



Wakefield Middle School
2023-2024 Student Handbook
This Agenda Belongs to:

Student: _____

Team/Grade: _____

Schedule

1st Semester

Period	Subject	Teacher	Room
HR/WolfTime			
Core 1			
Core 2			
Core 3			
Core 4			
Elective 1			
Elective 2			

2nd Semester

Period	Subject	Teacher	Room
HR/WolfTime			
Core 1			
Core 2			
Core 3			
Core 4			
Elective 1			
Elective 2			

Administrative Team

Jeff Rachlin, Principal Sonya Meeks, 6th Grade AP
La Toya Brothers, 8th Grade AP Nick Wheeler, 7th Grade AP

Student Services Team

Christine Cox, 6th Grade Counselor Elaine Harper, 8th Grade Counselor
Molly Avery, 7th Grade Counselor Courtney Heggie, Guidance Assistant

Administrative Assistants

Lawanna Barefoot, Receptionist **TBD, Bookkeeper**
Cylena Clark, Lead Secretary Pamela Morrison, Data Manager/Attendance

Phone Numbers You Need to Know:

Administration/Main Office: 919-562-3500
Attendance: 919-562-3500 ext. 22384
Fax: 919-670-4322
Student Services: 919-562-3500 ext. 22383
Transportation: 919-805-3030

Wakefield Middle School Mission:

Wakefield Middle School will provide a relevant, rigorous, and engaging education, promote positive character development and develop student skills in collaboration, creativity, communication and critical thinking.



Bell Schedule

Arrival: 8:00 –Students admitted to building

8:15 – Staggered Homeroom release begins

6th Grade	7th Grade	8th Grade
8:30 - 9:00 (30) HR/WolfTime	8:30 - 9:00 (30) HR/WolfTime	8:30 - 9:00 (30) HR/WolfTime
9:03-10:01 (58) Core 1	9:03 - 10:01 (58) Core 1	9:03 - 9:48 (45) Elective 1
10:04 - 11:02 (58) Core 2	10:04 - 11:02 (58) Core 2	9:52 - 10:37 (45) Elective 2
11:05 - 11:35 (30) Lunch	11:06 - 11:51 (45) Elective 1	10:41 - 11:39 (58) Core 1
11:40 - 12:38 (58) Core 3	11:55 - 12:40 (45) Elective 2	11:42 - 12:12 (30) Lunch
12:41 - 1:39 (58) Core 4	12:44 - 1:14 (30) Lunch	12:15 - 1:13 (58) Core 2
1:42 - 2:27 (45) Elective 1	1:16 - 2:14 (58) Core 3	1:16 - 2:14 (58) Core 3
2:30 - 3:15 (45) Elective 2	2:17 - 3:15 (58) Core 4	2:17 - 3:15 (58) Core 4

Dismissal: 3:15 Buses Called/Posted on TV
3:20 Carpoolers/Walkers Dismissed

ARRIVAL AND DEPARTURE

The school day begins at 8:30 a.m. and ends at 3:15 p.m. Students should not arrive on campus before 8:00 a.m. and should not be on campus after dismissal, unless they are under the direct supervision of a teacher or other staff member. At 8:00 a.m., students are allowed to enter the building, and report directly to the following locations:

- Diner - anyone eating breakfast
- Gym - 6th and 7th Graders
- Theater - 8th Graders

Students must remain in their arrival location until they are dismissed starting at 8:15 am. After 8:15 a.m., students are allowed to report directly to their Homeroom class. All students eating breakfast will report to their staging area once done eating.

There is no supervision for students before 8:00 a.m. or after 3:15 p.m. except for scheduled tutoring and extracurricular activities. Students should not arrive on campus before 8:00 a.m.

Students should be picked up within fifteen minutes following after-school functions. Arrangements for rides should be made before school. Use of the office phone is reserved for emergencies and notification to parents in the event of an illness.

Late Arrival: Students arriving at school after 8:30 a.m. must sign in at the office to receive a tardy slip. Tardiness will be marked excused or unexcused according to *WCPSS attendance policy*. See the Tardy Policy below for more information.



Leaving Early: In order to protect instruction at the end of the day, students will not be called from classrooms after 2:55 p.m. If a student must leave school before 2:55 p.m. for a medical/dental appointment or other valid reason(s), please use the following procedures:

- Parents must come to the front door to check their child out of school.
- Students may leave with a parent or other authorized individual when called to the office.
- Students returning to school must report to the front office to be signed in by a parent or guardian and receive a class admission slip.

ATHLETICS

Seventh and eighth grade students who are interested in participating in athletics for the 2023-2024 school-year should familiarize themselves with the eligibility requirements, student code of conduct, and athletic policies listed on the school website. All students must have an annual physical completed and have submitted all required documentation using the "Dragonfly" system. The WMS Athletic website is: <https://www.wakecountyathletics.com/wakefield>

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cheerleading	Cheerleading	Soccer - Boys
Football	Basketball	Track
Soccer - Girls		Softball - Girls
Volleyball - Girls		

ATTENDANCE

Daily attendance in school is directly related to academic success. *To be counted present, a student must be in attendance for at least half of the school day.* Student attendance will be recorded in Powerschool by each core and elective class teacher every day.

Absentee Notes: When a student returns to school after being absent, the student must bring a note signed by the parent/guardian. Email notes are accepted. The note should include the reason(s) for the absence(s) and should be given to the homeroom teacher within two (2) days of returning to school. Students are responsible for obtaining and completing all missed assignments.

Excused absences include:

- Isolation ordered by the State Board of Health or the Wake County Health Department.
- Illness or injury, which makes the student physically unable to attend school.
- Death in the family.
- Medical, dental, or other appointment with a health care provider.
- Court when a student is under subpoena.
- Religious observance, as suggested by the religion of the student or students' 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 1710*).

Religious and/or Educational Absences: Approval requests for planned absences for religious and/or educational reasons are to be made on Form 1710 (available online) and should be submitted in advance to the main office for Principal approval. For an excused absence for educational reasons, the intent of the experience should have been educational from the outset and comparable to that which the student would have experienced in school.

BIKE RIDERS/SKATEBOARDERS

A bike rack is provided at the front of the building for students who ride bikes. Bikes should be secured with a personal lock. *The school is not responsible for theft or damage.* Students must walk their bikes at all times while on campus sidewalks. *Skateboards are not permitted on school grounds.*



BULLYING/HARASSMENT

There's no room for bullying at Wakefield Middle School. We're building a safe, supportive school climate for all of our students. Any student that believes he or she has been harassed or bullied or any student who witnesses an act of bullying should report it immediately to a teacher, counselor or school administrator. Any school employee made aware of bullying shall report it to the Principal or designee. All complaints of harassing or bullying behavior made by students shall be promptly and thoroughly investigated by the Principal or designee.

Definition of Harassment and Bullying:

As used in this policy, harassing or bullying 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:

- Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- Creates or is certain to create a hostile environment by substantially interfering with or impairing a student' educational performance, opportunities, or benefits. A hostile environment means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Harassing or bullying behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

Please see School Board Policy 6414 for a complete description of this Policy.

BUS TRANSPORTATION

School transportation service is a *privilege*, not a right. While on the bus, students must follow school rules as well as the directions of the bus driver. Students will be assigned a seat to sit in and must remain in their assigned seats at all times. Violation of bus rules may result in a temporary *or* permanent suspension from the bus and/or suspension from school (OSS).

Student Bus expectations:

- 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 book bag and hands in lap.
- Abide by the request of the driver and follow all school and county rules and regulations.
- Food and drinks are not allowed on the bus at any time.
- Be respectful to the driver and other students at all times.

Students will not be given permission to ride another bus. Parents are expected to arrange transportation if their children need to go somewhere else other than their assigned bus stop after school.

Bus drivers have the right to add additional rules or requirements and to assign students specific bus seats. School administrators will handle disciplinary problems reported by bus drivers.

CARPOOLERS

Students who carpool should be dropped off and picked up in the circle directly in front of the school building which is considered the "drop-off" area. This area is accessed from the secondary entrance at Wakefield High School through the faculty parking lot to the front loop. Do not drive into the entrance between the middle and elementary schools and *do not drop*



off or pick up students in the bus drop area. There is no left turn onto Wakefield Pines Drive when exiting the “drop-off” area from 8:00 a.m.-8:30 a.m. and 3:15 p.m.-3:45 p.m.

CLUBS

Students are encouraged to become involved in extracurricular activities such as clubs or athletic teams. We will announce clubs and membership procedures at the beginning of the school year, as well as the processes to create new student clubs.

COMMUNICATION

Our goal is to keep parents and students informed. We will utilize the following strategies to keep you updated on school events and news:

- **School Messenger:** Parents will be notified about school activities and information every Friday and as needed via an email and text message. If you are not receiving the email, please contact the main office for support to enroll.
- **Website:** (<http://wcpss.net/wakefieldms>) Our website is our central means of communication and we work to update frequently. Dates for school activities can be found on our school’s website. The weekly Principal’s message is also linked to the school website.
- **Twitter:** (@WakefieldMiddle, @WakefieldStrong) Periodic announcements, events, and classroom shoutouts from Wakefield Middle School and @WakefieldStrong provides announcements from the Elementary, Middle and High school. Many teachers and staff also use Twitter to communicate the day’s events and future activities.
- **Student Agendas:** Student Agendas, provided by the PTSA, are used daily to record homework and assignments.
- **PowerSchool Parent Portal:** The Parent Portal is designed to give students and parents online access to their electronic records, including grades, attendance, and schedules. Teachers will update grades weekly. We will notify parents when the Portal opens in the Fall.
- **Team/Teacher Contacts:** Teams will send a weekly email newsletter with class and team specific academic and activity updates. Individual teachers may also send individual or group messages via Talking Points, email, or Twitter. All teachers have updated websites that are linked to the main school website for student and parent information.
- **Parent/Teacher Conferences:** Teachers and parents are partners in serving the best interest of the students. Please contact the team leader to set up a conference. Teachers may be available to return phone calls, email, or meet with parents during planning periods or after school. We will not interrupt instruction for conferences or phone calls.
- **PTSA Newsletters:** Our PTSA newsletter will be published monthly during the school year and posted online only. If you prefer a hard copy of the PTSA newsletter, please contact the school directly.

CURRICULUM MATERIALS

As WCPSS has adopted new curriculum materials for English and Mathematics, there are no longer textbooks used in those classes. In ELA and Math, students are given student workbooks to enhance their learning. Each student is only given one workbook per module and should keep the workbook in a place where it will not be lost. Any Textbooks or supplemental texts are provided for student use. However, a student is responsible for lost, stolen, or damaged books. Fines for damaged books are charged in accordance with the amount of damage. In cases where the damage is so extensive as to render the book unusable, the full price is collected. The full price is charged for a lost book. *In order to participate in dances, extra-curricular activities, or end-of-year activities, students must be current with all fines.*

DANCES

Student dances are scheduled occasionally to provide supervised, social experiences for our students. Students must follow the same expectations from the *Code of Student Conduct* and the *WCPSS Student/Parent Handbook*. Only current Wakefield Middle School students may attend. All students are expected to pre-arrange transportation home. Students must be picked up *within 15 minutes* after the end of the dance or lose the privilege of attending future dances or other after school activities.

THE DINER—BREAKFAST/LUNCH

To encourage students to eat a properly balanced diet, the Cafeteria/Diner serves a reasonably priced breakfast and lunch menu. Applications for free and reduced priced meals may be picked up in the main office or in Student Services.

Meal prices are as follows:

<http://wcpss.net/wakefieldms>

www.wcpss.net



Breakfast:	Full Price	\$1.75	Reduced	\$.30
Lunch:	Full Price	\$3.50	Reduced	\$.40

Dining Rules:

1. All students are required to go to the Diner with their teacher.
2. Cutting In line, saving places for others, buying food for others, or throwing food is not allowed.
3. Students may not take food or drinks from the Diner at any time unless by special permission.
4. Students are responsible for keeping their area of the table neat and clean. Trash should be put in the appropriate receptacles.
5. Students are to sit in their designated seat/section as defined by their teacher/administrator.
6. No one is to leave the Diner without permission. If a student is required to be in another area of the school, a staff member will issue a note.

Auto Pay Program: The Auto Pay Lunch Money Program is a recurring payment method allowing you to have your child's lunch money paid by the first of each month. Once you have enrolled, your bank account is drafted or your credit card is charged on the first day of the month with the money automatically deposited into your child's account. Go to <http://www.myLunchMoney.com> for more information. If you have questions or concerns regarding the school's cafeteria, please contact our cafeteria manager at 562-3500 ext. 22362.

DRESS CODE

WCPSS Board Policy Code: 4316 Student Dress Code

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/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 footwear at all times. Bedroom slippers are prohibited. Appropriate footwear is required for physical education.
- 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).

ELECTRONIC/WIRELESS DEVICES

Cell Phones



All student cell phones must be stored in their lockers throughout the day. Students may not use their cell phones during the hours of 8:30 am - 3:15 pm. Parents can leave messages for students by calling the Main Office. Likewise, students may contact parents using the phones in the Main Office or in Student Services.

Chromebooks

Students should bring their WCPSS-issued Chromebook to school every day. The Chromebooks should be charged nightly and students should also bring their chargers with them to school. In the event that a student's Chromebook is damaged, students should visit: <https://www.wcpss.net/techguides> for support. Please also report the damage to Ms. Baissa in the Media Center.

FIRE AND EMERGENCY DRILLS

Fire, tornado, and lockdown drills are a routine part of our School Safety Program. Drills are announced over the intercom or by the sounding of the fire alarm. Students should remain with their teachers during drills, and follow his/her instructions as well as stay quiet and orderly.

FOOD AND DRINK

All food and drink, other than water, should be consumed in the Diner. Outside of staff-planned special events, there is no food or drink allowed in the classrooms or hallways. If students arrive at school in the morning with breakfast or a breakfast drink, they should report to the Diner to finish their meal.

Students **may not** order food to be delivered to the school using any food delivery service (ie- DoorDash, UberEats, pizza delivery). In addition, parents may only bring lunch to their children. That food may not be shared with other students.

GANG AND GANG-RELATED ACTIVITIES

WCPSS does not support or condone gang membership or gang activity. The superintendent/designee shall regularly consult with law enforcement officials to identify gang-related items, symbols, and behaviors, and provide each principal with this information. No student shall commit any act that furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of any WCPSS policy, and having a common name or common identifying sign, colors, or symbols. Conduct prohibited by this policy includes:

- A. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation;
- B. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation
- C. Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
- D. Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person related to gang activity;
- E. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
- F. Soliciting others for gang membership;
- G. Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

Before being suspended for a first offense of wearing gang-related attire (*when not involved in any other kind of gang-related activity or behavior*), a student may receive a warning and be allowed to immediately change or remove the attire if the school administration determines that the student did not intend the attire to show gang affiliation. *Reference WCPSS policy 6410 for more information.*

GRADING POLICY

Wakefield Middle School is committed to maintaining rigorous performance and achievement standards for all students and to providing a fair and consistent process for evaluating and reporting student progress that is understandable to students and



their parents and relevant for instructional purposes. **Grades will reflect a student's mastery of the learning objectives defined for the class.**

GENERAL GRADING POLICY:

- Students are expected to complete and submit work on time.
- Parents may actively monitor student performance by checking grades in Homebase/Powerschool. Families without internet access may request grade reports from the school data manager.
- In addition to checking Powerschool, students will receive an interim progress report in each class at the midpoint of each quarter.
- Students can receive partial credit for late work completed correctly; however, students will earn a zero when they do not submit an assignment.
- Student grades will not be negatively impacted by non-academic or non-curricular variables (such as no name on the paper, wrong size paper, parent signature, etc.), except when items are specifically addressed in a rubric for a formal paper or project.
- Cheating is a violation of the WCPSS Code of Student Conduct and will be addressed through the Wakefield Middle School discipline plan. Teachers may also assign an alternative assessment/activity.
- Teachers will update grades in the PowerSchool System at least once per week.
- Grading Scale:

A	90-100	D	60-69
B	80-89	F	Below 60
C	70-79		
- Teachers will communicate their grade distribution calculations individually at the beginning of each semester. An example of the breakdown of scores is listed below in calculating a student's grades.

o Homework	10%
o Classwork	25%
o Quizzes	30%
o Test/Major Projects	35%

HOMEWORK:

- Homework is a valuable task to be completed to practice, review, and re-engage in the content covered in class.
- Homework can be assigned in order for students to review the learning for the day or to prepare for the next day's learning. Students should complete homework assigned and expect to use the work in the following day's class.
- Homework will account for no more than 10% of a student's grade.

LATE-WORK (not due to absences)

- Students and families are responsible for monitoring Powerschool, Google Classroom and teacher websites to stay apprised of missing assignments and work together to submit work in a timely manner.
- Students may submit late work (classwork, projects, and quizzes) up until the summative assessment for a unit of study.
 - Late work will be assessed a 10% penalty for each day late. If turned in more than 4 days late, it will be assessed a 50% deduction.
 - If the assignment is due less than 3 days before the summative assessment for a unit of study, students will be given the appropriate amount of time after the end of the unit to turn in the assignment, with the late penalty.
 - Late work will be graded based on accuracy in addition to the penalty for being late. All submitted late work will receive a minimum score of 50%.



MAKE UP WORK (due to absences)

- Students who are absent on the day that the work is assigned will be given the equal number of days absent to complete the assignment upon return to school for full credit. Special consideration will be given to students with longer absences due to extraordinary circumstances.
- Students who are present on the day the work is assigned but absent on the day it is due, must turn in the assignment on the day he or she returns to school.

GRADE-RECOVERY/INTERVENTION:

- Students at risk of academic failure may access additional support and instruction during the Wolf Time or through the OTI process.
- Students scoring below a 70% on a test or major project will have the opportunity to complete a PLT selected grade-recovery activity, such as a re-test, test corrections, or an alternate assignment. The PLT determines the timeline for work completion. Students can earn a maximum score of 70% after completing the grade-recovery activity.
- Points deducted for late work cannot be recovered.
- The teachers will meet with all students failing a course at the mid-term to establish a plan for grade recovery.
- The counselor, grade-level administrator and parents, in addition to the teachers, will meet with all students failing a class at the end of the 1st and 3rd quarters to develop an intervention plan/contract/monitoring system to promote future success.

OPPORTUNITIES FOR DEMONSTRATED MASTERY

Teachers can give students opportunities to enhance grades that are connected to learning outcomes and consistent within PLTs. They will only be offered to students who have not demonstrated mastery of a standard. No other forms of extra credit will be offered to students.

HALL PASSES

Anytime a student travels through the halls during the instructional block, the student will be issued a hall pass. Students must carry their classroom pass when traveling to and from the bathroom or water fountains. Handwritten passes may be issued for longer trips out of the classroom.

HEALTH—SICKNESS/MEDICINE

Sick or injured students will receive assistance in the main office. When a student is too sick to return to class, a parent/guardian will be contacted and asked to pick the student up. In case a parent cannot be contacted, parents should provide names of other individuals who are authorized to pick up their child. The office staff gives medication only as prescribed by a doctor and approved by parents. All medication should be brought to the main office with the appropriate form (*Form 1702*) signed by a doctor. Students *should not self-medicate or keep any type of medication in their possession while at school unless approved by the principal with a form 1702.*

HONOR ROLL

An honor roll will be published following the end of each nine-week grading period. A student must receive A's in all subjects to qualify for the A honor roll. A student must hold at least a B average to qualify for the A/B honor roll.

INTERVENTION

The Intervention Team consists of parents/guardians, teachers, counselors, administrators, and other staff members who create and implement an action plan for students. The action plan identifies both school and community based strategies that will strengthen and support individual student success. Students are referred by teachers, administrators, and/or counselors when there is a need for an action plan to be put in place.

The Intervention process involves the following 6 steps:

1. Student strengths are recognized.
2. Areas of concern are recognized.
3. Target concern(s) is/are identified.



4. Strategies are discussed, agreed upon by the committee, and an action plan is created.
5. Action plan is implemented.
6. Follow-up session is held.

LOCKERS

Lockers have built in combination locks. Personal locks are prohibited on team and hallway lockers. Gym lockers do not have built in locks and students are encouraged to use personal locks to prevent theft. Students should not store money, jewelry, or other valuable items in their lockers. Students are responsible for any damage to the locker. Students are discouraged from sharing any lockers, locker combinations, or access to lockers. Any damages to locker(s) may result in ISS, OSS, and/or repayment of damages incurred while in use. All lockers are to be kept clean and orderly. *Wakefield Middle School is not responsible for any items lost or stolen from school lockers.*

MEDIA CENTER

The media center opens at 8:00 a.m. and closes at 3:15 p.m. unless faculty meetings and workshops are scheduled. Reasonable, quiet work habits are expected at all times while in the media center. Students may check out books for two weeks. Reference books may be checked out after 3:15 p.m. and must be returned by 8:30 a.m. the next morning. Payment for lost or damaged books is required. In order to participate in dances, extra-curricular activities, or end-of-year activities, students must be current with all fines.

MESSAGES TO STUDENTS

Please do not call or text students during the school day as it interrupts their instruction. Feel free to call the main office and we can deliver messages to students in between classes. Additional messages and articles for students should be brought to the receptionist in the main office. Names will be called during the morning or afternoon announcements, or students can come to the main office between classes. *Students will not be called out of class for messages. Flowers, balloons, and other gifts for students will not be accepted by school personnel and should not be delivered to a classroom by parents/guardians.*

PARENT/STUDENT CONCERNS:

Being responsive to the needs and concerns of our parents is always a priority. If a parent or student has a concern about a school policy or an incident, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact/talk to the staff member with whom the problem lies or request a conference through the team leader.
2. If the problem persists, contact the grade-level counselor or assistant principal.
3. Contact the principal if the prior two steps are not successful in addressing the concern.
 - Please make an appointment. If you make an unscheduled visit, the person with whom you wish to speak will likely not be available.
 - All visitors are required to register in the office and obtain a visitor's badge. Visitors without a badge will be directed back to the office.
 - Please understand that choosing not to report a concern when an incident happens may limit the school's ability to address the concern fully at a later date.

PERSONAL BELONGINGS

Students are responsible for personal belongings brought to school. Only lunch money and money needed for after-school events should be brought to school. Students are responsible for securing their personal belongings. Only materials related to class work and curriculum are appropriate for school. Items considered inappropriate or used inappropriately will be taken from the student and returned only to a parent/guardian. Personal items (phones) should be secured in the students' locker. *Wakefield Middle School is not liable or responsible for lost or stolen communication devices.*

PROMOTION REQUIREMENTS

North Carolina State Board of Education policy requires that students must demonstrate proficiency on the North Carolina End-of-Grade tests in addition to meeting local requirements in order to be promoted to the next grade. WCPSS policy requires students must receive a passing grade (*D or better*) in Language Arts, Mathematics, and either Social Studies or Science, and



half of all remaining courses taken. Students who fail to achieve the required promotion standards may be retained or promoted with intervention. In either case, students will participate in academic assistance programs during the next school year.

Students must also meet the requirements of the WCPSS attendance policy.

North Carolina law mandates that the final decision regarding promotion or retention of students lies with the principal. Refer to the *WCPSS Middle Grades Program Planning Guide* for additional information.

STUDENT SERVICES DEPARTMENT

Wakefield Middle School seeks to provide support services that positively impact the personal, academic, and career development of students. Counselors provide a number of services including, individual counseling, scheduling, personal/support counseling, testing, and referral to community agencies. Students and parents may schedule appointments. The Student Services Office may be reached at 562-3500 ext. 22383.

TARDY POLICY

The instructional day begins at 8:30 am. Students should be in their assigned Homeroom classes each day by 8:30 am. Students who arrive to school after 8:30 am will be required to sign-in in the front office and will receive a pass to class. Excessive unexcused tardies will result in the assignment to the required additional study time following the schedule below. Students who are tardy due to medical/dental appointments, or other reasons outlined in Board Policy 4400, can turn in an excusal note upon arrival to school. Unexcused tardy totals will lead to disciplinary action if they become excessive.

TELEPHONE

During the school day, a telephone is available in the main office for emergency use only. The front office phone is not for the purpose of routine phone calls. Students should make every effort to make all arrangements for after-school pick up, appointments, early dismissal, sporting events, lunch money, and other pertinent matters before coming to school. Please do not text or call your student on their personal cell phones during school hours as this may result in their phone being confiscated.

TRESPASSING

Although the Wakefield School Complex contains an elementary, middle, and high school, each school operates separately. No student is allowed to be on any other school campus before, during, or after school without prior permission from school personnel. Middle school students found on the elementary or high school campuses will be considered trespassing and may receive ISS, OSS, and/or other disciplinary measures.

VISITORS

In order to protect the safety of all our students, *all parents and visitors* must report directly to the office upon arrival, sign in, and receive a visitor's pass through our visitor check-in system and be escorted to their destination/location. Pictures are taken of all visitors who enter our building. Parents are not permitted to walk directly to a teacher's classroom without advance notice, except in cases where the parent has administrator approval. Parents who wish to visit classes should make arrangements with teachers and an administrator at least twenty-four hours in advance.

If parents or guardians wish to drop off food for their child, eat lunch with their child, or otherwise see them during lunch time, parents and/or guardians need to obtain prior approval and follow the same procedures and sign in at the front office *before proceeding to the cafeteria*. Due to limited seating in the Diner you may have to eat in an alternate location with your child. **Please do not order food to have delivered for your son/daughter as it creates issues with payment and potential disruptions (and will not be accepted).**

VOLUNTEERS

We are always looking for volunteers to tutor, assist in chaperoning trips, attending team activities, proctoring tests, etc. Volunteers must register or reactivate their volunteer status on the WCPSS Volunteer Registry, which is accessible only at a



WCPSS facility (Wakefield Middle School, Wakefield Elementary, or any other school campus in Wake County). All continuing volunteers approved for the 2022-2023 school year MUST reactivate as a volunteer.

THE WAKEFIELD WAY—STUDENT CODE OF CONDUCT

The Wakefield Way is based around 3 Expectations:

1. Respect yourself and your learning.
2. Respect others and their learning.
3. Respect the learning environment (building, classroom, etc.)

Students who exemplify the Wakefield Way are collaborative, respectful, engaged, and hard working. We will celebrate those who strive to persevere, improve, and support their peers to do the same.

Wakefield Middle School recognizes its responsibility to provide each student with an opportunity to receive an education and to provide an atmosphere that is safe and conducive to learning. Students also share this responsibility. Students are expected to abide by the rules and regulations set forth in the *WCPSS Code of Student Conduct*, the *Wakefield Middle School Code of Student Conduct*, as well as any other specific classroom and/or team rules in order to focus on learning and growing.

Consequences for most behavioral problems will be individually prescribed and administered according to classroom and team rules. Students who repeatedly violate classroom regulations or who break specific school rules will be referred to an administrator. Please review the following list of possible consequences for inappropriate behavior.

Consequences for inappropriate behavior may include but are not limited to the following:

- *Lunch Detention* – This is a restricted, non-socializing lunch period. It can be assigned by teachers or administrators.
- *Alternative Learning Center (ALC)* – This is a restricted, instructional school environment focused around supported, individualized school work completion. Students are counted present and will be given credit for all completed work assigned by their teacher or by the ALC teacher. Students are given opportunities to make up missed assignments, and are provided individualized instructional support and guidance.
- *Extended Alternative Learning Center* – This follows the same guidelines as ALC above, but extends the number of days to 5 or more consecutive days. Students can be assigned to Extended ALC in lieu of OSS for multiple discipline referrals, repeated misbehavior following corrective measures such as ALC, lunch detentions, point sheets and/or other disciplinary measures.
- *In-School Suspension (ISS)* – This is an alternative to out-of-school suspension (OSS) and provides a restricted, instructional, non-socializing school environment. Students are counted present and will be given credit for all completed work assigned by their teacher or by the ISS teacher. Students who do not follow ISS rules will be given additional days in ISS or may result in suspension from school (OSS).
- *Out-of-School Suspension (OSS)* – OSS will be assigned when mandated by *WCPSS policy*, prescribed by school rules, and/or after all other means of discipline have failed.

Students assigned to ISS or OSS may not participate in or attend any after school activity (*athletic event, student dance, performance, etc.*) on the day of, or possibly for the remainder of the quarter.

All school rules apply during any school related activity whether during or beyond the school day, and on or off campus.

WCPSS Board Policies details all infractions and consequences which may be given. Board Policies can be found at https://boardpolicyonline.com/bl/?b=wake_new#&&hs=208219 or in the Student/Parent Handbook.

The Code of Student Conduct rules are leveled according to the seriousness of the behaviors and range of potential disciplinary consequences.

Level I: Level I rule violations can generally be addressed with non-disciplinary interventions or non-exclusionary discipline consequences. Except in the very limited circumstances described in Rule II-20, Level I rule violations may not result in out-of-school suspension.



Level II: Level II rule violations involve more serious misconduct that may warrant short-term suspension of up to five (5) school days when, in the judgment of the principal or designee, non-disciplinary interventions and non-exclusionary discipline consequences are insufficient to address the behavior and prevent its recurrence. Principals may impose a short-term suspension of six (6) to ten (10) days or recommend a long-term suspension of eleven (11) days or more based on one or more aggravating factor(s) regarding the severity of the violation and/or safety concerns, provided such aggravating factor(s) are listed in the written suspension notice.

Level III: Level III rule violations are more severe in nature and may support long-term suspension. The principal may impose a short-term suspension of ten (10) days or less or decline to impose any suspension based on mitigating factors.

Level IV: The only rule in Level IV is one that reflects a statutory prohibition on the possession of a “firearm” or “destructive device” (as defined in the rule) on school property or at a school-sponsored event. State law requires principals to recommend a 365-day suspension for all violations of this rule. Only the Superintendent or Board of Education may modify this outcome. A level IV violation is always extremely serious and is treated as such.

Level V: Level V allows for permanent expulsion of a student from the Wake County Public School System for violation of one or more Level II, III, or IV rules in this Code if the following criteria are met: (1) the student is fourteen (14) years old or older; (2) both the principal and the superintendent/designee recommend expulsion; (3) the superintendent and Board determine, consistent with the Board’s “Due Process” policy, that there is a significant or important reason not to offer the student alternative educational services; and (4) the Board determines, by clear and convincing evidence, that the student’s continued presence in school constitutes a clear threat to the safety of other students or school staff. Additionally, any student who is registered as a sex offender under [Article 27A of Chapter 14 of the North Carolina General Statutes](#) may be expelled in accordance with these procedures. If such a student is offered alternative education services on school property, the student must be under the supervision of school personnel at all times.