



# ZEBULON GIFTED & TALENTED MAGNET MIDDLE SCHOOL

## 2020-2021 STUDENT HANDBOOK

### PRINCIPAL'S MESSAGE

This handbook is given to each student to provide the guidelines that are followed at Zebulon GT Magnet Middle School. Each student is responsible for reading and using this information. Every member of the staff is here to help you have a successful and enjoyable school year. Each student is urged to seek the aid of his/her administrator and teachers if the need arises. **READ THIS BOOK CAREFULLY!** It will answer many questions about what will be expected of you at ZMS. Students will also receive a handbook from WCPSS, which specifies some information in greater detail.

We look forward to this year with great excitement and hope all of our students will have a rewarding and successful year.

### MISSION STATEMENT

The mission of Zebulon Gifted & Talented Magnet Middle School is to prepare all students to be competitive in the 21<sup>st</sup> century by broadening the focus beyond the core subjects to include life and thinking skills, current technology, and global, civic and health awareness

### VISION STATEMENT

We envision a school that is data-driven and student-centered that works in collaboration with our parents and the community to provide a safe and interactive environment where everyone involved has the opportunity to contribute, learn, and grow.

### MAGNET THEME

The Gifted and Talented (GT) Pathway includes some of the district's most popular programs and is rooted in the belief that every student has unique gifts and talents to be valued and nurtured. Students in the GT pathway explore a wide variety of elective courses that develop their strengths and interests and can choose elective courses according to their academic needs and interests.

### ADMINISTRATIVE STAFF

Principal..... Candis Jones  
Asst.Principal.....Neil Light  
Asst. Principal.....Terrance Hinnant  
Asst. Principal.....Ashlie King  
Data Manager.....Linda Lee  
Lead Secretary.....Donna Agner  
Bookkeeper.....Murrey Dionne  
Receptionist.....Debra Probasco  
Guidance Technician.....Michelle Wimmer

### TELEPHONE DIRECTORY

Main Office.....919-404-3630  
Student Services.....ext. 21127  
Cafeteria .....ext. 21113  
Media Center.....ext. 21111  
Data Manager (Attendance).....ext. 21123  
FAX..... 919-670-4256

### MAILING ADDRESS

1000 Shepard School Road  
Zebulon, NC 27597

### WEBSITE

[www.wcpss.net/zebulonms](http://www.wcpss.net/zebulonms)

Twitter @ZebulonMS

Facebook: ZGTMMS



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## 2020-2021 DAYS OF SIGNIFICANCE

### 2020-21 School Calendar

August 17.....	First Day of School
September 7.....	Holiday
September 23.....	Progress Report
September 28.....	No School
October 19.....	End of Quarter 1
October 23.....	No School
October 26.....	Report Card
November 3.....	No School
November 11.....	Holiday
November 23-24.....	Remote Learning Days
November 25-27.....	Thanksgiving break
December 2.....	Progress Report
December 11.....	Remote Learning Day
December 21 - January 1.....	Holiday Break
January 15.....	End of Quarter 2
January 18.....	Holiday
January 19.....	No School
January 22.....	Report Card
February 15-16.....	No School
February 17.....	Progress Report
February 18.....	No School
March 10-11.....	Remote Learning Days
March 12.....	No School
March 25.....	End of Quarter 3
March 29 - April 6.....	Spring Break
April 9.....	Report Card
May 5.....	Progress Report
May 13.....	No School
May 27.....	EOG/EOC Testing Begins
May 31.....	Holiday
June 10.....	Last Day of School
June 14.....	Report Cards Mailed Home

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## ABSENCES

### Excused absences:

Excused absences include: illness or injury, death in the family, health care appointments, court appearances, religious observance, natural disasters and outside educational opportunities (you'll need to complete the [Request For Excused Absence For Educational Reasons Form](#) in advance). This form is available online or at the front office.

### **Steps to follow when absent:**

- Students should bring a written excuse with the reason for the absence and a parent signature and present the note to his/her first period teacher.
- Students should ask all teachers for make-up work. It is the student's responsibility to request and complete all missed assignments.

Unexcused Absences: An unexcused absence will be issued if an excuse is not brought to the office or your

first period teacher. Some examples of unexcused absences in accordance with state attendance laws are:

- Skipping school
- Family trip not excused ahead of time
- Missing the bus or oversleeping

In accordance with School Board Policy 6000

- parents will be notified after 3 unexcused absences
- parents will be notified in writing after 6 unexcused absences
- our school social worker will begin an investigation after 10 unexcused absences

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## ACCIDENTS

Any student who is injured in an accident during the school day or at school-sponsored activities should notify a teacher or a coach immediately. An accident form will be completed and filed in the office and school staff will contact the parents of the injured child.

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## ARRIVAL/DISMISSAL

- All students arriving on campus will have to pass a health screening prior to entering the school building.
- All students should arrive between 7:45 - 8:15 and after being screened, report to their homeroom teacher or the cafeteria (if eating breakfast)
- Sixth and Seventh grade students will leave through the back door of the cafeteria leading to the courtyard
- Eighth grade students will exit the cafeteria door leading to the 8th grade hallway
- Upon the announcement at 3:00, students in carpool and walkers will be released
- Student are not allowed to walk to the Boys & Girls Club
- Bus riders will remain in their 6th period class until their bus is called for dismissal
- No students will be allowed out of their 6th period class until it is time for them to be dismissed
- Upon being dismissed, all students should immediately leave campus, report to their bus, or other school activity

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## AFTER-SCHOOL ACTIVITIES

Students are not permitted to remain on campus after school hours unless they are directly involved with a supervised, school-approved, organized event or are working directly with a teacher.

Students participating in after-school activities must report to the supervisor of that activity when dismissed unless otherwise indicated by administration. Students

are expected to remain with their supervisor for the duration of the activity. An adult will supervise all participants in the activity until the students' parent or guardian arrives to transport them home.

If students are staying to attend games they should not report to the gym or field until an announcement is made to dismiss them to the activity, where they will remain for the duration of the event. Any student who leaves class before dismissed will not be allowed to attend the after-school event. Students are not permitted to walk off campus and return to an after-school event without a parent.

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## AFTER SCHOOL EVENT TRANSPORTATION

Students must have transportation arranged for each after-school event (practice, club, recital, dance, concert or sporting event) they attend. If any student spectator has not been picked up within 30 minutes immediately following the conclusion of the event, they will not be able to attend any other after school events, or games for the remainder of the semester. If any student participant has not been picked up within 30 minutes immediately following the event, then he or she will not be able to participate in the next event for that team/group.

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## AGENDAS

Student agendas are required and will be given to all students for the 2020-21 school year. Students should write down all assignments in their agenda daily and parents should check the agendas nightly. As such, agendas serve as a means of communication between parents and teachers. If a student loses his or her agenda, an additional agenda can be purchased at the front office for \$5.00.

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## ATHLETIC ACTIVITIES & ELIGIBILITY

To be eligible, students in grades 7-8 shall:

1. Meet promotion requirements for the previous year.
2. Attain passing grades in language arts and mathematics, either science or social studies, and at least half of all remaining courses the previous semester. Students in grade 6 are not eligible to participate in athletics but may be team managers.

Students must be in attendance the entire school day in order to participate in after-school athletics. Students serving ISS, OSS, or ALC for any part of the school day are ineligible to participate in any extracurricular event until the next school day after the completion of the ISS, OSS or ALC. Students are expected to adhere to all

school and coaches' rules while attending or participating in any athletic activity.

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## Bring Your Own Device (BYOD)

ZMS is a BYOD school. This will allow our students great access to technology.

### BYOD Expectations:

#### **P:** Positive Attitude

- Share your knowledge and skills with others.
- Be patient with your device when completing tasks.

#### **R:** Responsible Worker

- No personal texting/messaging.
- Use only apps, internet sites, and slides provided by the teacher.
- Do not post photographs/videos of any person on campus to public or social networking for personal reasons.

#### **O:** Ownership

- Take your device home every night.
- Keep your device parked when not in use.
- Keep your device charged and ready.
- Use only your device unless one is provided to you by the teacher

#### **W:** We Use Self Control

- Close screen or shutdown device immediately when asked.
- Park your device immediately when asked.
- Only use your device in device friendly classes.

#### **L:** Lead by Example

- Respect and protect the privacy of others.
- Always display positive digital citizenship.

Students are not allowed to charge their personal devices at school.

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## CAFETERIA

We encourage all students to participate in our breakfast and lunch programs. Breakfast is served daily in the cafeteria. Students who plan to eat breakfast should report to the cafeteria at the designated time. Only students who arrive on a late bus are allowed to enter the cafeteria after 8:15 am. Students are required to sit in seats assigned by school personnel, clean up their tables and areas around their tables upon finishing eating, and place all trash in the appropriate containers. Students must pay for all items before leaving the lunch line. Leaving the line without paying constitutes theft which may result in disciplinary actions.

Students are allowed to go through the lunch line **one time** at the beginning of their lunch period. **Once a student goes to her/his assigned table in the eating area he or she is not to return to the lunch lines** without permission from a teacher or an administrator.

Students are expected to behave appropriately in the cafeteria at all times. Any students acting improperly will be assigned school disciplinary consequences as outlined in the school code of conduct. Specifically, ANY THROWN FOOD may result in an out-of-school suspension. .

Prices for breakfast and lunch are listed below:

<b><u>Breakfast</u></b>	<b><u>Lunch</u></b>
Full price	Full price
\$1.50	\$3.00
Reduced price	Reduced price
\$0.30	\$0.40

These prices reflect the price for breakfast and lunch for the 2019-20 school year and may change for the 2020-21 school year.

No outside food (other than what students bring for lunch) is allowed in the cafeteria. If a parent wishes to purchase outside food and bring it to school for their child, that food will have to be eaten in a designated area near the front office.

Students should not leave the cafeteria without a hall pass and permission from a teacher.

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## **THE COUGAR WAY**

The faculty and staff at Zebulon Middle School recognize the importance of developing appropriate, positive relationships with students and rewarding positive student behavior. We have blended parts of the PBIS system and Capturing Kids' Hearts program into the day-to-day operations at ZMS and that is what we refer to as "The Cougar Way". This includes:

- Greeting students at the door with a handshake or similar gesture
- Engaging students in Good Things at the start of each class period
- Creating and utilizing a Social Contract for every class period
- Utilizing a standard set of questions for behavior and disrespect
- The behave out policy
- Rewarding positive student behavior
- Utilizing the EXCEL format for your daily agenda

Social contracts will be developed within the first week of each class. The social contract is a consensus agreement between the teacher and the students on acceptable behavior within the classroom and forms a foundation for positive interactions between students and between students and the teacher and will be revisited and referred to regularly.

When students are exhibiting off-task behavior teachers will utilize the four questions for behavior or disrespect:

Misbehavior:

1. What are you doing?
2. What are you supposed to be doing?
3. What does our social contract say?
4. Are you following the social contract?

Disrespect:

1. How are you talking to me/him/her?
2. How are you supposed to be talking to me/him/her?
3. What does our social contract say?
4. Are you following the social contract?

If the behavior continues . . . What is going to happen if you break our social contract again?

Through the use of the four questions, students will be given the opportunity to stop engaging in the negative; if the behavior continues students will then "behave out" and be sent to a buddy teacher's classroom to complete a behavior reflection sheet.

A staff will utilize the "Cougar Five" when needing to quiet a group of students and get their attention. The "Cougar Five" signal will be given by holding up 1 hand with all 5 fingers extended. When students witness a staff member using the Cougar Five signal, they should immediately stop talking and raise their hand in the Cougar Five signal.

Students are expected to display positive PROWL behavior:

**P**—Proud of Achieving  
**R**—Respectful of Self, Others and Property  
**O**—Organizing for Success  
**W**--Working for a Safe Environment  
**L**—Learning to Lead

Teachers will reward students for their positive behavior with PROWL tickets and positive office referrals. Students will have opportunities to earn PROWL tickets based on the following:

<u>Behavior</u>	<u># of PROWL Tickets</u>
1. General PROWL ticket distribution	1
2. Agenda Check per class period	1
3. Receiving Positive Office Referral	2
4. Caught doing good	2
5. No tardies to class for a week	2
6. Cafeteria clean-up (week)	5
7. Designated after-school events	5

Students will utilize these tickets for the following rewards:

<u>Incentive</u>	<u># of PROWL Tickets</u>
1. Be the line leader of the cabosse	5
2. Assist with morning announcements	10
3. Classroom assistant	10
4. Trip to the PROWL closet	10
5. Eat lunch with a friend in the cafeteria	15
6. Book reading in media center	15
7. Eat lunch in the courtyard	20
8. Eat lunch with a teacher of choice	20
9. Eat lunch with a counselor	20
10. Eat lunch with administrator of choice	25
11. Wear a hat all day	30
12. Earn a free pass to a game	40
13. Quarterly ice cream social	40
14. Free pass to a school dance (8th grade dance excluded)	40
15. Outside meal with counselors	50
16. Off-campus field trip	50
17. Play basketball at lunch	50
18. Be the Principal for the day	70

PROWL tickets will have a different color for each quarter of the school year. Students will have to turn in their PROWL tickets prior to each quarter's deadline in order to redeem them for rewards.

#### Positive Office Referrals

Each month teachers will submit the names of two students to receive a positive office referral. Each student will be given a positive office referral and invited to a monthly Lunch & Learn with ZMS administration.

The behaviors and expectations that make up The Cougar Way will be taught to all students during lessons in the first 10 days of the school year and retaught at the start of each subsequent academic quarter.

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### CARPOOL EXPECTATIONS

All car riders are to be picked-up and dropped-off in the designated carpool area in the front of the school and enter through the doors near the gym..

Students should **NOT** be dropped off in the morning (7:45 – 8:15) or picked up in the afternoon (3:00 – 3:30) at any other location than the designated carpool area in the front of the school. Bus traffic is present in the back parking lot during these times. Please help keep our students safe by using the proper area to drop off and pick up your students.

#### 7:45am – 8:15am

All students must undergo a health screening before exiting their car. Students will be asked a series of

health related questions and have their temperature taken. Students who pass the health screening will be allowed into the building. Students who do not pass the health screening will need to be taken home by their parent. Note: if a student's temperature is above 100.4°, parents will be directed to park and wait 5 minutes for a second temperature to be taken. If the second temperature is less than 100.4°, the student will wait 5 more minutes and have a third temperature taken. If two of the three readings are at or below 100.4° the student will be allowed to attend school for the day. If two of the three readings are above 100.4°, then the student will not be allowed to attend school for the day. Between 7:45 -7:55, students should proceed directly to the cafeteria, if the student is eating breakfast or directly to class.. After 7:55, students should proceed directly to 1<sup>st</sup> period unless they are eating breakfast. After 8:15, students will need to check in at the front office.

#### 3:00 pm – 3:30 pm

Students will remain in their classroom until they are called on the intercom to proceed to the carpool area. Students who are not picked up by 3:30 will be directed to contact a parent.

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### CODE OF CONDUCT

All students are responsible for being familiar with and complying 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 at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

Each student at ZMS is expected to:

- Treat everyone with courtesy and respect.
- Treat personal and school property with respect.
- Create and maintain a positive and safe environment.
- Come to school prepared for learning.
- Act responsibly and accept consequences for their actions.

#### **Responsibilities and Expectations:**

The administration, faculty and staff at Zebulon GT Magnet Middle School are committed to providing a safe and orderly environment so that all students can learn and be successful.

#### **Student Responsibilities & Expectations:**

- Attend school regularly with materials, prepared to learn.
- Conduct yourself in a manner conducive to learning.
- Establish appropriate peer relationships with classmates to help foster a sense of community.
- Follow the rules and expectations of your teachers, school and school system.
- Know the consequences if you do not follow the Student Code of Conduct.

#### **Parent Responsibilities & Expectations:**

- Ensure your child understands and follows the Student Code of Conduct.
- Teach your child self-discipline and respect for authority.
- Communicate throughout the school year with your child's teachers.
- Partner with the school staff to help your child learn and be successful.
- Join the ZMS PTA and actively participate in school events

#### **Teacher/Administrator Responsibilities:**

- Inform students/parents of ZMS & WCPSS rules and expectations.
- Provide an opportunity for all students to learn and be successful.
- Communicate throughout the school year with parents.
- Cooperate with parents to help each student learn and be successful.

**Some examples of inappropriate behavior are listed below:**

#### **Minor Infractions:**

<b>Disrespect</b>	<b>Profanity</b>
<b>Inappropriate Language</b>	<b>Out of Place</b>
<b>Unnecessary Talking</b>	<b>Horseplay/Teasing</b>
<b>Throwing Objects</b>	<b>Dress Code</b>
<b>Chewing Gum</b>	<b>Lying/Cheating</b>
<b>Inappropriate Behavior</b>	<b>Arguing/talking back</b>
<b>Non-Instructional Items</b>	<b>Computer Violation</b>
<b>Tardy to or skipping class</b>	
<b>Non-compliance</b>	

#### **Minor Consequences:**

1. Verbal Warning(s)
2. Student Conference/Move Seat/Parent Contact
3. Time out—sent to another classroom
4. Lunch Detention
5. ICS/Period Detention
6. After-school Detention
7. ISS/OSS—administrative decision

When assigning a consequence beyond a warning, teachers will contact a parent about the behavior and the consequence.

**NOTE:** If any student does not comply with the rules of lunch detention, ICS, ASD, or ISS. The teacher or ISS coordinator may refer the student to administration to possibly assign a more severe punishment (OSS possible).

#### **Major Infractions:**

<b>Fighting</b>	<b>Stealing</b>
<b>Profanity toward Staff</b>	<b>Gang Activity</b>
<b>Assault</b>	<b>Sexual Offenses</b>
<b>Threats</b>	<b>Dress Code</b>
<b>Possessing Tobacco</b>	<b>Gambling</b>
<b>Theft</b>	<b>Harassment/Bullying</b>
<b>Intimidation</b>	<b>Flagrant Disrespect</b>
<b>Instigating Fights</b>	<b>Smoking</b>
<b>Drugs/Alcohol</b>	<b>Vandalism</b>
<b>Bus Misconduct</b>	<b>Property Damage</b>
<b>Leaving Campus</b>	<b>Bullying/Harassment</b>
<b>Possession of Incendiary Materials</b>	
<b>Repeated Minor Infractions</b>	
<b>Extreme disruption of school/class/activities</b>	
<b>Tampering w/Fire Alarms</b>	
<b>Unauthorized Video Recording/Picture Taking</b>	

#### **Major Consequences:**

**Referral to administration; The principal or assistant principal will follow school board policy and assign out-of-school suspension as necessary.**

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## **DESCRIPTIONS OF DISCIPLINE CONSEQUENCES**

#### **Warning**

Students may be given a warning and an opportunity to correct minor behaviors.

#### **Time Out**

Student is sent to another teacher's classroom for the remainder of the class period. Student will complete assigned activities and reflection.

#### **Lunch Detention/Silent Lunch**

Students who receive a lunch detention have violated a minor infraction. The students are expected to complete a period in their assigned classroom or sit in a designated area in the cafeteria and remain quiet during the lunch period.

#### **After-school Detention (ASD)**

Teachers may assign after-school detention in which students will remain in that teacher's classroom from 3:30 – 4:30. Parents will be informed of the detention at least 24 hours in advance and must provide transportation for their child at 4:30.

#### **In-Class Suspension (ICS)**

Students who receive In-Class Suspension spend a set amount of time with one assigned teacher and do not transition from class to class. Students are expected to



follow all class rules of the supervising teacher and must complete all assignments and reflections activities given.

### **In-School Suspension (ISS)**

In-School Suspension requires the student to stay in the ISS room for a given period of time, often the entire school day or longer. While assigned to ISS, the ISS teacher will collect the student's work from his/her teachers for the student to complete in ISS.

Additionally, the ISS teacher will provide a behavior reflection assignment for the student to complete. Students are expected to follow all school rules in ISS. Should any student fail to comply with school rules while serving ISS, administration may require the student to serve an Out of School Suspension as an alternative. Any student who is assigned ISS cannot participate and/or attend any after school event or practice until the day after the conclusion of the ISS.

### **Alternative Learning Classroom (ALC)**

The administration assigns students to ALC for academic difficulty or behavior issues. ALC placement may be for 5 – 45 days. Students in ALC will be taught lessons and assigned work by the ALC teacher. The ALC teacher will be responsible for ensuring that students get credit for the work they complete while assigned to ALC. Any student who is assigned ALC cannot participate or attend any after school event or practice until the day after the conclusion of ALC.

### **Out of School Suspension (OSS) Short Term**

Students may only be assigned an out-of-school suspension from an administrator. Administration will make every effort to call the parent(s)/ guardian(s) of each student that is suspended as soon as reasonably possible. If an administrator cannot contact the parents, the paper notice of student suspension from school will be mailed to the address listed in the student database. Students serving a short term out of school suspension may not step foot on ANY Wake County Public School without prior permission from the principal. Any student who is assigned OSS cannot participate and/or attend any after school event or practice until the day after the conclusion of the OSS.

### **Long-Term Suspension/Expulsion (REC LT)**

Students may be suspended for a period of time longer than 10 days out of school as recommended by the principal. Long-term suspensions can last for the remainder of the school year, for an entire calendar year (365) and are to be discussed with the principal.

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## **COMMUNICATION**

Each week we communicate information and upcoming events to our parents/community several different ways: email messages, text messages, and via the school's website: <http://www.wcpss.net/zebulonms>. If

you do not receive the email messages or text messages then we may not have correct contact information for you and you have not opted in. If that is the case, please contact the main office with updated contact information so that we can keep you informed and up-to-date. Text YES to 67587 to opt in to text message updates from Principal Jones. You can also follow us on Twitter: @ZebulonGTMS

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## **CONCERT AND ASSEMBLY ETIQUETTE**

We expect our students to always be on their best behavior during any assembly, concert, performance, etc. by following these rules at all times:

- Refrain from talking or distracting behavior (tapping feet, humming, etc)
- Applaud at the appropriate times
- No food/drink in the auditorium
- No booing or negative comments

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## **DRESS CODE POLICIES**

**WCPSS Policy:** ZMS students shall abide by the dress code set forth by the Wake County Board of Education which states:

### **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 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 beliefs (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. Staff concerns about student attire should be discussed discreetly and out of earshot of other students to the extent practicable. Teachers or staff discussing a dress or grooming violation with a student should present options for obtaining appropriate clothing (e.g., school clothing closet) or otherwise complying with this dress code (e.g., removing a problematic item). School-directed changes to a student's attire or grooming should be the least restrictive and disruptive to the student's school day.

**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. This policy does not apply to school-sanctioned uniforms and costumes approved for athletics, choral, band, dance, or dramatic performances. Except as specifically noted in this policy based on an exception or accommodation, this policy applies at all times when students are present on school property or in attendance at official, school-sponsored events. Adopted: May 7, 2019

Additionally:

If wearing leggings as pants, they must be covered by a shirt long enough to cover the buttocks.

No pants with holes above the knee are allowed unless the student is wearing something under the pants so no skin above the knee is exposed.

When a staff member notices a violation of the dress code, the student will be informed of the violation and be given an opportunity to correct it. If the student's clothing cannot be brought into compliance with the dress code, the student will be given an opportunity to contact a parent who can provide an acceptable alternative or the student can be sent to ISS and remain there until the violation can be corrected. Repeated

dress code violations may result in additional disciplinary consequences.

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## CHANGE OF ADDRESS

If a student's address or phone number changes, the **parents or guardian must notify the school and present proof of the new address.** Acceptable proof consists of a utility bill and/or a lease agreement. It is critical that we maintain accurate information and are able to contact parents or another adult in case of an emergency.

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## DANCES/FIELD DAY

School dances are held periodically throughout the school year. **All school dances start at 3:30 pm and end at 5:00 pm** (The 8th Grade Dance (6:00-8:00pm) is the only exception). These activities are open to ZMS students only. Students are to adhere to all school rules (including the dress code policy) while in attendance at dances. Any student dancing inappropriately will be required to leave the dance and will not be permitted to attend another dance that year. The last dance of the year is for 8th grade ZMS students. **Any student serving ISS, OSS, or ALC is not permitted to attend any dance (including the 8th Grade Dance) during that quarter.**

A school-wide Field Day may be held near the conclusion of the 2020-21 school year as a reward for students' hard work and positive behavior. Any student who is assigned ISS, OSS, or ALC at any point during the 2nd semester will not be allowed to attend or participate in Field Day. Additionally, at the discretion of administration, other students may be excluded from Field Day for inappropriate behavior.

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## EARLY CHECK-OUT

If it is necessary for a student to leave school during the day, the parent/guardian must go to the front door of the building, push the buzzer and wait for a staff member to come outside to assist them. If a student returns to complete the school day, the process will be the same. **CHECK-OUTS MUST BE COMPLETED PRIOR TO 2:30pm.**

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## ELECTRONIC DEVICES

No student may possess at any time on campus any of the following electronic devices OR electronic games (e.g. PSP's & DS's), mp3/ CD players, mini iPad, IPOD, cameras (school cameras assigned by teachers are permitted), pagers/beepers, portable DVD players, laser pointers, or any other electronic device that may be disruptive to the learning environment.



Cell phones, earphones, earbuds, etc. must be put away during the course of the school day unless directed by a teacher for BYOD purposes. Students are not allowed to wear or display earbuds, headphones, etc. in the hallway at any time. If a student has his electronic device, earbuds, etc. visible he/she will be told to put the device away. If a student violates the policy again, the item will be confiscated and returned at the end of the class period. Repeated violations will result in the parents being required to pick up the item and/or other disciplinary consequences. A student's refusal to turn over the item will result in a disciplinary referral. ZMS is not responsible for the security of any of these items while they are in the student's possession. Students are not permitted to take pictures or video recordings on the school campus without prior administrative approval. Students are not allowed to charge personal electronic devices at school.

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## **FIRE AND EMERGENCY DRILLS**

Emergency procedures for fire and severe weather situations are explained to students at the beginning of the school year. Directions and evacuation maps for fires and disaster drills are posted in each classroom. Please follow these directions throughout the school year. Students are expected to remain completely silent during all emergency drills. Students who chose to talk or act inappropriately during emergency drills are subject to disciplinary action, including suspension.

**Always remember to keep calm, avoid talking and move at a rapid but safe pace.**

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## **Field Trips**

Field trips are considered an extension of the classroom. Students are expected to adhere to all school rules while participating on field trips. Teachers may recommend that a student not attend based on repeated discipline issues. If the administration approves the teacher's recommendation, the teacher(s) will communicate the decision to the parent.

Our school-wide policy regarding field trip refunds is that we will refund the full amount until the school has paid the company/vendor. After that point, refunds are issued after the trip has been taken and we know exactly how much, if any, money remains. Many trips require the school to pay a certain amount even if a student does not go; therefore, the full amount may not be able to be refunded once the school has submitted payment.

Students assigned to serve ISS, OSS, or ALC on the day of a field trip will be unable to attend the trip.?

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## **GANG POLICY**

WCPSS Board Policy 6410 Code of Student Conduct Level II – 18 Gang and Gang Related Activity states the following: The Board of Education believes that gangs and gang-related activities pose a serious safety threat to students and staff members of the Wake County Public School System and can significantly disrupt the educational environment.

**A.)** No student shall participate in any gang-related activities. For the purposes of this policy:

1. 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, and having a common name or common identifying sign, colors or symbols.
2. "gang-related activities" are any activities engaged in by a student on behalf of an identified gang; to perpetuate the existence of an identified gang; to effect the command purpose and design of an identified gang; or to represent gang affiliation, loyalty, or solidarity.

**B.)** Conduct prohibited by this policy includes:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, with the intent to convey or promote membership or affiliation in any gang;
2. Communicating whether verbally or nonverbally (gestures, handshakes, slogans, drawings, etc.) intent to convey or promote membership or affiliation in any gang;
3. Tagging or otherwise defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang.
4. Requiring payment of protection, money or insurance, or otherwise intimidating or threatening in connection with gang-related activity;
5. Inciting other students to intimidate or to act with physical violence upon any other person in connection with gang-related activity;
6. Soliciting others for gang membership;
7. Committing or conspiring to commit illegal acts in connection with gang-related activity.

**C.)** When a first infraction involves only the wearing of gang-related attire, the student shall receive a warning and be allowed to immediately change or remove the attire as an alternative to disciplinary action.

**D.)** The Superintendent or Superintendent's designee shall regularly consult with law enforcement officials to

identify examples of gang-related items, symbols and behaviors and shall provide each principal with this information. Parents and students shall be notified that such information is maintained in the principal's office, that it is subject to change, and that the principal's office may be consulted for updates. In providing this information for parents and students, the school system acknowledges that not all potential gang indicators connote actual membership in a gang.

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## **GRADING POLICY and PRACTICES**

School-wide grading policy:

Grades are weighted as follows:

- Classwork & Homework 10%
- Quizzes & Minor Projects 40%
- Tests & Major Projects 50%

Late Work:

Teachers use student work to evaluate students' progress toward mastering standards. Therefore, it is important that students complete all assigned work and turn it in on time. Late work will be handled as follows:

- Late work will be accepted up to the 10<sup>th</sup> day after it was due
- Late work is subject to a 10% penalty
- When students are absent, they will have one additional school day to turn in the work for each day they were absent
- No work will be accepted within the last 5 days of each grading period.
- Students who are not given 10 days to submit late work due to the end of the quarter will be exempt from the grade

Report Cards and Interim Reports:

- Report cards are issued four times a year, shortly after the end of each quarter
- Interim reports are issued near the midpoint of each quarter

Parents are expected to monitor their student's grades and attendance, in real time, throughout the year with a Parent Portal account. For questions about your Parent Portal account or creating an account, please contact Student Services.

For questions about your child's grade and/or school work, please contact your child's teacher via email or phone.

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## **HALL TRAFFIC**

All exterior doors are locked at all times. Staff members will be assigned to open certain doors during class changes so it is imperative that students move quickly from class to class so as not to be locked out of the building and/or be tardy to class.

Students should never kick/pound on a door in hopes that someone will open it. If students are locked out of the school building, they should report to the front door or the door in the middle of the courtyard and ring the bell to be admitted entrance into the building

Students should take the most direct route to their next class and not linger in the courtyard or hallways or go out of their way to talk to other students.

When changing classes, students will demonstrate proper behavior. Running, shouting, playing, or any other attention getting behavior is prohibited. Students are expected to maintain social distance at all times during class changes.

Students who arrive late to class will be marked tardy and the appropriate consequence will be administered as per the ZMS Tardy Policy.

Once students report to class they are to remain in the classroom unless they have permission from their teacher to leave the classroom. All students in the hallways during class time are required to have a hall pass.

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## **INTERVENTION CLASSES**

Some students will be assigned math and/or ELA intervention classes based upon students' academic needs.

While ZMS is operating under Plan B Transition, all intervention classes will meet daily unless otherwise directed by their teacher. When students return to campus, intervention classes may shift to the A/B day schedule explained below.

For the 2020-21 school year, all intervention classes are yearlong and will be taught on an A day/B day schedule. Students who are assigned both ELA and math intervention will have the classes during the same elective period on alternating days. Students who only have ELA or math intervention will be assigned an elective class on the alternating day. Not all electives are on the A day/B day schedule, so students will be required to take the class assigned by their counselor.

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## **LOCKERS**

Students will not be issued lockers.

In the event that students are assigned lockers, they cannot be shared among students and the lockers are subject to search at any time if there is reasonable suspicion to believe something is in a locker that threatens the safety and/or security of the school. Students should put a lock on their locker to secure

their belongings. At the conclusion of the school year, any lock left on a locker will be cut off and discarded.

The school does not have enough lockers in the gym to assign students to individual lockers. However, there are plenty of lockers in the locker rooms for each student to secure their belongings during their PE class. Students are expected to provide their own lock and secure personal items during classes in the gym in order to prevent theft. Allowed to share lockers in the PE locker room.

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## LOST AND FOUND

Students should be very careful about leaving valuables unattended in desks, classrooms, and unlocked lockers. Anything turned in to the office will be held until the end of each month and then they will be disposed of or donated to GoodWill. The school is not responsible for stolen articles.

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## MEDICATION

If medication is necessary at school, the parent or guardian must bring that medication to the main office along with a copy of **Form 1702**, "Parent Request and Physician Order for Medication" with parent and physician signatures. The main office will store and dispense all medication. Teachers and staff members other than the office staff are not permitted to dispense medication. At the end of each school year any remaining medication will be discarded after two weeks.

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## NATIONAL JUNIOR HONOR SOCIETY

Students are eligible to become members of the NJHS after the third nine weeks of the 7th grade if they have earned a cumulative 3.5 grade point average. Students are also judged on their character, citizenship, and leadership qualities.

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## PARENT INVOLVEMENT

We encourage all parents and guardians to be involved in their children's education. One great way to get involved is to join the ZMS PTA, which is a very active group that supports many student-centered projects throughout the school year, including character education and student recognition programs and our annual fundraisers. Information on membership will be made available throughout the school year and is available in the main office.

In a typical school year in addition to joining the PTA, parents are invited to volunteer to assist in their teacher's classroom, proctor for end-of-year testing, or a variety of other programs and activities. However, volunteer opportunities will be very limited during the

2020-21 school year. In lieu of volunteering, parents are encouraged to join the PTA for opportunities to assist the teachers and staff at ZMS.

During the course of the school year, ZMS will hold several Parent Engagement Nights in which parents will gain valuable information about helping their child in school. Please continue to keep open communication with teachers via email and by reviewing the student agendas daily.

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## PERSONAL PROPERTY

Students may not bring personal property that is not relevant to learning in the classroom. The following is a list of prohibited items:

- Baseball caps (unless part of a ZMS team uniform)
- Skateboards
- Rollerblades/roller skates
- Basketballs, footballs, soccer balls, etc. (unless required as part of a ZMS sports team)

Students who elect to bring personal property of this type will have the property confiscated and held in the front office until the end of the school day.

We do not accept delivery of any kind for students (e.g. flowers, balloons, food, etc.). Students are not allowed to carry flowers, balloons, stuffed animals, pillows, blankets or any other non-instructional items that may cause a distraction during the school day.

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## PROMOTION STANDARDS

**WCPSS BOARD POLICY 5530** Promotion standards are based on the belief that students should meet grade level proficiency and graduation requirements in order to be promoted to the next grade level or to graduate from school. The purpose of this policy is to ensure that appropriate intervention is provided as early as possible for students who are identified as unlikely to meet the promotion standards.

**5530.1.1** - Students are required to meet local and state standards for promotions in grades K-8 that include demonstrated proficiency on local assessments, standardized tests, and final progress reports/report cards. In determining the best educational interests of a pupil, appropriate grade placement decisions shall be based upon the mastery of critical knowledge and skills including reading, writing, and mathematics and in consideration of social, emotional, and physical needs. The educational program shall provide for the continuous progress of students. In grades 6-8, promotion requirements also include successful course completion, as indicated on the final progress report, in

- 1. English/Language Arts and Math**
- 2. Either Science or Social studies**

### 3. At least fifty percent (50%) of the remaining courses taken.

(ALL FOUR REQUIRED FOR PROMOTION)

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## STUDENT COUNCIL

Students in grades 6-8 are eligible to join the Student Council. The purpose of the Student Council is to involve students in activities and projects in the school and community. Student Council sponsored projects may include dances, school beautification activities, United Way projects, and community food drives.

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## TARDY POLICY

Promptness to school and class is very important to student success. Students should arrive in their classes on time and ready to work

### Consequence Track

- 1<sup>ST</sup> – Warning
- 2<sup>nd</sup> – Warning
- 3<sup>rd</sup> – Warning
- 4<sup>th</sup> – Parent Contact
- 5<sup>th</sup> -- In-Class Suspension (ICS)
- 6<sup>th</sup> – In-School Suspension (ISS)

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## TELEPHONES

Student's may use the classroom telephone with teacher's permission or the front office telephone with a pass from their teacher. **Per School Board Policy, students are not permitted to use their cell phones during the school day without teacher approval. This includes phone calls, as well as, texting; therefore, parents are asked not to text their student during the day as this puts the student in a difficult situation if he/she is using his/her phone without permission of a teacher.** Parents who need to speak with their student should call the office, and a message will be given to the student.

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## TEXTBOOKS

Most teachers may choose not to issue textbooks. If this decision is made, please know that students can be successful without them. When textbooks are loaned to students, it becomes the student's responsibility to keep them well maintained. Students who damage or lose textbooks/novels will be required to pay for them. In lieu of textbooks, students will be issued novels in ELA class and workbooks in both ELA and math class. It is essential that each student keeps track of these materials, brings them to class daily, and returns each novel in good condition at the completion of the unit.

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## TRANSPORTATION

All routes and bus stops are assigned by the WCPSS Transportation Department, not ZMS. For the most up-to-date information regarding bus stops, requests for bus stop changes, etc. please visit

<http://www.wcpss.net/parents/transportation>.

Additionally, for real-time information about your child's bus, utilize the Here Comes the Bus app which is available from Google Play or the App Store. More information about the app can be found on the district's transportation page.

After-school activity buses will run a limited route on Monday through Friday to help students who remain after school for athletics, tutoring, school-sponsored extracurricular activities, etc. The bus departs campus at approximately 5:00. All students who ride the after-school activity bus will need a pass each time they ride the bus. Students who leave campus may not return to campus in order to ride an activity bus.

Students must ride the same assigned bus to and from school each day. (i.e. Students are not allowed to ride home with a friend on a different bus.) When dismissed from the bus in the morning, students should report directly to the designated location. In the afternoon, students will wait in their classroom until their bus number is put on the television screen and then report directly to their bus. Announcements of bus numbers will not be made over the intercom. Our buses are scheduled to run additional routes at other schools and, as a result, have to adhere to a strict timetable.

Students must remember that riding the bus is a privilege that can be taken away if there is any inappropriate behavior on the bus. Inappropriate behavior is defined as any behavior that is not allowed in school or on school grounds, as well as, any other behavior that the bus driver deems distracting or inappropriate. Failure to follow these guidelines and/or any other rules set forth by the bus driver may result in suspension off the bus.

Students who walk to school or are dropped off at carpool, should follow similar procedures and should leave campus immediately when dismissed from school in the afternoon. No student is allowed in the hallways or other areas of the school campus, without permission, before 7:45 am or after 3:30 pm. Any student arriving on the school campus before 7:45 am should report directly to the front office.

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## VISITOR SIGN-IN

During a typical school year, ZMS welcomes parents, grandparents, and other family members to visit our school and our classrooms. However, due to safety guidelines put in place, visitation to ZMS will be

extremely limited this year. If you do come to campus, please hit the buzzer at the front door and wait for a staff member to assist you. If it is deemed necessary for you to enter the building, you will first have to pass a health screening.

## **REMOTE LEARNING and Virtual Academy**

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**school contact: Neil Light**

Many ZMS students have signed up for Virtual Academy for either the first semester of the entire 2020-21 school year. Students enrolled in Virtual Academy are still part of the ZMS family! Additionally, remote learning will be required for all students at ZMS for at least some part of the 2020-21 school year. During remote learning/Virtual Academy, instruction will be delivered online, all assignments will be submitted online, and class attendance will be mandatory. Live instruction will be approximately 2.5 hours per day and there will be approximately 2.5 hours of work/activities that the students will need to complete independently each day. Even though students are not physically in the ZMS building during remote learning, all behavior and academic expectations still apply for students. All assignments must be submitted as per teacher guidelines and students will be graded for all work that is assigned. Inappropriate behavior will be addressed by the teacher and/or a parent contact. If inappropriate behavior continues, students can be blocked from entering live classroom sessions but students will still be responsible for all material and assignments covered during that time.

### **Remote Learning and Virtual Academy Expectations:**

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1. Students will attend all live sessions.
  2. If they have trouble connecting or any other technology issue they should contact the WCPSS Student Help Desk through this [link](#) or by calling 919-694-8100
  3. When students enter the live sessions, they will mute and turn off their camera when they log in. The teacher will communicate when they should unmute and when/if students who turn on their camera.
  4. Students are expected to participate in the live session as directed by the teacher.
  5. Students will refrain from any inappropriate comments/behavior during the live sessions.
  6. Students will turn in all work by the deadlines given by the teacher. Students will communicate with their teacher via email or during office hours if they are having any difficulties completing assignments.
  7. Students will check PowerSchool to see if they are missing any assignments.
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## **Online/ Virtual Academy Code of Conduct**

### **Minor Infractions**

*specific to on-line/virtual classes*

- Shouting out inappropriately/using "chat" inappropriately
- Not following teacher instructions
- Using inappropriate sites/materials
- Inappropriate dress
- Not participating/engaging in learning activity
- See Code of Conduct for other minor infractions

### **Minor Consequences**

1. Verbal Warning
2. Second offense: Verbal warning with student conference (stay after session or come to office hours). Teacher has the option to mute student for the session. The student will also complete the "Four Questions" Google Form.
3. Third offense: Parent contact
4. Administrative referral

### **Major Infractions**

*specific to on-line/virtual classes*

- Inappropriate/threatening language
- Four or more minor infractions
- See Code of Conduct for other major infractions

### **Major Consequences**

1. The student may be removed from the current session, required to participate in a conference with the teacher or administrator and complete the “Four Questions” Google Form.
2. Parent contact
3. Administrative referral (which may include student be prohibited from attending live sessions)

**Remote Learning Resources:** [bit.ly/zmsonline](http://bit.ly/zmsonline) | **Student Launch Pad:** [bit.ly/zmsstudents](http://bit.ly/zmsstudents)

### ZMS Daily Schedule (Begins August 31)

A Week						B Week					
Grade 6						Grade 6					
	Monday	Tuesday	Wednesday	Thursday	Friday		Monday	Tuesday	Wednesday	Thursday	Friday
8:15 - 9:25	Core 1	Core 1	Core 1	Core 1	Core 1	8:15 - 9:25	Core 1	Core 1	Core 1	Core 1	Core 1
9:30 - 10:40	Core 2	Core 2	Core 2	Core 2	Core 2	9:30 - 10:40	Core 2	Core 2	Core 2	Core 2	Core 2
10:45 - 11:55	Core 3	Core 3	Core 3	Core 3	Core 3	10:45 - 11:55	Core 3	Core 3	Core 3	Core 3	Core 3
12:00 - 1:00	Lunch					12:00 - 1:00	Lunch				
1:05 - 2:15	1st Elective	1st Elective	1st Elective	1st Elective	1st Elective	1:05 - 2:15	2nd Elective	2nd Elective	2nd Elective	2nd Elective	2nd Elective
2:20 - 3:00	Magnet Elective	Magnet Elective	Magnet Elective	Magnet Elective	Magnet Elective	2:20 - 3:00	Magnet Elective	Magnet Elective	Magnet Elective	Magnet Elective	Magnet Elective
Grade 7						Grade 7					
	Monday	Tuesday	Wednesday	Thursday	Friday		Monday	Tuesday	Wednesday	Thursday	Friday
8:15 - 9:25	Core 1	Core 1	Core 1	Core 1	Core 1	8:15 - 9:25	Core 1	Core 1	Core 1	Core 1	Core 1
9:30 - 10:40	Core 2	Core 2	Core 2	Core 2	Core 2	9:30 - 10:40	Core 2	Core 2	Core 2	Core 2	Core 2
10:45 - 11:55	1st Elective	1st Elective	1st Elective	1st Elective	1st Elective	10:45 - 11:55	2nd Elective	2nd Elective	2nd Elective	2nd Elective	2nd Elective
12:00 - 1:00	Lunch					12:00 - 1:00	Lunch				
1:05 - 2:15	Core 3	Core 3	Core 3	Core 3	Core 3	1:05 - 2:15	Core 3	Core 3	Core 3	Core 3	Core 3
2:20 - 3:00	Magnet Elective	Magnet Elective	Magnet Elective	Magnet Elective	Magnet Elective	2:20 - 3:00	Magnet Elective	Magnet Elective	Magnet Elective	Magnet Elective	Magnet Elective
Grade 8						Grade 8					
	Monday	Tuesday	Wednesday	Thursday	Friday		Monday	Tuesday	Wednesday	Thursday	Friday
8:15 - 9:25	Core 1	Core 1	Core 1	Core 1	Core 1	8:15 - 9:25	Core 1	Core 1	Core 1	Core 1	Core 1
9:30 - 10:40	1st Elective	1st Elective	1st Elective	1st Elective	1st Elective	9:30 - 10:40	2nd Elective	2nd Elective	2nd Elective	2nd Elective	2nd Elective
10:45 - 11:55	Core 2	Core 2	Core 2	Core 2	Core 2	10:45 - 11:55	Core 2	Core 2	Core 2	Core 2	Core 2
12:00 - 1:00	Lunch					12:00 - 1:00	Lunch				
1:05 - 2:15	Core 3	Core 3	Core 3	Core 3	Core 3	1:05 - 2:15	Core 3	Core 3	Core 3	Core 3	Core 3
2:20 - 3:00	Magnet Elective	Magnet Elective	Magnet Elective	Magnet Elective	Magnet Elective	2:20 - 3:00	Magnet Elective	Magnet Elective	Magnet Elective	Magnet Elective	Magnet Elective



