately immunized according to their age and grade level. If an immunization is incomplete, a student will be suspended from school until documentation is provided.

REQUIRED VACCINATIONS

WCPSS HEALTH FORM ASSESSMENT

HEALTH ROOM

The DDMS Health Room is located in the main office. Students who feel they are too sick to remain in class, should request a pass to the Health Room. A health room referral will be completed each time a report to the office due to illness. The receptionist will determine the extent to which a student is able to remain in school. Generally, students who are too sick to remain in class, are too sick to remain at school. They will be asked to contact a parent to pick them up.

INCLEMENT WEATHER

When school is dismissed early or when there is no school due to inclement weather, all student activities and athletic events for the day are cancelled unless special permission is granted by the Superintendent's office. When school opens later than normal, student activities and athletic events for the day are not automatically cancelled. Please tune into local radio and TV stations for the latest information on school closings and delays. Information will also be posted on the county's website at www.wcpss.net.

When school is closed or delayed due to weather or other occurrences, the suspension length and any scheduled appeal hearing will change. The suspension days shall be carried forward to the days when school is back in session.

INSURANCE

WCPSS does not provide student accident insurance. However, at the beginning of the school year, accident insurance information by an outside vendor is made available in student packets. Parents may elect to purchase accident insurance for students. Completed applications and premiums are submitted online at www.studentinsurance-kk.com or you may pick up a form in the office. Please call the school office when you enroll your child for coverage. Students participating in the interscholastic and intramural athletic programs, including cheerleaders must purchase this insurance unless covered by another insurance policy.

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 to academic work. Plagiarism includes copying the language, structure, or idea of another and representing it as one's own work.

INTERNET ACCESS AND ELECTRONIC MAIL

DDMS offers Internet access and electronic mail for student use. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. WCPSS uses advanced software for Internet content filtering and has procedures in place to further block accessibility to materials as necessary. Each student will automatically be given access to the Internet and an e-mail unless the parent or guardian completes the Parent Request to Deny Access form. Please refer to the WCPSS Parent/Student handbook for more details regarding the Internet policies (6446). WCPSS policies can be viewed at <http://www.wcpss.net/parent-handbooks/>. Early college students should also review university policies regarding Internet access and electronic mail.

ITEMS LEFT IN FRONT OFFICE

In order to minimize disruptions to your classroom, the only items that students will be called to the office to pick up are: lunch, lunch money, and house keys. If a parent drops off any other item (gym clothes, project, binder, etc) the student will not be called. The student may come by the office with the teacher's permission to see if you have

brought the item, or the teacher/student may call the office to see if the item has arrived). This policy encourages our students to be responsible and think ahead to bring needed items to school.

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.

Homeroom teachers issue locks* and lockers to 6th grade students at the beginning of the school year. For 7th and 8th grade students, we will make combination locks available for any student who needs one. For security reasons, students may not exchange lockers, combinations, or locks. They are also not allowed to share lockers with another student. Students are responsible for keeping their lockers clean. Any locker malfunction should be reported to a teacher. Any personal property placed in the locker is the responsibility of the student. Lockers should be locked at all times. School authorities may examine the contents of any locker for health, safety, or security reasons without student consent. Students may only use school issued locks on their lockers. *Lost or Damaged Locks will cost \$5.00 to replace.

LOST AND FOUND

Each team keeps a box near the team area. Items found in general areas are taken to Student Services. Office staff periodically donates unclaimed items to community organizations. All found items should be turned into the main office. Items may be claimed during regular school hours. After 30 days, all unclaimed items will be donated to a charitable organization.

MEDIA CENTER

The Media Center is an integral part of DDMS's instructional program. The media center specialist schedules specific times for classes to visit.

- Students may come to the media center to return and check out books before and after school with a hall pass from the teacher.
- To use media center computers, students must have a hall pass and a teacher note outlining the purpose of computer-usage. The computers in the media center may be reserved by a teacher, so students wishing to use the computers may be turned away.
- Students may be sent in small groups to the media center for circulation with a hall pass from the teacher.
- English language arts classes are on a rotating circulation schedule, so check with your team when your students will routinely go to the media center.

MEDICAL PLANS AND MEDICATION

School officials may administer medication to students if the "Parent Request and Physician Order for Medication" form (1702) is completed 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 them.

It is the parent's responsibility at the beginning of school each year to inform the school nurse or principal if there are medical conditions that require special measures or activity restrictions at school for the student. School nurses are available for health consultation but are not present at the school on a daily basis. Please refer to the WCPSS Student/Parent Handbook for more information regarding student health issues.

MEDICAL EMERGENCIES

In order to be contacted promptly in the event of a medical emergency involving a student, parents must provide the school with a reliable method of contact. In the event of a medical emergency, and if the parent cannot be reached, emergency medical services (EMS) will be contacted to assess and possibly transport the student to a hospital.

Parents will be responsible for any and all charges associated with these services. When in doubt about the severity of a particular situation, school officials will contact EMS.

MESSAGES

Students will not be called from class for incoming phone calls. Personal telephone messages for students are neither accepted nor delivered unless they are EMERGENCY in nature. If this is the case, please ask the caller to make this clear. In an EMERGENCY, the parent/legal guardian must clearly state the nature of the situation.

PLEDGE OF ALLEGIANCE

Before morning announcements, we will recite the Pledge of Allegiance to the flag. The school shall not compel any person to stand, salute the flag, or recite the Pledge of Allegiance, but each person shall maintain proper decorum while others participate.

RESTROOM BREAKS

Students will not be allowed to leave class during the first 10 minutes or the last 10 minutes of class. Teachers will follow the hall pass policy when a student is excused to go to the restroom. Students are encouraged to use the bathroom during transitions between classes and during lunch. Students who are ill should not remain in the restrooms but should report immediately to the Health Room for assistance. Failure to do so, will be considered skipping. Parents should notify the principal if there is a medical condition that requires frequent restroom breaks.

SCHOOL-SPONSORED EVENTS/DANCES

Students who attend school-sponsored events, such as dances, plays, concerts, and athletic events should remain inside the designated area during the entire event. Attendance at after-school events is a privilege. Students who exhibit inappropriate behavior may lose this privilege. Students are expected to make arrangements for transportation following all after school activities. All students must be off campus within 30 minutes following the conclusion of a school sponsored event. Repeat offenders will not be allowed to attend future events.

STUDENT ACCIDENTS

All accidents must be reported and documented in the DDMS main office. These reports are forwarded to Central Office for processing through WCPSS Risk Management.

STUDENT SERVICES

Trained counselors provide Student Services for students at Dillard Drive Middle School. These services include individual, small group, or classroom sessions with a counselor. During a class period, a student needing to see a counselor must have a pass signed by their teacher. A student may obtain an appointment form from any teacher or the office and return the completed form to the office. A counselor will contact the student as soon as possible.

[COUNSELOR CONTACT INFORMATION](#)

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. Student phones are located in the main office.

TEXTBOOKS

When textbooks are issued to students, the student becomes responsible for returning the assigned book in the same condition as when issued - except for normal wear. Charges will be assessed for lost and damaged books. Some privileges will be held until all financial obligations are met.

TOBACCO-FREE ENVIRONMENT

Students may not possess, display, or use any tobacco products at any time on school premises, including school vehicles, or while participating in school-sponsored events. This restriction applies on all school system property and at all times, even when the individual is on the school grounds as a visitor or spectator.

TRANSPORTATION - BUS

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. 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:

- 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

Students are expected to board quickly, sit in assigned seats, and remain seated during the entire trip.

Each student will be assigned a bus and route number. Students will only be allowed to ride their assigned bus. Students will not be given permission to ride a different bus unless there is an emergency situation. All emergency requests must be received by 8:15am. All requests received after 8:15am will be denied. The request will only be considered if it meets the following conditions:

- Written and signed by a parent and guardian
- Description of the emergency situation
- Valid phone numbers for all parents involved

TRESPASSING

Students who loiter at school after 3:30pm without special permission or proper supervision are trespassing and are subject to disciplinary action. DDMS students are prohibited from visiting other WCPSS schools unless they are attending a public event (concert, athletic event, graduation, etc...). A student under a suspension from school is trespassing if they appear on the property of any school or at any school sponsored activity during the suspension period without the permission of the principal.

VALUABLES

Students should not bring valuables, large sums of money, expensive jewelry, or other expensive items to school. If it is necessary for a student to bring such items, the student will be responsible for securing the items. Students should not leave money or valuables in lockers that are not properly secured. Students are responsible for labeling their personal possessions, including school and PE uniforms, so that lost items can be identified. During PE classes all valuables are to be secured in the PE locker. DDMS is not responsible for lost, damaged, or stolen objects.

VISITORS AND FAMILY INVOLVEMENT

All visitors must report to the main office and sign in. Visitors will be given a visitor's badge that must be worn while on campus. Students are not allowed to bring other students as "visitors" to the school. Families are encouraged to participate in the DDMS instructional program. Designated times will be posted for special assemblies and events to encourage family attendance during the school day. Families interested in visiting during the school day for events other than school-wide events, should contact the principal for approval prior to arriving on campus.

Board Policy 2524: The Wake County Public School System believes while parent and community involvement should be encouraged in our schools, student and staff safety and protection of instructional time must also be maintained.

Parents and other citizens shall be encouraged to visit schools. Parent conferences, volunteer activities, and visits shall be by appointment. No individual shall by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or other form of conduct cause the disruption of any lawful function, mission, or process of the school. Individuals who fail to follow this policy shall be subject to the restriction or revocation of visiting privileges.

Visitor Guidelines

Planned, organized visits may support instruction and help ensure the safety of all students and staff.

1. All parents, volunteers, and visitors shall enter the school through the main administrative entrance and gain permission from the office before proceeding to their destinations. All parents, volunteers, and visitors shall wear school-issued identification badges at all times during visits.
2. All conferences, volunteer activities, and visits shall be scheduled at a mutually agreeable time and when instructional time is not compromised.
3. Staff may suspend conferences that are deemed by staff to be unproductive.
4. The principal or designee may place reasonable limits on the frequency or conditions of school visits or communication by parents or other visitors to avoid disruptions and to ensure that a positive, safe, and constructive educational environment is maintained.

VOLUNTEERS

Families may be asked to volunteer to assist DDMS teachers and staff with special projects. All volunteers must complete the WCPSS Volunteer Registration Process at any WCPSS school through the online registration process. Volunteers must be registered by November 15, 2018. Current volunteers must re-activate their volunteer registration annually. Volunteers will receive notification from DDMS faculty/staff members that explains their specific responsibility prior to their arrival on campus. Parents must register as a volunteer to chaperone trips or assist students during the year. Registration can be at any WCPSS school campus.

Upon arrival on campus during the school day, families should:

1. Sign-in at the DDMS main office.
2. Wear a visitor's badge prominently throughout the visit.
3. Sign-out in the office upon leaving.

DDMS DRESS CODE POLICY

DDMS students conduct themselves in every facet of their experience. They are expected present themselves in a serious, productive manner, which includes the WCPSS Dress Code Policy. Student appearance or clothing that is disruptive, provocative, indecent, vulgar, or 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. The following are prohibited:

- Exposed undergarments
- Sagging pants
- Excessively short or tight garments
- Bare midriff shirts
- Strapless shirts
- Shirts with spaghetti straps and tank tops (must be at least 2 inches)
- Attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors
- Head covering of any kind. This includes bandanas.(Except those worn for religious observances)
- See-through clothing
- Any adornment such as chains or spikes that could reasonably 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
- Sunglasses should not be worn inside the building unless there is a medical condition that requires protective eyewear. A doctor's note will be required.
- Pajamas and bedroom slippers

DRESS CODE VIOLATIONS

Students who violate the DDMS / WCPSS Dress Code Policy are subject to disciplinary consequences. The following consequences may be issued based the violation.

First Violation	Warning
Second Violation	Lunch Detention
Third Violation	Administrative Intervention

Students will be expected to correct violations immediately upon request. These consequences are in addition to the correction. We reserve the right to specify additional items of dress or appearance that may be disruptive to the school environment.

DDMS STUDENT CODE OF CONDUCT

We are 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.

Students are encouraged to report any serious violation of the Code of Student Conduct to school authorities. In addition to this DDMS publication, each student will receive a copy of the WCPSS Student/Parent Handbook at the beginning of the school year. This handbook outlines all policies related to student behavior. Policies noted in the county handbook will not be repeated in this publication. It is important to review policies in both this publication and the handbook. WCPSS policies may also be accessed at www.wcpss.net in the Parent’s section.

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

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.

Todos los estudiantes son responsables de cumplir con y familiarizarse con el Código de Conducta Estudiantil de WCPSS y las políticas de la Junta de Educación que gobiernan el comportamiento y la conducta de estudiantes. 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.

DDMS CLASSROOM MANAGEMENT PLAN

DDMS practices a school wide classroom management plan, which is based on communicating clear expectations to students and following up with defined consequences. The result is a proactive, student-centered management plan that creates a safe and caring environment for the students and staff. DDMS’s school wide classroom management plan is intended to protect the rights of our students and allow our teachers to focus on learning. Anytime a student has violated and/or threatened the rights of others, they will be addressed.

MINOR CLASSROOM DISRUPTIONS PROCEDURES		
INFRACTION	WARNING	EXPLANATION
1 st Disruption	Warning	First warning for inappropriate behavior
2 nd Disruption	Warning	Second and final warning

3 rd Disruption	Administrative Intervention	Teacher will call for assistance. Repeated disruptions will result in removal from class.
Severe Infraction	Immediate referral to administrator for immediate discipline action.	

When students choose behaviors that are not consistent with a positive learning environment, they are subject to disciplinary consequences. This proactive system has been established to provide an opportunity for students to make adjustments in behaviors and prevent administrative intervention.

SCHOOLWIDE EXPECTATIONS

- Every student has the right to learn and teachers have the right to teach!
- Follow directions and respond to a request.
- Be on time and be prepared to learn.
- Be in your designated area.
- Use appropriate and respectful language.
- Respect self, respect others, and respect school.

STUDENT EXPECTATIONS

- Students will refrain from disrupting class to discuss why the warning has been issued.
- If the student wants to discuss the warning, she will wait until after class and ask the teacher to discuss the matter privately.
- Students will not challenge or confront the teacher about a warning. An administrator will be alerted and the student will be removed if she challenges or confronts the teacher about a warning.
- Students who receive a third warning will be removed from class.

STANDARD OF CLASSROOM BEHAVIOR

- Be in class on time prepared to work.
- Bring the needed materials to complete your work in the classroom.
- Respect everyone’s right to learn, and the teacher’s right to instruct.
- Respect all rights and property of others.

TEACHER EXPECTATIONS

- Teachers will develop and communicate a set of clear, specific, classroom rules and procedures.
- Teachers will issue warnings for disruptive classroom behavior. Warnings will be issued one at a time to the individual student, not the entire class. Students must be given an opportunity to correct the behavior.
- Teachers will give students an opportunity to comply and behave appropriately after issuing a warning.
- Teachers will issue warnings in a positive, non-disruptive, and non-confrontational manner. Teachers will not lecture, argue, fuss, or give undue attention to disruptive students.
- Teachers will be fair and consistent when issuing warnings. Teachers will not ignore behaviors. All students will be treated the same way.
- Teachers will call the office when a student needs to be removed.
- Teachers will contact a parent/guardian each time a student has to be removed from the classroom for disruptive behavior.
- Teachers will submit a discipline referral each time a student has to be removed by an administrator. The referral must describe the behavior that resulted in each warning. The referral must be submitted by the end of the day of the incident.
- Teachers will only use the warning system for minor disruptive classroom behavior.
- Teachers will alert administrators immediately for severe violations.

CONSEQUENCES FOR RECEIVING DISRUPTIONS REFERRALS

Students who have been removed from a classroom will be spoken to by an administrator. Administrators will document and monitor the frequency of disruption referrals per semester. Additional administrative consequences will be issued for repeated removals due to disruptive behavior.

- It is always the student’s choice. Students can always choose behavior that will not lead to removal from class.
- The warning is for the entire period.
- Every day is a new day, a new beginning.

DETENTION PROCEDURES

Lunch Detentions (LD), In-School Suspension (ISS), and Alternative Learning Center (ALC) are disciplinary measures used for disruptive students and less severe infractions. These programs are on-campus alternatives to out-of-school suspension (OSS). Students who are assigned LD, ISS, or ALC must abide by the following rules and procedures:

- Students must sign-in and remain in LD/ISS/ALC for the remainder of the period or assigned duration.
- Students must stay on task and complete all assignments provided by his/her teacher. Students who arrive without assignments will be given an alternative assignment to complete. Sleeping is prohibited.
- Students must report promptly and on time.
- Students must remain quiet while in LD/ISS. Talking is prohibited.
- Students will be given two warnings upon breaking any LD/ISS/ALC rule. A third warning may result in OSS.
- Students will only be allowed to consume food or drinks during designated lunch time.

LUNCH DETENTION

Students who receive lunch detention as a disciplinary consequence must eat lunch in the designated lunch detention area/classroom. Students should report directly to the designated lunch detention room. Students who arrive late will be given an additional day of lunch detention. Students who do not report will receive additional consequences. Please note, if teachers assign a lunch detention, the student will serve it with the teacher in their room and must have a pass to leave the cafeteria.

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. Students are required to monitor transition time between classes. The chart below details the tardy policy that will be implemented to avoid classroom disruptions, maximize student learning, and to instill the basic principle of responsibility and common courtesy.

The following procedures will be used to record and document tardies:

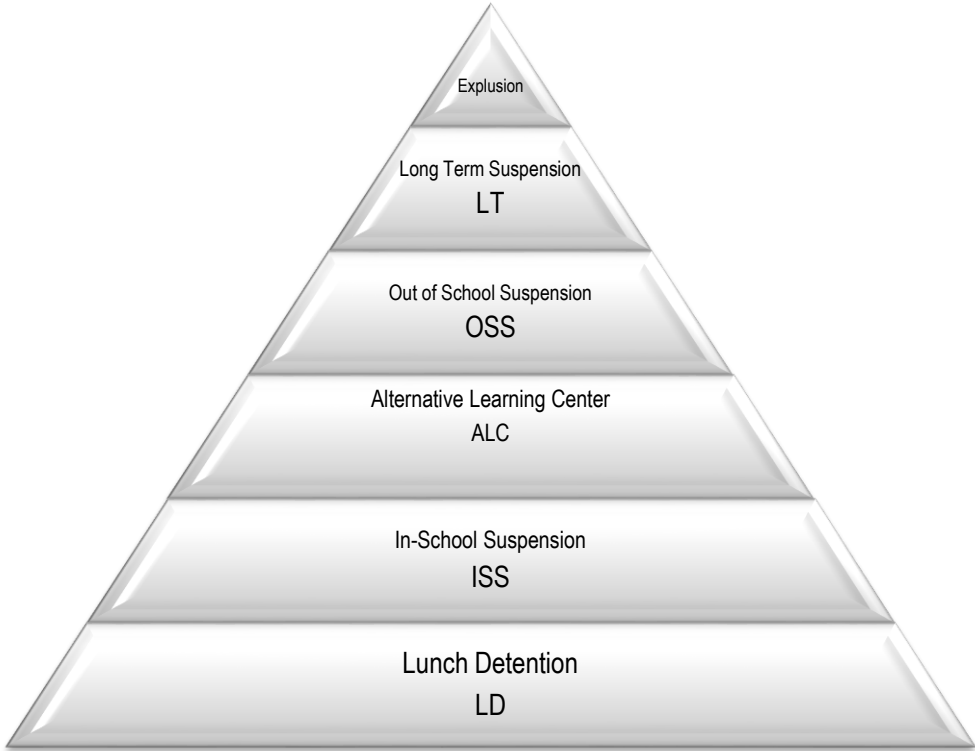
- Teachers will stand outside classroom doors to monitor transitions.
- Classroom doors will close at the official start time for class.
- Any student who enters the classroom after the door closes, will be considered tardy.
- Teachers will issue each tardy student a late notice.
- Teachers will enter tardies in Powerschool daily.
- Teachers will communicate with parents for each and every tardy after the 3rd tardy.
- Teachers will submit a referral after communicating with parents. Referrals will be submitted for the any student who has 4 or more tardies.
- Tardies will be documented per class period each quarter. Students will begin each nine weeks with zero tardies.

TARDY CONSEQUENCES		
INFRACTION	TEACHER ACTION	ADMINISTRATIVE ACTION
1 st Tardy	Warning	NA
2 nd Tardy	Warning	NA
3 rd Tardy	Call parent, and document the tardy	NA
4 th Tardy	Call parent, then submit referral	Administrative Intervention

5 th Tardy	Call parent, then submit referral	Administrative Intervention
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DDMS DISCIPLINE CONTINUUM

Violations of the Code of Student Conduct may result in a range of consequences. Please review Board Policy 6410 for a list of infractions and consequences to understand the varying types of consequences that may be issued. The list is designed to provide students and parents with an overview of possible consequences. Administrators will weigh mitigating and aggravating factors when determining consequences for each individual student on a case-by-case basis. Administrators reserve the right to modify these consequences when necessary. The diagram below and the infractions chart on the next page shows the range of consequences for less severe infractions to more severe infractions.



DDMS also uses a PBIS (Positive Behavior Intervention Support) model – FIRE - for all areas of the campus. Students are taught and receive recognition when they follow the defined behavior expectations throughout the campus. This includes classrooms, hallways, common areas, shared areas, and off-campus areas.

INFRACTIONS AND POSSIBLE CONSEQUENCES

The Student Code of Conduct rules are leveled, indicating the severity of violation and type of consequence.

LEVEL I INFRACTIONS		FIRST OFFENSE	MULTIPLE OFFENSES
I-1	NONCOMPLIANCE	LD/ISS	ALC/OSS (1-2 Days)
I-2	DISRESPECT	LD/ISS	ALC/OSS (1-2 Days)
I-3	SCHOOL/CLASS ATTENDANCE	LD/ISS	ALC/OSS (1-2 Days)
I-4	INAPPROPRIATE LANGUAGE	LD/ISS	ALC/OSS (1-2 Days)
I-5	INAPPROPRIATE DRESS	LD/ISS	ALC/OSS (1-2 Days)
I-6	ELECTRONIC DEVICES	LD/ISS	ALC/OSS (1-2 Days)
I-7	TRESPASSING	LD/ISS	ALC/OSS (1-2 Days)
I-8	TOBACCO	LD/ISS	ALC/OSS (1-2 Days)
I-9	GAMBLING	LD/ISS	ALC/OSS (1-2 Days)
I-10	MISCONDUCT ON SCHOOL VEHICLE	LD/ISS	ALC/OSS (1-2 Days)
LEVEL II INFRACTIONS		FIRST OFFENSE	MULTIPLE OFFENSES
II-1	INTREGRITY (CHEATING, PLAGIARISM, FALSIFICATION, COPYRIGHT)	ALC/OSS	OSS (3-5 Days)
II-2	INAPPROPRIATE LITERATURE, ILLUSTRATIONS, OR IMAGES	ALC/OSS	OSS (3-5 Days)
II-3	VIOLATION OF COMPUTER ACCESS	ALC/OSS	OSS (3-5 Days)
II-4	CLASS/ACTIVITY DISTURBANCE	ALC/OSS	OSS (3-5 Days)
II-5	SCHOOL DISTURBANCE	ALC/OSS	OSS-5 Days/LT
II-6	SCHOOL TRANSPORTATION DISTURBANCE	ALC/OSS	OSS (3-5 Days)/LT
II-7	DISRUPTIVE PROTEST	ALC/OSS	OSS (3-5 Days)
II-8	FALSE FIRE ALARM	OSS	OSS-5 Days
II-9	FIRE SETTING/INCENDIARY MATERIAL	OSS-5 Days/LT	OSS-5 Days/LT
II-10	PROPERTY DAMAGE	Restitution/OSS	OSS (3-5 Days)
II-11	THEFT	OSS-3 Days	OSS-5 Days
II-12	EXTORTION	ALC/OSS	OSS (3-5 Days)
II-13	INDECENT EXPOSURE/SEXUAL BEHAVIOR	OSS	OSS-5 Days
II-14	HARASSMENT/BULLYING	OSS	OSS-5 Days/LT
II-15	SEXUAL HARASSMENT	OSS	OSS-5 Days/LT
II-16	THREAT/FALSE THREAT	OSS	OSS-5 Days/LT
II-17	PHYSICAL AGGRESSION/FIGHTING	OSS	OSS-5 Days/LT
II-18	FAILURE TO REPORT FIREARM	OSS	OSS-5 Days/LT
II-19	HAZING	ALC/OSS	OSS (3-5 Days)
II-20	SEARCH AND SEIZURE	ALC/OSS	OSS (3-5 Days)
II-21	AIDING AND ABETTING	ALC/OSS	OSS (3-5 Days)/LT
All Level II violations may result in a recommendation for long-term suspension based on aggravating factors regarding the severity of the violation.			
LEVEL III INFRACTIONS		FIRST OFFENSE	MULTIPLE OFFENSES
III-1	NARCOTICS, ALCOHOL, CONTROLLED SUBSTANCE	LT	LT
III-2	GANG AND GANG RELATED ACTIVITY	OSS /LT	LT
III-3	WEAPONS/DANGEROUS INSTRUMENTS/SUBSTANCES	LT	LT
III-4	ASSAULT ON STUDENT	LT	LT
III-5	ASSAULT ON SCHOOL PERSONNEL OR OTHER ADULT	LT	LT
III-6	ASSAULT INVOLVING WEAPON/DANGEROUS INSTRUMENT	LT	LT
III-7	BOMB THREAT	LT	LT
III-8	BOMB THREAT: AIDING/ABETTING	LT	LT
III-9	ACTS OF TERROR	LT	LT
LEVEL IV INFRACTIONS			
IV-1	FIREARM/DESTRUCTIVE DEVICE	365 DAYS	
LEVEL V			
Level V allows for expulsion of a student if the student's behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines there is no appropriate alternative education program. Additionally, any student who is a registered sex offender may be expelled.			

DDMS ATTENDANCE INTERVENTION PLAN

The DDMS Attendance Intervention plan is designed to improve student attendance when a student’s cumulative absences are considered excessive. The following chart explains the required action steps for staff, students, and parents based on the total number of cumulative absences for each block.

Total Absences	School Actions & Responses	Student Actions & Responses	Parent Actions & Responses
3	<ul style="list-style-type: none"> • Mail attendance notification letters to parents 	<ul style="list-style-type: none"> • Submit proper documentation for excused absences 	<ul style="list-style-type: none"> • Monitor absences and provide proper documentation for excused absences
6	<ul style="list-style-type: none"> • Mail attendance notification letters to parents • Communicate with student and parent to develop an attendance agreements 	<ul style="list-style-type: none"> • Submit proper documentation for excused absences • Communicate with school social worker to develop an attendance agreement 	<ul style="list-style-type: none"> • Monitor absences and provide proper documentation for excused absences • Communicate with school social worker to develop an attendance agreement
10	<ul style="list-style-type: none"> • Mail attendance notification letters and Invitation to Conference letters to parents • Schedule mandatory parent conferences to review and modify attendance agreements • Revoke student privileges (after school activities, parking, off campus lunch, athletic and other school events) • Reinstate privileges after 10 consecutive days without tardies or absences 	<ul style="list-style-type: none"> • Submit proper documentation for excused absences • Attend mandatory attendance conference to revise attendance agreement • Implement improvement strategies and complete all recommended attendance recovery requirements 	<ul style="list-style-type: none"> • Monitor absences and provide proper documentation for excused absences • Attend mandatory attendance conference to develop attendance agreement • Monitor the implementation of improvement strategies and the completion of attendance recovery requirements
11 or more	<ul style="list-style-type: none"> • Notify parents and students of potential loss of academic credit • Inform parents of the Attendance Appeal Process • Schedule an Attendance Appeal Hearings • Withdraw students with 10 consecutive absences • Make referral to social worker or file court petitions for truancy • Monitor attendance and compliance with appeal panel recommendations 	<ul style="list-style-type: none"> • Review the attendance appeal procedures and submit the request for an attendance hearing • Provide supporting documentation • Provide a student statement explaining absences and corrective actions 	<ul style="list-style-type: none"> • Review the attendance appeal procedures and submit the request for an attendance hearing • Provide supporting documentation • Provide a statement of support explaining student absences and corrective actions
All	<ul style="list-style-type: none"> • Send daily phone messenger calls to report absences and tardies • Identify student who had excessive absences during the previous semester/year and send letters to review attendance policies and procedures 	<ul style="list-style-type: none"> • Monitor attendance and submit all notes documenting excused absences in a timely manner • Monitor academic progress and submit make-up work in a timely manner • Alert teachers when errors are made • Maximize instructional time but limiting tardies and absences 	<ul style="list-style-type: none"> • Monitor attendance and provide proper documentation for excused absences in a timely manner • Monitor academic progress and make sure missing assignments are submitted in a timely manner • Contact teachers and counselors with concerns

FREQUENTLY ASKED QUESTIONS

Q: What phone number should I call if my child will be absent from school?

A: Please call (919) 233-4228 between 7:45 – 11:00am. Please remember to bring a note upon return to document the absence.

Q: If I want my child to ride the bus home with a friend, what approval is needed and how soon in advance?

A: Students must ride the bus they are assigned to ride. All non-emergency requests will be denied.

Q: Where can I pick up homework for my child if I made a request for the absence?

A: 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 the front office by 8:30 am of the third day. Assignments will be available in the front office after 3:00 pm. Please call (919) 233-4228 to request assignments. Please allow at least 24 hours for assignments to be collected.

Q: What is the procedure for dropping off and picking up my child?

A: All carpool students should use the front traffic circle for drop-off and pick-up. To alleviate congestion in the mornings, students should exit vehicles as quickly as possible. Use the same procedure for pick-up.

Q: Where can I find the required forms for medication?

A: Forms are available in the main office. Contact the school nurse or school office for copies. You may also download the form from the county website www.wcpss.net.

Q: How many locks should I purchase for my child?

A: We will provide locks for any student who needs one. Students are responsible for properly securing all items.

Q: Where can I make payment to my child's lunch account?

A: Wake County offers a convenient monthly payment option for school lunches. [My School Bucks](#) is an online payment service for school meals/services. Create your free account [here](#). You'll need the student NCWISE ID number, available in your registration materials or at your school. You may also make payments online by going to the Parent link on www.wcpss.net and locate School Meals.

Q: Where can I find the applications for Free and Reduced Lunch?

A: Applications will be mailed to every child.

Q: Where can I learn about activities taking place in school?

A: Students should review daily announcements or check the calendar on the school's website.

Q: Where is Lost and Found?

A: The lost and found area is located in the team area and in Student Services. All found items should be turned in there. Items may be claimed during regular school hours. After 30 days, unclaimed items will be donated to a charitable organization.

Q: When are report cards distributed?

A: Report cards will be distributed to students on the following dates: November 9, February 1, and April 5. The final report card will be mailed before June 14.

Q: How often will I receive a progress report?

A: Teachers are required to send home progress midway through the quarter beginning

- Q: How can I arrange a parent-teacher conference?
A: Always begin by contacting the teacher to discuss concerns. If you need a meeting with 2 or more teachers you may contact your child's counselor to assist with arranging a parent-teacher conference.
- Q: What are the general school rules?
A: 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 leadership and mutual respect.
- Q: What can students wear to school?
A: Please review the Dress Code Policy that is printed in this agenda.
- Q: How can parents get more involved in school activities and events?
A: Join the PTA or volunteer. Please look for opportunities on the DDMS website.
- Q: Where can I learn more about course offerings?
A: The Middle Program Planning Guide provides a complete list of courses and description for all Wake County schools. The course offerings vary from school to school. DDMS has developed an academic program for each grade level that includes a rigorous course of study.
- Q: How can I contact teachers? Where can I find teacher email addresses?
A: Each teacher will distribute contact information during the first week of school. Teachers can also be reached via email. Please visit our website for teacher contact information.
- Q: Where can I get information about athletic tryouts?
A: Athletic information can be found on the DDMS website. Athletic forms can be downloaded from the county website (www.wcpss.net).
- Q: Who can I contact if I have questions about special programs or my child's IEP?
A: Please contact your child's case manager or the Special Programs department chair for information regarding special programs.
- Q: Who do I contact to discuss discipline issues?
A: 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.
- Q: How can I find out my child's bus route?
A: Bus routes are posted on www.wcpss.net. Copies will also be available in the main office.
- Q: What classes must I pass to be promoted?
A: Promotion requirements can be found in the Middle Program Planning Guide. Middle school promotion is based on success on performance on EOG tests and successful completion of Language Arts, Math, and Science or Social Studies.
- Q: How can I monitor my child's academic progress?
A: There are several ways to monitor how students are performing. 1) Review interim reports and report cards during each marking period. 2) Contact the teachers directly through their email addresses or call the main office and leave a message. 3) Request a PowerSchool Parent Portal account and monitor your child's progress daily. You can also monitor attendance through PowerSchool. Visit <http://www.wcpss.net> for more information about PowerSchool.
- Q: Are parents allowed to eat lunch with their students?

A: Although we welcome parental involvement, we do not have the space to accommodate visitors during lunch. Any parent who arrives and requests to eat lunch in the cafeteria will be denied.

Q: How can I help my child stay organized and complete homework and assignments in a timely manner?

A: The agenda contains planner pages for students to record assignments and upcoming projects, tests, and quizzes. Please ask your child to use these pages and follow up by reviewing the agenda on a regular basis.