

Davis Drive Middle School

Student/Parent Handbook

2019-2020

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

<http://www.wcpss.net/handbook>

Teachers and administrators will discuss the policies with the students. Parents and students should read the handbook and become familiar with the policies and procedures.

To preserve a safe and orderly academic environment:

- All parents and visitors must sign-in at the front office when arriving on campus.
- Students are asked to leave items at home that may be disruptive to the learning environment.
- Students assigned individual lockers, must keep lockers locked at all times with a school-issued lock. Any student who damages or loses his/her school purchased lock will be responsible for purchasing a replacement lock for \$5.00 from the school.
- Students need to provide their own lock for use in the gym locker room to secure items.
- Only students registered at Davis Drive Middle School are allowed on-campus during the instructional day and at school dances.
- Students should not share any personal information, including student identification number, locker combinations, technology passwords, and lunch account numbers.
- Students are not to sell anything at school.
- Students participating or attending an approved school-sponsored activity supervised by school staff are permitted on the school campus after school hours. Students who are absent for the school day or have in-school/out-of-school suspension are not permitted on campus or at events.

Attendance Policy:

North Carolina's Compulsory Attendance Law GS 115-C378 requires that every parent and/or guardian of a child between the ages of seven (7) and sixteen (16) cause that child to attend school every day. The law also requires enrolled kindergarten and first grade children under the age of seven (7) to attend school regularly.

Academic success is directly correlated to attendance. Teachers, administrators, students and parents must work together to make sure students are present and on time to each class of the day. Administration and Student Support Services meet monthly to review excessive tardies and absences.

- **Students** will attend school each day and will arrive to each and every class on time.
- **Teachers** will contact parents if a student is absent or tardy for three days.
- **Administration, Guidance and Social Worker** will contact parents if absences extend past three days to offer suggestions and additional support.
- **Parents** will ensure that their child attends school daily and arrives to school on time. Parents should complete the attendance form found on the Davis Drive website when your child is absent or send in a written note. Failure to submit documentation within three days will result in unexcused absences. If your child is absent, you will get a phone call, email, or letter from school.

Request for Excused Absence for Educational Reasons:

If your child is absent due to an educational reason, please complete the “*Request for Excused Absence for Educational Reasons*” form. The form can be obtained in the front office or on our school website. The intent of the experience should be educational from the outset and comparable to that which the student would have experienced in school and should be aligned to the curriculum standards. Family trips and vacations that were not designated, initially, to be educational will not be excused.

Excessive Absences:

Unexcused absences are considered to be unlawful according to the compulsory attendance law. Accumulated unlawful absences will be brought to the attention of the court system. Excessive excused and unexcused absences may result in retention. In Wake County, if a middle school student misses 20 or more days or class periods, they may be retained due to absenteeism.

Electronic Devices:

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

BYOD Expectations:

- Students must have permission to bring a device to school
- Students and guardians are required to sign the BYOD contract
- Students are prohibited from using other student’s devices
- Devices will be used for instructional purposes only
- Devices will **not** be used during transition times or other non-instructional times
- Devices are **not** permitted in bathrooms and locker rooms
- Devices are expected to be charged at home
- Students’ devices are required to be connected to the WCPSS BYOD Wifi network while at school
- School staff reserves the right to change procedures and storage of devices as needed

Computer Acceptable Use Policy:

Internet users are expected to abide by acceptable use policy as outlined by the *Wake County Public School System Student/Parent Handbook*. The following are not permitted and will result in loss of computer privileges and possible school consequences:

- Sending, displaying, or printing offensive messages or pictures
- Writing obscene language or accessing unauthorized websites
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, software, or computer networks
- Violating copyright laws
- Using another’s ID/password
- Illegal use of data in folders or work files
- Distributing mass e-mail messages, creating and participating in unauthorized newsgroups, and storing files on file servers without proper authorization

Social Media Expectations:

Students should not create, send, or post messages on social media outlets about other students and/or staff that are derogatory or sexual. This includes in the school building and outside of the school day. If these messages or postings disrupt the instructional environment, then student devices/accounts are subject to a search and any consequences outlined by School Board Policies.

Bus Expectations:

- Follow rules and regulations of the driver, school, and county
- Students can only ride the bus of their assigned route
- Enter the bus in an orderly and quiet manner
- Do not run to and from the buses
- Exit the bus only at the assigned stop
- Sit in seats as assigned by the driver
- Remain seated at all times while the bus is in motion
- Large bags and instruments must be placed in your lap
- Food and drink are not allowed on the bus at any time
- Be respectful to the driver and other students

Dress Code:

To help keep our students focused on learning without distractions, we expect each one to dress appropriately. Our code of student conduct prohibits disruptive, provocative, revealing, profane, vulgar, offensive, obscene or unsafe clothing or bodily appearances. Here are some examples of what not to wear:

- Exposed undergarments
- Sagging pants
- See-through or excessively short, tight or revealing clothes
- Bare midriff or strapless shirts
- Clothing with lewd, indecent or vulgar messages or illustrations
- Clothing that advertises products or services illegal to minors
- Head coverings
- Chains, spikes or other accessories that could be perceived as or used as a weapon
- Clothing that violates the school system's policies against gang and gang-related activities

WCPSS Board of Education Board Policy 4316:

Adopted May 7, 2019

I.M.P.A.C.T. Card:

In every student agenda there is an I.M.P.A.C.T. card for each quarter of the school year. If a student commits a minor behavior, the teacher notes the infraction and initials the card. As a student accumulates behavioral infractions, there is an increase in severity of consequences. The sequence of consequences are as follows:

1	2	3	4	5	6	7	8	9	10	11	12
Warning	Warning	Lunch Detention	Warning	Warning	Lunch Detention	Warning	2 Lunch Detention	Warning	2 Lunch Detention	ASD	2 ASD

Students will have the opportunity to remove one teacher signature by demonstrating positive behaviors in all of their classes for a day. Reference the chart with the Level 1 and Level 2 behaviors with the I.M.P.A.C.T. card.

Communication:

Davis Drive Middle School uses a variety of tools to communicate with students and parents. The following resources are available for your use to access information regarding school announcements, club/after school activities, and classroom assignments.

- Davis Drive website: <http://davisdrivems.wcpss.net>
- School Twitter: @DDMSBuzz
- Principal Twitter: @DDMSPrincipal
- Principal’s Message via text and email
- Teacher websites and Remind accounts

SMART Block (Students Maximizing Achievement through Resources & Time):

SMART Block is a daily 30 minute period (9:18 to 9:48), which provides students: additional instructional support in core and elective courses, test/quiz preparation, assessment make-up, free reading, time to work on homework, enrichment, organizational support, and other assistance. Students have the ability to choose where they go for SMART Block. The only exception is if a teacher requests a student’s presence for a SMART Block session on their priority day, then the student must go to that teacher.

SMART Block Expectations:

- Students must bring their agenda to SMART Block
- Teachers will stamp agendas daily so you know which classes students attend
- Students must stay at their chosen SMART Block session for the duration of the period
- Students with D’s and/or F’s must attend a SMART Block session for the course they are struggling in. They may not attend large group sessions in the cafeteria, auditorium, or gymnasium.
- Students must attend assigned SMART Block sessions. Students failing to attend assigned SMART Block sessions will be given a consequence.

Who’s Who at Davis Drive		
Principal	Barry Richburg	brichburg@wcpss.net
6th Grade Assistant Principal	Rachel Souders	rsouders@wcpss.net
7th Grade Assistant Principal	Cindy Yaeger	cyaeger@wcpss.net
8th Grade Assistant Principal	Jason Ganoe	jganoe@wcpss.net
6th Grade Counselor	Scott Nilsen	snilsen@wcpss.net
7th Grade Counselor	Michelle Young	myoung4@wcpss.net
8th Grade Counselor	Helen Everitt	heveritt@wcpss.net
Lead Secretary	Terri Dingess	tdingess@wcpss.net
Receptionist	Julie Hunter	jhunter2@wcpss.net
Data Manager	Kandie Cruikshank	kcruikshank@wcpss.net
Bookkeeper	Karen McCracken	kemccracken@wcpss.net
Student Services Assistant	Sharlette Ragen	seragen@wcpss.net
Social Worker	Leah Frahm	lcfrahm@wcpss.net
AIG Coordinator	Elizabeth Crowell	ecrowell@wcpss.net
Special Education Dept. Chair	Jenifer Tharrington	jtharrington@wcpss.net
Media Center Coordinator	Robyn Pickering	rpickering@wcpss.net
Cafeteria Manager	Grace Fan	sfan@wcpss.net

Davis Drive Middle School

Grading Policy

2019-2020

As per WCPSS Board of Education policy 3400, at Davis Drive Middle School, a student's grade will reflect their mastery of concepts and standards outlined in the curriculum. Grading will support the learning process and encourage success. Mastery will be demonstrated through various outcomes, assignments, and activities as determined by the teacher.

<p>Grading Scale</p> <p>90 - 100 A 80 - 89 B 70 - 79 C 60 - 69 D Below 59 F</p>	<p style="text-align: center;">Total Points</p> <p>A student's grade will be calculated using a total points system. To determine a student's percentage in the class, divide the total number of points earned by the total number of points possible.</p>
<p style="text-align: center;">Grading for Mastery</p> <ul style="list-style-type: none"> ● Only assignments assessed for accuracy are included in the gradebook. ● Rubric items will be based off of standards. ● Practice assignments will be used for instructional decisions and/or to provide feedback. ● Early intervention strategies are created from mastery grades. ● Points earned for mastery of standard; not academic behaviors. 	<p style="text-align: center;">Late Work</p> <p>Teachers will issue zeros in the PowerSchool gradebook to indicate missing assignments as a place holder. Students will have the opportunity to complete missing assignments by the end of the quarter. Several strategies and resources will be provided to students using a school wide remediation plan.</p>
<p style="text-align: center;">Absent Make-Up Work</p> <p>For any new work assigned during an absence, students will have a maximum of two days for each day absent to complete the assignments.</p> <p>Assignments that were given prior to the absence, are expected to be turned in by the due date or first day of return.</p> <p>Special consideration will be given in the cases of extended absences.</p>	<p style="text-align: center;">Point Recovery</p> <p>Each teacher will have a remediation plan that ensures students have the opportunity to master concepts and recover points for their final grade.</p>

Student Logins

Account	Username	Password
Computer Network Login		
WakeID Portal: Email, Google, & Grades		

Google Classroom

Teacher	Class	Code
	ELA	
	Math	
	Social Studies	
	Science	
	Healthful Living / P.E.	

Digital Resources

Resource	Username	Password	Website
School website			https://www.wcpss.net/davisdrivems

My student email address is _____@students.wcpss.net

Quarter 1

I.M.P.A.C.T. Card

Effort Drives Excellence

Name: _____ Homeroom Teacher: _____

1	2	3	4	5	6	7	8	9	10	11	12
Warning	Warning	Lunch Detention	Warning	Warning	Lunch Detention	Warning	2 Lunch Detentions	Warning	2 Lunch Detentions	ASD	2 ASD

<p>CODES:</p> <p>B BYOD D Disrespect/Disrupting Class M Major assignment S Not following school rules</p>	<p>Good Job! Earn a signature per class in one day to remove a box above.</p> <p>Date: _____</p> <table border="1" style="width: 100%;"> <tr> <td>C</td> <td>C</td> <td>C</td> <td>C</td> <td>HL/E</td> </tr> </table>	C	C	C	C	HL/E
C	C	C	C	HL/E		

Quarter 2

I.M.P.A.C.T. Card

Effort Drives Excellence

Name: _____ Homeroom Teacher: _____

1	2	3	4	5	6	7	8	9	10	11	12
Warning	Warning	Lunch Detention	Warning	Warning	Lunch Detention	Warning	2 Lunch Detentions	Warning	2 Lunch Detentions	ASD	2 ASD

<p>CODES:</p> <p>B BYOD D Disrespect/Disrupting Class M Major assignment S Not following school rules</p>	<p>Good Job! Earn a signature per class in one day to remove a box above.</p> <p>Date: _____</p> <table border="1" style="width: 100%;"> <tr> <td>C</td> <td>C</td> <td>C</td> <td>C</td> <td>HL/E</td> </tr> </table>	C	C	C	C	HL/E
C	C	C	C	HL/E		

Quarter 3

I.M.P.A.C.T. Card

Effort Drives Excellence

Name: _____ Homeroom Teacher: _____

1	2	3	4	5	6	7	8	9	10	11	12
Warning	Warning	Lunch Detention	Warning	Warning	Lunch Detention	Warning	2 Lunch Detentions	Warning	2 Lunch Detentions	ASD	2 ASD

<p>CODES:</p> <p>B BYOD D Disrespect/Disrupting Class M Major assignment S Not following school rules</p>	<p>Good Job! Earn a signature per class in one day to remove a box above.</p> <p>Date: _____</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>C</td> <td>C</td> <td>C</td> <td>C</td> <td>HL/E</td> </tr> </table>	C	C	C	C	HL/E
C	C	C	C	HL/E		

Quarter 4

I.M.P.A.C.T. Card

Effort Drives Excellence

Name: _____ Homeroom Teacher: _____

1	2	3	4	5	6	7	8	9	10	11	12
Warning	Warning	Lunch Detention	Warning	Warning	Lunch Detention	Warning	2 Lunch Detentions	Warning	2 Lunch Detentions	ASD	2 ASD

<p>CODES:</p> <p>B BYOD D Disrespect/Disrupting Class M Major assignment S Not following school rules</p>	<p>Good Job! Earn a signature per class in one day to remove a box above.</p> <p>Date: _____</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>C</td> <td>C</td> <td>C</td> <td>C</td> <td>HL/E</td> </tr> </table>	C	C	C	C	HL/E
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Student Quick Links

Davis Drive Middle School



WCPSS



Power School



NCEdCloud



Google Drive



Google Classroom



Kahoot



Quizizz

