



MARTIN GT MAGNET MIDDLE SCHOOL

RESPECT- SHOWING HIGH REGARD FOR AUTHORITY, OTHER PEOPLE, SELF, PROPERTY, AND COUNTRY.

RESPONSIBILITY- BEING DEPENDABLE IN CARRYING OUT OBLIGATIONS AND DUTIES. SHOWING RELIABILITY AND CONSISTENCY IN WORDS AND CONDUCT. BEING ACCOUNTABLE FOR OUR OWN ACTIONS. BEING COMMITTED TO ACTIVE INVOLVEMENT IN OUR COMMUNITIES.

INTEGRITY- HAVING THE INNER STRENGTH TO BE TRUSTFUL, TRUSTWORTHY, AND HONEST IN ALL THINGS, ACTING JUSTLY AND HONORABLY.

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.

VISION- WE PROMOTE REAL-WORLD APPLICATION OF KNOWLEDGE THROUGH A COLLABORATIVE CULTURE TO STRENGTHEN, ENCOURAGE, AND ENHANCE THE UNIQUE GIFTS AND TALENTS OF ALL STUDENTS AND TO MEET THE DIVERSE NEEDS OF A GLOBAL COMMUNITY.

VALUES- AT MARTIN: WE OFFER A VARIETY OF CURRICULUM CHOICES TO ENGAGE AND CHALLENGE THE UNIQUE CAPABILITIES OF ALL STUDENTS.

WE PROMOTE RESPECT, RESPONSIBILITY, AND INTEGRITY.
WE USE DATA EFFICIENTLY AND EFFECTIVELY TO MAKE INFORMED INSTRUCTIONAL DECISIONS THAT IMPROVE STUDENT GROWTH AND ACHIEVEMENT.
WE PARTNER WITH STUDENTS, PARENTS, STAFF AND OUR COMMUNITY.

CONTACT US

ADMINISTRATION

Marla Mondora Principal
Dorothy Harrington Assistant Principal - 6th Grade
Veronica Thompson Assistant Principal - 7th Grade
Jeff Kimbro Assistant Principal - 8th Grade

MAIN OFFICE

SECRETARY

Elana Gleason (919) 881-4970 ext. 27393

RECEPTIONIST

Tari Bullock (919) 881-4970

DATA MANAGER

Emily Sepulveda (919) 881-4970 ext. 27392

MAGNET COORDINATOR

Claudia Dalessio (919) 881-4970 ext. 27413

MEDIA CENTER

Nancy Carr (919) 881-4970 ext. 27401

CAFETERIA

Rose Kearney (919) 881-4970 ext. 27404

ATHLETIC DIRECTOR

John Basaldu (919) 881-4970

PTA

Juli Trexler-President (martinmspta@gmail.com)

Martin Middle School is fortunate to have a strong, active PTA. The PTA provides a complimentary copy of the Martin planning agenda to all students.

COUNSELING & STUDENT SERVICES (CASS) - (919) 881-4970 ext. 27406

The Student Services department is available to serve students and all others interested in the personal and educational development of students. Students are required to have a signed hall pass when coming to the Student Services office. Services include assisting students in planning their educational futures, counseling students individually or in groups, teaching through classroom guidance, serving as a liaison with community services and agencies, and working with parents and students in the students' varied personal and academic needs. Parents and students may request a conference at any time during the school year.

Secretary/Registrar

Kathleen Frechette

Grade 6 Counselor

Katherine Leech

Grade 7 Counselor

Katelyn Rowell

Grade 8 Counselor

TBD

Social Worker

TBD

School Nurse

Maureceia Brewington

Special Programs Chairperson

Laura Dupre

Speech Therapist

Jalisa Yellock

Psychologist

Dr. Kristen Lewis

Career Development Coordinator

Stacy Baxley

Intervention Coordinator

TBD

BULLY TIP LINE- (919) 856-1911 Report any instances of bullying that you witness or experience. If you are not able to speak to a staff member, at least make the call! This can be an anonymous report; however, it is difficult to investigate matters without key information.

The Basics

Key Dates- 1st Semester

8/23 First day of school
9/6 No school- Labor Day
9/7 No School-Teacher Workday
9/9 Meet the Teacher Night
9/16 No School-Teacher Workday
9/23 Fall Picture Day
10/11 No School- Teacher Workday
10/25 End of 1st Quarter
10/27 No School- Teacher Workday
11/2 No School- Teacher Workday
11/11 No School- Veteran's Day
11/24 - 11/26 No School- Fall Break
12/20-12/21 No School- Teacher Workdays
12/22 - 12/31 No School- Winter Break
1/14 End of 2nd Quarter
1/17 No School- MLK Day
1/18 No School-Teacher Workday
1/19 Start of 3rd Quarter

REGULAR BELL SCHEDULE

7:00 AM Students Enter the Building
7:30 - 8:16 1st Period/HR
8:20 - 9:06 2nd Period
9:10 - 9:56 3rd Period
10:00 - 10:49 4th Period- 6th Grade
Lunch
10:53 - 11:42 5th Period- 7th Grade
Lunch
11:46 - 12:35 6th Period- 8th Grade
Lunch
12:39 - 1:25 7th Period

Tools You Should Use

- School Agenda • Homebase (Powerschool Parent Portal) • School website (MartinMS.wcpss.net) • Teacher Websites • CASS Remind
- Wake County Public School System- www.wcpss.net

GENERAL PRACTICES & PROCEDURES

This handbook is the official school guide specifically for operations at Martin GT Magnet Middle School. 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 made available to all students and parents at the beginning of each school year or upon enrollment in the WCPSS and is maintained online throughout the year. If there is a conflict between the rules expressed in this school handbook 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 de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

HOMework

Homework is an important part of the educational program and will be assigned regularly. Homework will help students become responsible, self-directed learners, improve their academic achievement, and provide reinforcement opportunities. Assignments will be purposeful continuations or extensions of the instructional program and appropriate to the student's developmental level. The amount of such work required of students shall increase as grade levels increase and should be commensurate with abilities and course content. Students are encouraged to write all their assignments in their agenda every day. At home, log on to teacher websites to compare what is written in the agenda and what the teacher assigned. If no assignment is given, students should write that no assignment was given. Doing so will help students get in the habit of using their agenda. Core courses require homework on a regular basis to reinforce learning, to supplement skills taught in class, and to provide opportunities for practice and research. Homework is assigned in electives based on individual course needs. While the time to complete homework differs from student to student, daily assignments should not exceed two hours each day. Teachers have the discretion to include homework as a component of a student's nine weeks average; however, homework will not exceed ten percent (10%) of the total grade.

Makeup Work

Students will be expected to make up missed work. Professional Learning Teams and/or department teams shall develop and consistently implement common grading procedures for missed work. The responsibility for securing and arranging for makeup work rests with the student.

- If an absence has been approved in advance, all makeup work, including tests assigned for the day of return, is due upon the student's return to school.
- If makeup work was not assigned in advance by the teacher, the student will have one day for each day absent for absences of one to three days length, or, two days for each day absent when absences exceed three days.

Late Work

Students will be given opportunity to submit late work not related to an absence until the close of a unit of study. Make up work becomes late work following an absence if not handed in after the allotted number of days as outlined in the make-up work section. Grade penalty will be determined by department teacher teams and/or Professional Learning Teams.

Grading Scale

We believe that learning is developmental, and every student should have the opportunity for grade recovery and academic success.

A = 90-100	Superior
B = 80-89	Above Average
C = 70-79	Average
D = 60-69	Below Average
F = Below 60	Failure

Grade Distribution

Final grades will be calculated using the following formula:

50% Major Assignments

40% Minor Assignments

10% Homework Practice

Professional Practice Learning Teams and department teams will determine the weights of specific assignments.

Grade Recovery

Teachers will provide students at risk of academic failure with opportunities for additional learning, assessment of learning, and grade recovery. Professional Learning Teams and department teams will develop systematic methods to support student academic success.

Interim Reports

Interim progress reports are issued midway through each quarter. All students will receive an interim report for each core and elective class. Interim reports will be sent home via students during the following timeframe:

Q1: September 20, 2021

Q3: February 14, 2022

Q2: November 29, 2021

Q4: May 2, 2022

Report Cards

Students receive report cards every nine weeks. Report cards are sent home with students during the first three quarters. The final report card is mailed home at the end of the year.

Q1: November 5, 2021

Q3: April 1, 2022

Q2: January 21, 2022

Q4: June 10, 2022

ARRIVAL AND DISMISSAL

Students arriving to campus, whether by bus or carpool, need to report immediately to their first period/Homeroom. Students should not loiter on sidewalks or in hallways upon arrival or dismissal. Students should have written permission if they wish to go somewhere other than their assigned area when arriving to school. All students, unless participating in a staff supervised extracurricular activity, need to leave campus immediately following dismissal from school. Students must be under the supervision of a staff member to remain on the premises. Students with after school activities should go directly to their assigned locations and must be present by 2:25. Arriving tardy or being in an unauthorized area may result in administrative consequences.

ATTENDANCE POLICY & PROCEDURES

Students must be in regular attendance to do their best work in school. School Board Policy 6000 states, "The Board recognizes that a positive correlation exists between regular attendance and achievement. Therefore, regular attendance is required." For details see Board Policies 6000 and 5510 in the WCPSS Student/Parent Handbook.

Absences

Students who know ahead of time that they will be absent may bring a note to the main office several days prior to the absence. The absence will be classified as excused or unexcused and teachers will be notified. Parents may be called at home or work to verify the student's absence.

Note: The automated dialing system calls the parent even if the parent notifies the school of their child's absence.

When the student returns to school after an absence, he/she must bring to the Main Office a dated note giving the student's name, the date of the absence, the reason for the absence, and the signature of the parent or guardian with valid contact numbers for work and home. The Main Office will issue the student a class admission (pink) slip which must be presented to each teacher whose class was missed.

Checking out of school early

Early checkouts must be done prior to 1:55 p.m. to avoid carpool traffic. If students must leave school early for a medical/dental appointment or some other valid reason, please follow this procedure:

1. Bring a written note with contact information from a parent or guardian stating the time and reason for early dismissal.
2. Present the note to the main office prior to first period. The attendance secretary will issue a check-out slip to show to the teacher whose class you will leave.
3. Before leaving school, report to the main office to sign out. Upon return to school, report to the main office with the check-out slip signed by a parent/ guardian or doctor. A class admission slip will be issued to return to class.

Credit for Attendance

To be counted present a student must be in attendance from more than 50% of the school day. Checking in after 11:00 a.m. is considered absent for that school day and may prohibit student from participating in any extra-curricular activities, including sports, dances, clubs, and fine arts performances.

Excused Absences

Valid conditions for excused absences include:

1. Illness or injury that makes the student physically unable to attend school.
2. Isolation ordered by the State Board of Health.
3. Death in the family.
4. Medical or dental appointment.
5. Participation as a party under subpoena as a witness in a court proceeding.
6. Observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal.
7. Participation in a valid educational opportunity such as travel, with prior approval of the principal. **Parents should submit an Excused Absence Prior Approval Form (Form #1710) at least five days preceding the absence.**

Any absence not meeting the requirements of an excused absence shall be an unexcused absence.

CAFETERIA PROCEDURES

Listed below are the guidelines for appropriate conduct and efficient service in the school cafeteria.

*Students should enter in an orderly fashion--- no running, pushing, or shoving. Students should proceed to either a seat or to the serving line. Coats and jackets may not be worn through the line.

*Students should obtain all necessary items while in line (ie. condiments and utensils).

*For sanitation reasons, students are not to handle food on the line and then return it to the line. "If you touch it, you buy it."

*All food and drink must be consumed within the cafeteria.

*Students should not touch, grab, hide, or play with another person's food at any time.

*Students are responsible for keeping the area clean where they are sitting. Trash should be placed (not thrown or tossed) in the labeled containers. Students may rotate cleaning duty during the year as assigned by their teachers.

*Students are to remain seated in assigned areas until directed to leave by the supervising staff member.

* If the need arises, students should get permission before getting up from their seat.

Administration reserves the right to implement cafeteria procedures or seating assignments as deemed necessary procedures or seating assignments as deemed necessary.

CARPOOL PROCEDURES

To maintain safety and efficiency in our carpool area, students are only to be picked up and let off at the designated location. It is expected that students and parents will adhere to the directions of staff members managing the carpool line. Students are asked to be attentive for watching and lining up for their ride. Detailed directions & procedures can be found on the Martin website.

ELECTIVES & ELECTIVE REGISTRATION

Elective courses offer opportunities to explore new areas of interest or to study a particular subject area in depth. It is recommended that students choose courses over time from all curriculum areas to broaden their learning experiences. Requests for elective changes must be submitted at the start of each semester to the office of Counseling and Student Services, using an elective request change form during the designated times. A request does not guarantee a change, especially if the student chose the course during the registration period. Schedules are designed based on student requests, so it is safe to assume that if a student requested a course (whether primary or alternate), they will keep it.

EMERGENCY, FIRE AND DISASTER DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. The signal for a fire drill is a buzzer sound of several seconds duration. When the signal sounds, students should form a single line and leave the building by the prescribed route quickly and quietly. A chart is posted in every room, near the door, showing the exit route.

BE ADVISED: Students are not permitted to talk during a fire or emergency drills. It is expected that students follow all instructions given by staff members. When notification is given that the drill is over, students should return to their rooms in a quiet and orderly manner.

Disaster drills are performed to instruct students about safety rules to follow during a hurricane or tornado. Disaster drills are announced over the public address system. Students should report to their locations as indicated by their teacher and follow teacher instructions.

Critical Emergency: Total School Lockdown/Relocation

The WCPSS Security/Investigation Department in conjunction with local law enforcement and Wake Emergency Services division has developed a Critical Incident Response plan to be utilized in the case of an extreme emergency at school. In the event of an extreme emergency we request that parents tune in to local media (TV, radio) for information regarding how to reunite with your child/children. It is critical that you follow the directions as given. Do not come to the Martin school campus. Your presence may hinder or delay the emergency response plan in process. Please abide by the directions given to you through the media outlets.

EXTRA-CURRICULAR ACTIVITIES

BUS INFORMATION & BUS CONDUCT

2. Any remaining medication is to be returned to parent and discontinued by date on the medication record. The parent should pick up the

ONLINE SCHOOL PAYMENTS

Martin Middle School and WCPSS can now provide online payment capabilities to families to pay for school activities. Online purchases can be made using the school systems secure web-based portal giving parents the option to pay with a credit or debit card. A link to the online payment portal can be found on the Martin website in the parent section.

PARENT CONFERENCES

Parents wishing to meet with their student's teacher(s), school counselor or administrator need to schedule an appointment. To schedule a teacher or team conference, parents may contact the team leader or school counselor via email or phone.

PHYSICAL EDUCATION ELECTIVES

Each student taking a physical education elective needs to have a medical form completed, signed, and turned in to their physical education instructor. The form is distributed the first day of class for each quarter. The form can also be found online. Students are required to dress out for PE, using a change of clothes. They should wear athletic bottoms and either a light grey or white t-shirt. Martin MS shirts are preferred, but not required. Tennis shoes and socks are also part of the requirement for dressing out. See the PE staff if you have questions. Lastly, students will need a lock to secure their belongings during the class period. Students are permitted to use combination or key type locks.

POWER SCHOOL/HOME BASE PARENT PORTAL

Home Base is the student information system that gives students and parents access to real-time information regarding attendance and grades. If you do not have access to this portal you are required to complete an application. This application can be completed at school or through a notary. A photo ID is required to complete the application process. Information and forms can be found at

www.wcpss.net/parents/homebase.

SCHOOL DANCES (IF APPLICABLE)

Student dances are scheduled to provide supervised social experiences for our students. All school rules apply, and the highest level of student behavior is expected at all dances. All students are expected to pre-arrange transportation home prior to attending the dance. **Students need to be picked up on time immediately following dismissal from the dance.** Students who remain on campus 30 minutes after the dance ends may be prohibited from attending the next school dance.

Students need to be picked up on campus at the designated location. All students need to remain in the designated area and wait for their parent &/or guardian to pick them up.

The following rules apply to student dances:

1. Only Martin students may attend school dances.
2. Inappropriate behavior can result in:
 - ♣ Student suspension from after-school activity privileges.
 - ♣ Parents being called to pick up students before the dance ends.
3. Students whose behavior have resulted in an out-of-school suspension and/or have accumulated three or more days of in-school suspensions/ALC are ineligible to attend the school dance.

SCHOOL RESOURCE OFFICER

To help maintain security, the Wake County Sheriff Department provides a uniformed deputy. The deputy is a law enforcement officer that has the authority and duty to maintain a safe and orderly campus. Additionally, the deputy is a resource for staff to educate students and parents regarding matters of law and safety.

WCPSS CODE OF STUDENT CONDUCT

The Wake County Code of Student Conduct applies to any student who is on school property, who is in attendance at school or any school-sponsored activity, or whose conduct at any time or place, on or off campus, has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the school.

School authorities (principals, assistant principals, WCPSS Security Officers) have the duty and responsibility of conducting a thorough, fair, and timely investigation of offenses. In order to obtain information in an expedient manner, it may be necessary to gather verbal and/or written statements from students who have witnessed or been involved in an incident—with or without the presence of a parent. Students are accountable for knowing Board policies presented in the WCPSS Student/Parent Handbook.

STUDENT RESPONSIBILITY

Martin Middle School recognizes its responsibility to provide each student with an opportunity to receive an education and to provide an atmosphere which is conducive to learning. Martin students also share this responsibility. Students are always expected to show good citizenship and to follow instructions given to them by any teacher or staff member. Students who do not fulfill their responsibilities will be dealt with fairly but firmly to protect the rights of all students and staff members. Students are expected to be familiar with all rules of behavior in the Code of Student Conduct.

Listed below are some infractions that will result in disciplinary action:

Disruptive Behavior	Possession/Use of Tobacco Products
Sexual Harassment	Possession of drug paraphernalia
Fighting or Assault	Vandalism/Damage to Property
Communicating Threats	Theft
Possession/Use of Drugs	Bullying/Harassment
Possession/Use of Facsimile Drugs	

VISITORS

Students are to assist in promoting a safe and orderly school environment. They are expected and encouraged to report to school authorities any serious violations or potential for violations of the Code of Student Conduct. In order for our school to operate smoothly and efficiently, the following policies and procedures have been established. Depending on the nature of the offense, consequences may include, but are not necessarily limited to the following:

Individualizing discipline to fit the nature of the offense

- Conferences with students
- Conferences with students and parents
- Lunch Detention
- After School Detention
- Removal from or restricted access to school/field trips, or end of the semester or end of the year activities and events
- In-school suspension or Alternative Learning Center (ALC)
- Out-of-School Suspension (OSS)

CONDUCT IN THE HALLS

During changes of classes students are to walk on the right side of the hall. Students are expected to take the most direct route to classes. Standing and congregating in the hall between class periods is prohibited.

BULLYING/HARASSMENT

The Martin Middle School staff strives to create a safe school climate for all students. Bullying behaviors are unacceptable. Bullying or harassing behavior is any repeated, systematic pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication on school property; at any school sponsored function; on a school bus; or as otherwise stated in Board Policy 6400 - Student Code of Conduct, and that:

STUDENT CODE OF CONDUCT: POLICIES & PROCEDURES

a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her person or property; or

b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunity, or benefits or by adversely altering the conditions of an employee's employment.

- Students need to fully understand that actions that negatively impact the learning environment for other students and staff at Martin Middle School are not acceptable.
- Cyber-bullying and cyber-harassment are any words, actions, or conduct that meet the definitions of bullying or harassing behavior as outlined in Board policy 1710/4021/7230; and are conveyed via text message, email, Internet message boards, interactions on social media, or other electronic media such as Facebook, Snapchat, Instagram, etc. NC General Statute requires that school administration notify law enforcement of Cyber-Bullying. Cyber-Bullying is now a violation of law.
- It is the responsibility of all students and parents to report situations of harassment or bullying that they are aware of immediately to a school staff member.
- Students are encouraged to call the WCPSS confidential bully tip line (919-856-1911) to report bullying behaviors by other students.

CELL PHONES & OTHER ELECTRONIC DEVICES

Students can use electronic devices as directed or allowed by teachers for specific instructional activities or in the cafeteria or gym before school. Otherwise, students are not to use, display, transmit or have them in the "on" position until after the conclusion of the instructional day (2:15). Failure to follow this rule can result in the item being removed from the student. Students' refusal to turn items over to school personnel are subject to disciplinary action.

For first violations, the student's confiscated item will be returned the same school day at dismissal. Repeated cell phone violations can result in the student's item being held until a parent/guardian comes to retrieve the item from the main office at the conclusion of the school day. **Please note: Students are responsible for securing their electronic devices. Our staff has limited resources for recovering lost, damaged and/or stolen electronic items.**

DRESS CODE

According to WCPSS Board Policy, students are expected to adhere to a dress code 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. The school shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations based on student' religious beliefs or medical conditions.

If a student's dress or appearance is in violation of the dress code, the student will be asked to change his or her dress or appearance. Parents/guardians may be contacted to help correct dress code concerns. In extreme cases, students will not be allowed to attend classes until they are appropriately dressed. Repeat violations of this policy may result in disciplinary action and referrals to the school counselor or social worker. To promote proper dress code, 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)
4. Threaten the health or safety of staff or students
5. Are reasonably likely to create a substantial disruption of the educational process or operations of the school

Specifically:

- Students must wear clothing that covers their skin from chest to mid-thigh with non-see-through fabric in front, back, and on the sides.
- Students must wear shoes at all times except when otherwise directed by a teacher or administrator.
- Clothing must cover undergarments.
- Breasts, genitals, and buttocks must be covered with non-see-through fabric.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop, and other activities where unique hazards exist.
- 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).

NUISANCE ITEMS

Laser pens, toys, gag items, skates, skateboards, fidget spinners or other items that are not expressly for academic purposes are not to be brought to school. Skateboarding is not permitted on campus at any time. Skateboards may be confiscated if used on campus.

GUM

Chewing gum at any point during the school day is not permitted. Students will be asked to immediately throw out any gum they are found to be chewing. Repeated violations of gum chewing may result in additional disciplinary consequences.

LUNCH DETENTION

Students receive lunch detention for minor infractions. Students in detention are expected to eat lunch and work on schoolwork, read or study. They are not allowed to socialize during this time.

AFTER SCHOOL DETENTION

ASD is held on Tuesday and Thursday of each week from 2:20-4:45 PM and is assigned by an administrator. Students in after school detention are expected to do schoolwork, read or study. They are not allowed to socialize during this time.

IN-SCHOOL SUSPENSION/ALTERNATIVE LEARNING CENTER

The Alternative Learning Center (ALC) is a program of discipline and guidance designed to provide support to students who are struggling with appropriate behavior. Students are assigned to the ALC by an administrator, often instead of out-of-school suspension. Students assigned multiple times to the ALC may be required to follow an academic or behavioral contract. Students who fail to correct behaviors following multiple assignments in the ALC may receive OSS for subsequent behaviors that violate the Student Code of Conduct and WCPSS Board Policies. Additionally, students may be assigned to ALC if they' have had an extended absence and need time to gradually readjust to the full school schedule.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension (OSS) occurs when the student is sent home for a specified number of days. OSS is not our first course of action; however, there are times when it is necessary. Out-of-school suspension can occur based on the severity and/or frequency of misconduct or when other disciplinary actions have not been successful. Out-of-school suspension may be short-term (Less than 10 days) or long-term (10 days or more). Suspended students are counted absent from school (unexcused).

Student Signature & Printed Name

Grade

Homeroom