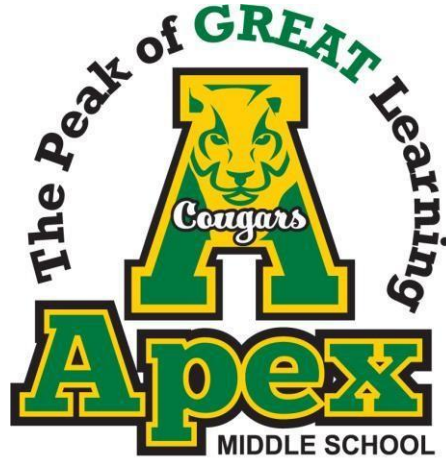


2021-2022  
**APEX MIDDLE SCHOOL**  
Thrive with PRIDE!



**STUDENT & PARENT HANDBOOK**

400 East Moore Street  
Apex, NC 27502  
Phone: 919-387-2181

**Website:** <http://www.wcpss.net/apexms>

|                          | <b>Classroom</b>  | <b>Hallway</b>                          | <b>Restroom</b>                                  | <b>Cafeteria</b>                             |
|--------------------------|---|---|--|--|
| <b>Positive Attitude</b> | * Arrive to class promptly  | * Move with purpose                     | * Follow 10/10 rule                              | * Find your assigned seat quickly            |
|                          | * Be engaged in class activities                                      | * Have a pass                           | * Have a pass                                    | * Be ready with lunch number, money          |
|                          | * Participate   | * Speak quietly and respectfully        |  | or bagged lunch                              |
| <b>Responsible</b>       | * Follow all directions promptly                                      | * Follow all directions promptly        | * Follow all directions promptly                 | * Follow adult directions promptly           |
|                          | * Honor the learning environment                                      | * Allow others to pass                  | * Give others proper space                       | * Stay seated until released                 |
|                          | * Keep classroom clean and in good order                              | * Use appropriate language              | * Respect the space                              | * Move courteously through the line          |
|                          | * Follow classroom social contract                                    | * Use quiet, courteous voices           | * Report all problems                            | * Show good manners                          |
| <b>Inspire Others</b>    | * Use time wisely   | * Keep halls clean                      | * Use facilities appropriately                   | * Clean up if you mess up                    |
|                          | * Speak to adults and peers in a polite manner even when you disagree | * Walk away from threatening situations | * Keep areas clean                               | * Remain in your seat until dismissed        |
|                          | * Be honest   | * Model appropriate behavior            | * Put trash in trash cans                        | * Finish all food and drink in the cafeteria |
|                          | * Work together   |   | * Enter and exit in an orderly and timely manner | * Follow adult directions promptly           |
|                          |   |   | * Report inappropriate behavior                  | * Stay seated until released                 |
| <b>Dedicated</b>         | * Complete all assignments  | * Move quickly to assigned areas        | * Wash hands                                     | * If you make a mess clean it up             |
|                          | * Use equipment and materials appropriately                           | * Walk on the right                     | * Put trash in trash cans                        | * Remain in your seat until dismissed        |
|                          |   | * Keep hands and feet to yourself       | * Keep areas clean                               | * Finish all food and drink in the cafeteria |
|                          | * Plan and organize your time and work                                |   | * Enter and exit in an orderly and timely manner | * Follow adult directions promptly           |
|                          | * Stay focused and on task  |   |  | * Stay seated until released                 |
| <b>Exhibit Integrity</b> |   |   |  | * Exit appropriately to assigned area        |
|                          | * Give your best effort always  | * Arrive on time                        | * Go to restroom only for intended purpose       | * Maintain clean area                        |

Dear Cougar Family,

We are excited to welcome our Cougars to the 2021-2022 school year. We could not be more excited to work together to ensure that Apex Middle School is “A Community of Belonging” for ALL Cougars in which they support and encourage each other to Thrive with PRIDE. This student/parent handbook provides you with the framework of school rules, procedures, and expectations that will help us all have a successful year filled with personal and academic growth.. Please review and reference your handbook often throughout the school year. Good luck this school year and remember students:

**“This is our schoolhouse,  
let’s act like it,  
dress like it,  
learn like it.  
Let’s show our Cougar Pride!”**

Sincerely,  
Monica Yllanes, Principal

## Who's Who at Apex Middle

|   |                      |                        |
|---|----------------------|------------------------|
| <b>Principal</b>                                | Monica Yllanes       | myllanes@wcpss.net     |
| <b>6<sup>th</sup> Grade Assistant Principal</b> | Kenneth Perry        | kperry4@wcpss.net      |
| <b>7<sup>th</sup> Grade Assistant Principal</b> | Carol Mohn           | cmohn@wcpss.net        |
| <b>8<sup>th</sup> Grade Assistant Principal</b> | William J. Kimble II | wkimble@wcpss.net      |
| <b>6<sup>th</sup> Grade Counselor</b>           | Melissa Faircloth    | mpfaircloth@wcpss.net  |
| <b>7<sup>th</sup> Grade Counselor</b>           | Kelly Mueller        | kmueller@wcpss.net     |
| <b>8<sup>th</sup> Grade Counselor</b>           | Chauncey Hatcher     | chatcher-ii@wcpss.net  |
| <b>Bookkeeper</b>                               | Brenda LaCorte       | blacorte@wcpss.net     |
| <b>Lead Secretary</b>                           | Carol Rice           | crice@wcpss.net        |
| <b>Receptionist</b>                             | Sandy Tippens        | stippens@wcpss.net     |
| <b>Data Manager</b>                             | Lori Nugent          | lnugent@wcpss.net      |
| <b>Student Services Assistant</b>               |                      |                        |
| <b>Social Worker</b>                            | Peggy Wallace        | pwallace2@wcpss.net    |
| <b>AIG Coordinator</b>                          | Dana Pilkington      | dpilkington@wcpss.net  |
| <b>Special Education Dept. Chair</b>            | Paige Hutto          | phutto@wcpss.net       |
| <b>Media Center Coordinator</b>                 | Donna McAlonen       | dmcalonen@wcpss.net    |
| <b>Cafeteria Manager</b>                        | Ashley Davidson      | adavidson@wcpss.net    |
| <b>Testing Coordinator</b>                      | Lynn Flood           | lflood@wcpss.net       |
| <b>Nurse</b>                                    | Andria Zawistowski   | azawistowski@wcpss.net |
| <b>School Psychologist</b>                      | Courtney Broadbent   | cbroadbent@wcpss.net   |

## SCHOOL POLICIES AND PROCEDURES

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

### 2021-2022 BELL SCHEDULE:

- 7:45 AM Supervision Begins/Office Opens (*carpool drop off does NOT begin prior to 7:45 AM*)
- 8:10 AM First Bell & Announcements
- **8:15 AM Tardy Bell** (*Students arriving after this time must report to the Front Office with an adult*)
- 8:15-3:00 PM Classes are in Session
- 3:00 PM Dismissal
- 4:00 PM Office Closes

Students choosing to eat breakfast need to **report immediately to the cafeteria upon their arrival to school**. To maintain order and guarantee adequate supervision, students may not leave the cafeteria until dismissed by a staff member. **Students who are car riders should only use the car-loop by the auditorium. There is no other drop off or pick up area.**

### COMMUNICATION

If you have any questions or concerns, **your first point of contact should be your child's teacher(s) or counselor**. Additional methods of communication between the school and families include:

- All teachers have internet sites to post homework, major assignments, assessment dates, and other pertinent information. This is updated weekly. [You can find the links on our school website under the Academic Tab.](#)
- **Home Base/ Parent Portal:** All students receive an individual login and parents who sign up for an account have access to attendance and grades for all classes. Grades are updated weekly.
- Cougar Blast: Contains school information and events – sent out to all families by email to those who sign up. This information will also be posted on the school website.
- School Website - <http://ams.wcpss.net>
- School Twitter account (@apexmscougars)

### **Guide to Technology for Parents and Students**

WCPSS is committed to supporting students and parents with all their technology needs to ensure they can make the most of learning in school and at home. [District Website](#)

### **WCPSS Student Device Program**

Computer technology is increasingly vital for public education in the 21st Century. Accordingly, the Wake County Public School System will, to the extent feasible, issue a district-owned laptop computer (a “District Student Device”) at no charge to each duly enrolled student in grades K-12 for approved educational purposes. More information can be found at: <https://www.wcpss.net/domain/18988>

## **Cell Phones & Headphones**

You may use your cell phone and headphones before or after school and during lunch. Your classroom teacher may determine headphone usage in the classroom.

## **Personal Property**

Students are responsible for their own personal belongings. Neither Apex Middle school nor WCPSS is responsible for lost, stolen, or damaged personal belongings.

## **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.

## **ELEVATOR USE**

Students may not use the elevator unless they have permission from a staff member. Students with permanent or temporary disabilities may use the elevator if deemed appropriate by an administrator (a doctor's note may be requested).

## **FRONT OFFICE PROCEDURES**

At AMS we value instructional time and make every effort to avoid unnecessary interruptions. To help us protect our instructional time we ask that parents and students abide by the following guidelines:

- Please communicate with your child each day to ensure after school plans are made before school.
- Telephone messages for students must be limited to emergencies only. **Please do not text your student during school hours.**
- Please have students bring all items needed for the school day (lunch money, homework, PE clothing, etc.) to school with them. We will not call children out of class for non-emergency situations and will use professional judgment to categorize something as an emergency.

## **Late Arrivals and Early Departures**

Students are expected to be at school on time and to remain at school until dismissed. During the school day, students are expected to be present at the scheduled starting time for each class and to remain until the class ends. When a student must be late to school or leave school early, a written excuse (print or digital) signed by a parent or guardian should be presented upon the student's arrival at school. Parents should accompany the student to the front office if they arrive at school later than 8:15AM. ***Due to front office demands at the end of the day, we will not check students out between 2:45 PM and 3:00 PM.***

## **ATTENDANCE INFORMATION**

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school.

Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. School administrators shall communicate attendance expectations to parents and guardians and work with students and their families to overcome barriers to attendance.

Per Board Policy, attendance must be taken each day of the school year for on-site and remote instruction days.

### 1) ***On-site Instruction Days***

On-site instruction days take place with students attending class at a physical school building. To be counted present during on-site instruction days a student must be in attendance at least one-half of the student school day. This shall include attendance at official school activities at a place other than school with the approval of the principal. A student shall be in his/her assigned area at the beginning of the school day and the beginning of each class or be recorded as tardy.

### 2) ***Virtual Academy Instruction Days***

Virtual academy attendance takes place entirely in the virtual learning environment and includes attendance in live, real-time instruction through virtual academy. Attendance in virtual academy is intended to mirror attendance at on-site instruction and is separate from remote instruction days under the circumstances set forth below. The Superintendent or designee will develop additional guidelines regarding attendance for virtual academy.

To be counted present a student must be in attendance at least one-half of the student school day. This will include attendance at official school activities at a place other than school with the approval of the principal. A student will be logged in, present, and responsive in his/her/their assigned virtual space at the beginning of the school day and the beginning of each class or be recorded as tardy. Not having a camera on, by itself, is not enough to mark a student absent.

### 3) ***Remote Instruction Days***

Remote instruction days shall only occur when required by law or when the superintendent directs schools, in full or in part, to conduct classes remotely in the limited circumstances described in Policy 3102 Online Instruction:

*When warranted by an emergency situation and where authorized by law, the superintendent may temporarily direct schools, in full or in part, to conduct classes remotely, with the understanding that ongoing remote instruction requires Board approval.*

*For purposes of this policy, an “emergency situation” includes a natural disaster, inclement weather, public health emergency, or other situation that threatens the health and safety of employees, students, or the community.*

Remote instruction days take place entirely in the virtual learning environment and may or may not include attendance in live, real-time instruction. To be counted present during remote instruction days, either of the following two statements must be true:

- a. student completes their daily assignments, either online or offline; and/or a student is present in synchronous (live, real-time) instruction.
- b. student has a daily check-in or a two-way communication in a manner acceptable to the school with the appropriate teacher(s) as follows:
  - In grades PreK-5, the homeroom teacher.
  - In all other grade levels, each course teacher as listed on a student’s schedule.

A student's failure to log into a particular online program or lesson on a given remote instruction day shall not be grounds to mark the student absent for the day so long as the student meets one of the other attendance requirements described above. A teacher may subsequently change a student's attendance status from absent to present based on evidence of student engagement submitted on a later date.

When a student has accumulated several absences, a letter will be mailed to the home of the student. A doctor's note may be required in cases of repeated or chronic illness. We encourage families to use the school calendar for planning trips. For all absences, the student shall complete all work in a timely manner in consultation with teachers. ***The student is responsible for all missed assignments for every absence.***

## **GENERAL INFORMATION**

### **ATHLETICS**

AMS has fall, winter, and spring athletic programs. We compete against other middle schools in Southern Wake County. Seventh and eighth graders are eligible to try out for athletic teams. ***Athletes and managers must meet eligibility requirements as outlined by the district and state.*** Team rules and expectations will be presented to students at the beginning of their season. Students and parents are expected to be aware of these.

Students are encouraged to attend athletic events and show positive support for our teams. Students are not permitted to leave campus if they are staying for athletic events. All school rules and school system policies apply at athletic events. Students who behave inappropriately at athletic events may not be allowed to attend future athletic events. Forms may be found online at <http://www.wcpss.net/Page/1465>.

### **BUSES**

The driver has complete authority and responsibility for operating the bus and maintaining good conduct. The driver shall report to the school administrator any misconduct or violation of the driver's instructions. Principals may discipline any bus misconduct as if the violation had occurred on school grounds. Penalties for violating board policy or the Student Code of Conduct apply to bus behavior. In addition, students are expected to:

- Enter the bus in an orderly and quiet manner.
- Sit in assigned seats without being reminded.
- Remain seated and facing front at all times.
- Keep hands, arms, heads or any other objects in the bus at all times.
- Sit with feet on the floor and bookbag and hands in lap.
- Abide by the request of the driver and follow all school and county rules and regulations.
- Food and drink are not allowed on the bus at any time.
- Be respectful to the driver and other students at all times.

Students will lose bus privileges for inappropriate behavior ***on a bus or at a bus stop*** and may also be disciplined per the school and school system policies. No matter what the problem, a bus is expected to complete its route. A bus will run even if a delay is more than one hour. ***Tardiness because of a late bus is always excused and makeup work is allowed.*** For questions or concerns about transportation, contact Transportation Services at 919-805-3030. Wake County Public Schools' [Transportation](#) site provides additional information, including stop requests and updates of late buses, issues, etc.



## **CAFETERIA SERVICES**

Child Nutrition Services are an important part of the school program. The cafeteria staff offers a variety of nutritionally sound meals (breakfast and lunch) for all students. Good nutrition is critical to sustain energy levels throughout the day. Administrators and school staff supervising lunch establish cafeteria expectations that include eating only in the cafeteria and cleaning one's eating area. Students are asked to recycle appropriate food containers.

*All students will receive their breakfast and lunch at no cost for the 2021-2022 school year.* However, families are still encouraged to complete applications for free and reduced lunch if applicable. Visit this link for more information: <https://www.wcpss.net/free-reduced-meals>

Students should not bring food or drink outside of the cafeteria unless part of a planned school activity. Students who fail to comply with this policy may be asked to throw their food item away. School staff will teach and review all cafeteria procedures and expectations at the beginning of the school year.

## **CODE OF STUDENT CONDUCT** (Policy Code: 6410)

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. It can also be found online at [wcpss.net](http://wcpss.net).

Apex Middle is a Positive Behavior Intervention & Support (PBIS) School, which features a systematic process for dealing with challenging behavior that may detract from learning. This is achieved through development of school-wide positive behavior support plans, professional development on best practices, and providing assistance in developing individualized plans for specific students. The district PBIS mission is "to empower teachers and other adults with the skills needed to improve overall classroom and school climate to achieve higher academic performance for all students." At AMS, our expectation of students in relation to PBIS centers on Cougar PRIDE.

## **DRESS CODE POLICY** (Policy Code: 4316)

Students are expected to adhere to standards of dress and appearance. Our guiding principles for the student dress code are similar to those experienced and expected in the workplace: attire that furthers health and safety of students and staff, enables the educational process, and facilitates the operations of the school. Parents are asked to partner with the school district to monitor student attire to help adhere to the guiding principles set forth in the policy.

To promote these goals, students may not wear or carry clothing, jewelry, book bags, or other personal articles that:

1. Depict profanity, vulgarity, obscenity, or violence;
2. Promote the use or abuse of alcohol, tobacco, or illegal drugs;
3. Are prohibited under Policy 4309 III-2 (Gang and Gang Related Activity) or any other provision of the Code of Student Conduct;
4. Threaten the health or safety of staff or students; or
5. Are reasonably likely to create a substantial disruption of the educational process or operations of the school.

### ***Specifically:***

- A. Students must wear clothing that covers their skin from chest to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides.

- B. Students must wear shoes at all times except when changing for physical education or athletic practices or events or when specifically directed otherwise by a teacher or administrator.
- C. Clothing must cover undergarments (waistbands and straps excluded).
- D. Breasts, genitals and buttocks must be covered with opaque (non-see-through) fabric.
- E. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- F. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- G. Head coverings (including hats, hoods, sweat bands, and bandanas) are generally prohibited in the school building. However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).

**Enforcement:** Any school dress code enforcement actions should minimize the potential loss of educational time. When a school staff member or school administrator discusses a dress or grooming violation with a student, the adult should be the same gender as the student if practicable.

**Applicability:** This policy is to be applied fairly and consistently without regard to race, gender, or other inherent traits or characteristics. Principals or their designees shall make reasonable accommodations for religious, educational, medical, or disability-related reasons and for cultural celebrations.

### **EMERGENCY DRILLS**

Fire drills at regular intervals, lockdown drills, and a tornado drill are required by law and are important safety precautions. Teachers will review drill procedures with students. Students are expected to follow all instructions and remain quiet during drills. Disaster drills are conducted to prepare students for evacuation in the event of a natural or man-made disaster. If we should evacuate the school, the entire student body and staff will be transported by bus to a designated location. Parents will be able to pick up their students at the evacuation site. Failure to comply with school rules and teacher directives during an emergency drill may result in an administrative referral. Misbehavior can create a dangerous and/or confusing situation at a time when communication can affect safety.

### **EXTRACURRICULAR ACTIVITIES**

To participate in extracurricular activities, a student must meet academic and behavioral requirements of the school and school system. To participate in an extracurricular activity, a student must have been officially present during the school day. *A student assigned an in-school or out-of-school suspension or alternative learning center for punitive reasons may not attend or participate in extracurricular activities on the day(s) of the suspension.* Parents are expected to pick up students promptly after the activity has ended. If this becomes an issue the student may lose the privilege of participating in the activity. Remember that all school rules apply during extra-curricular activities.

### **INCLEMENT WEATHER**

In case of snow or other potentially hazardous weather or emergency situations, we may close or delay school. WCPSS makes the decision after consulting the National Weather Service, local weather forecasters, and area law enforcement. Additionally, our staff drives the bus routes to check firsthand on local conditions.

Schools will be open on their regular schedule unless otherwise announced. As soon as the decision is made, we

will:

- notify local radio and television stations
- update our website's front page
- notify our schools, which will typically update their own websites and main phone lines

If the weather is bad enough to make a decision the day or night before, we will do so in time for the 11 p.m. newscasts. Otherwise, a decision will be made at 4:45 a.m.

### **MEDIA CENTER**

The media center is open during school hours and during extended hours as scheduled by staff. Students are required to have a pass to use the media center before school and during the school day. No pass is required for after school use. Books may be checked out for a three-week period. Fines will be charged for overdue material. Checkout privileges are suspended when students owe late books, overdue fines, and lost book fees. Destruction or loss of media center material will result in a student being charged the replacement cost. While using the media center, students are expected to be on task and to respect the reasonably quiet atmosphere. To view the AMS Media Center catalog, visit <http://destiny.wcpss.net/> and select Apex Middle.

### **RESTROOM USE – 10/10 GUIDELINES**

Students are encouraged not to use class time to use the restroom unless absolutely necessary and allowed by the teacher. Specifically, unless there is an emergency, restroom passes will not be given during the ***first 10 minutes of class or the last 10 minutes of class***. This will help students be present when lessons are introduced and concluded and not miss important information. ***If a medical condition prohibits your student from following this guideline, please notify the counselor in writing.***

### **SCHOOL DANCES**

Student dances are scheduled on selected afternoons and evenings to provide supervised social experiences for our students. ***Only students who attend our school are eligible to attend dances.*** All school and school system rules and policies apply at dances. Inappropriate behavior at dances may result in suspension from future dances and/or additional disciplinary action. ***Students who serve ISS or ALC for punitive reasons the week of the dance may not attend the dance; students who serve Out of School Suspension within a week prior to the dance may not attend the dance.***

### **STUDENT SUPPORT SERVICES**

School counselor assignments are made by grade level. The purpose of the student services program is to assist students with their academic and social-emotional issues as they progress through middle school.

### **SCHOOL INSURANCE**

If you don't already have accident insurance for your child, WCPSS has contracted with QBE Insurance Corporation to offer coverage, which you may [purchase at their website](#) any time during the school year.

Downloads: [Student Accident Insurance Plans](#) | [Planes de seguro de accidente estudiantil](#)

- Voluntary student accident insurance is "primary" insurance, meaning it pays even if you have other medical insurance.

- While you may purchase coverage any time during the year, the cost will be the same.
- WCPSS provides limited secondary accident insurance coverage for high school athletes. Primary coverage for your child is still recommended.
- WCPSS's general liability insurance excludes student medical expenses unless it can be shown that the school or district acted negligently.

## **HEALTH ROOM AND MEDICATION**

We strongly recommend if you or anyone in your household is experiencing symptoms of COVID (*symptoms include, fever of 100.4 or higher, chills, cough, shortness of breath, loss of taste and smell, runny nose, headache, sore throat, nausea, diarrhea, rash or any other symptom not caused by an alternate diagnosis*) **please do not send your child to school.** [Learn when your student can return to school after a COVID-19 diagnosis, exposure, or other illness.](#) We provide a designated area where students are to report with a hall pass if they become sick or hurt during the school day. A staff member will assess the situation and call a parent if deemed necessary. A staff member may only administer very basic first aid (water, soap, ice and band aids.) ***If your child has health concerns that may need to be handled at school, please inform your child's counselor and teachers of the necessary information to best serve your child.*** We have a nurse who serves our school part-time. If a student needs either over-the-counter or prescription medicine to function in a healthy manner at school and if administering that medicine must occur during the school day, the medication may be taken using the following guidelines:

- For long-term prescription medication, the Parent Request and Physician Order for Medication Form (1702) must be completed and on file in the health room. Prescription labels must match the 1702 form. Forms are available in the Student Services Office.
- If a parent authorizes other short-term prescription medication, he/she must send a note to the health room stating the administration time and dose. (Please complete a 1702 form for the short term). Forms are available online <https://www.wcpss.net/Page/167> or in the Main Office.
- Parents must bring the medication along with a note requesting the administration of prescribed medication to students. The pharmacist's label must be on the container.

***The school does not provide any medication.*** The parent is required to bring any prescribed medication to the health room. The student will be given a note granting permission to return to the health room at medication time. All prescription medications must be locked in the health room and will be dispensed by a staff member from the health room. If a parent authorizes any non-prescription medication, he/she must provide the medication in a small, original container (pocket or travel size) along with directions for administration. The student will keep the medicine and the parental directions. ***Students may not distribute any medication.*** Distribution of medication will be considered a policy violation and will incur such consequences.

## **VISITORS**

Currently only ***Essential Visitors*** are allowed on campus at this time. ***Essential Visitors*** must report to the Main Office to sign in and be issued a Visitor's Badge to wear while on campus. Visitors are not allowed beyond the Main Office unless accompanied by a staff member. Students may not bring visitors to school during the school day.

## **VOLUNTEERING FOR THE WAKE COUNTY PUBLIC SCHOOL SYSTEM**

All volunteers must register and have an approved criminal background check prior to volunteering in the Wake County Public Schools System (WCPSS). It's easy—and it helps keep our kids safe at school! Registration usually takes 5–10 minutes, and reactivation (which needs to be done every school year) usually takes 5 minutes or less. For security reasons, you may only register on our school intranet. This is available on computers at WCPSS campuses. At AMS please go to the front office and they will instruct you where you need to go.

The amount of time it takes to process volunteer requests and background checks varies depending on the volume of requests; most requests take between 3 days to 2 weeks. The highest volume occurs at the beginning of the school year. Parents and other volunteers are encouraged to register as early in the school year as possible. You only need to register once per child yearly. Be sure to list all your children and the schools they attend so that each school can be notified of your clearance status.

## ACADEMIC INFORMATION

### DIGITAL LEARNING AND OVERVIEW OF PERSONAL LEARNING DEVICES

Apex Middle School believes digital citizenship is a critical element of student growth to meet the challenges of the 21st century. Through the use of classroom technology and personal learning devices, students will develop digital citizenship skills to support our school’s vision by actively engaging all students in a collaborative, student-centered environment. The staff and students of Apex Middle School will practice PRIDE while developing digital citizenship skills. We believe the following “I” statements describe appropriate use of technology at Apex Middle School.

|  |  |
|--|--|
| <b>P</b>   | <b>Practice Internet Safety</b>  |
| <b>R</b>   | <b>Responsible for my Digital Footprint &amp; Communication</b>  |
| <b>I</b>   | <b>Inspire Others to be Respectful &amp; Prevent Cyberbullying</b>   |
| <b>D</b>   | <b>Dedicated to Protecting Privacy &amp; Information Literacy</b>  |
| <b>E</b>   | <b>Exhibiting Integrity in Creative Credit &amp; Copyright</b>   |
| <b>Practice Internet Safety</b>                                    | <ul style="list-style-type: none"> <li>● I will choose websites that are good for me to visit and avoid sites that are not appropriate.</li> <li>● I will not reveal private information to a person I know only online.</li> <li>● I will tell an adult if an online conversation makes me feel uncomfortable.</li> </ul>   |
| <b>Responsible for my Digital Footprint &amp; Communication</b>    | <ul style="list-style-type: none"> <li>● I will be aware of how my digital footprint is a representation of my character.</li> <li>● I will use appropriate language online.</li> <li>● I will remember that the information I post online can be searched, copied, and passed on without my knowledge.</li> <li>● I will protect the privacy of others when posting information about them online.</li> </ul> |
| <b>Inspire Others to be Respectful &amp; Prevent Cyberbullying</b> | <ul style="list-style-type: none"> <li>● I will not use cruelty in my language or bully anyone online.</li> <li>● I will inform an adult if I feel that I am being bullied online.</li> <li>● I will not stand by as someone else is bullied online.</li> <li>● I will not use a camera or video recorder in a bathroom, hallway, locker room, common areas, or any other private space on campus.</li> </ul>  |
| <b>Dedicated to Protecting Privacy &amp; Information Literacy</b>  | <ul style="list-style-type: none"> <li>● I will create and keep strong and secure passwords.</li> <li>● I will guard against identity theft by being careful about the information that I share online.</li> <li>● I will use good practices to determine the reliability of information found on websites.</li> </ul>   |
| <b>Exhibiting Integrity in Creative Credit &amp; Copyright</b>     | <ul style="list-style-type: none"> <li>● I will cite all online sources.</li> <li>● I will know when and how it is acceptable to use the work of others and credit it appropriately.</li> <li>● I will not copy the work of others and present it as my own.</li> </ul>  |

## **GENERAL GRADING POLICY:**

At Apex Middle School, a student's grade will reflect their mastery of concepts and standards outlined in the curriculum. Mastery will be demonstrated through various outcomes, assignments, and activities as determined by the teacher and the grade level subject area professional learning team (PLT). For students at risk of academic failure, each grade level subject area PLT will develop a prevention/intervention/grade recovery system that provides additional time and support to be successful. The system will include opportunities for additional learning, assessment of learning and grade recovery to support these prevention/intervention efforts. Grade level subject area PLTs will develop systematic ways for students to be re-assessed on their learning. Our school's grading policy is aligned with the WCPSS Policy 3400: Evaluation of Student Progress.

### **Grading Scale:**

|          |   |
|----------|---|
| 90 – 100 | A |
| 80 – 89  | B |
| 70 – 79  | C |
| 60 – 69  | D |
| Below 59 | F |

### **Homework**

Homework is intended to help students practice and/or reinforce concepts and skills learned in class. After focusing on practice and reinforcement, students will demonstrate mastery of concept/skills on their assessments. Please note that while homework completion will NOT be factored into a students' grade in any subject, it is the expectation that all students complete all homework assignments at home, including reading in preparation for the next day's lessons/activities.

### **Grading Percentage Breakdown: Student grades will be calculated based on the following weights:**

- \* Math and English Language Arts (all grade levels):
  - o Majors = 50%
  - o Minors = 30%
  - o Skills = 20%
- \* Science/Social Studies/Electives/Health & PE (all grade levels)
  - o Majors = 60%
  - o Minors = 40%

**Grade level PLTs in each subject area will determine the types of assignments that fall into each category and their grading practices will be fully aligned.**

### **Late Work**

Late work is defined as any work that was not turned in during the class period or by the specified time on the day it was due. Late work can be submitted until the school-wide Late Work Deadline at the end of each quarter. Any work not submitted by these dates will receive a 50%. The school-wide Late Work Deadlines are:

- 1st Quarter: October 18, 2021
- 2nd Quarter: January 7, 2022
- 3rd Quarter: March 17, 2022
- 4th Quarter: May 26, 2022

**Extra Credit**

We do not allow students to work for extra credit at Apex Middle School. Students who need assistance to master concepts and skills receive that assistance through re-teaching.

**Communication**

- Teachers will provide students and their parents/guardians with clear explanations of their grading practices.
- Teachers will provide each student with regular feedback to promote learning, self-evaluation, and growth.
- PowerSchool will be updated weekly to facilitate timely communication with students and parents.
- Communication between teachers, parents, and students will be timely, including ongoing system-wide mechanisms for communication of student progress and grades. Interims and report cards will be sent quarterly.