
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 GT Magnet Middle School is to prepare all students to be competitive in the 21st 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 gifts and talents to be valued and nurtured. To that end, students in the GT pathway explore a wide variety of elective courses that develop strengths and interests. Students can customize their academic programs by choosing elective courses according to their academic needs and interests.

ADMINISTRATIVE STAFF

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

TELEPHONE DIRECTORY

Main Office.....919-404-3630
Guidance.....ext. 21127
Cafeteriaext. 21113
Media Center.....ext. 21111
Data Manager (Attendance).....ext. 21123
FAX.....919-404-365
1

MAILING ADDRESS

1000 Shepard School Road
Zebulon, NC 27597

WEBSITE

www.wcpss.net/zebulonms

2019-2020 DAYS OF SIGNIFICANCE

2019

August 26.....First Day of School
September 2.....Holiday
September 30.....No School
October 1 - 2.....Progress Reports
October 9.....No School
October 17.....Parent Engagement Night
October 30.....End of Quarter 1
October 31.....No School
October 31.....Parent Conferences
November 1.....No School
November 8.....Report Cards
November 11.....Holiday
November 27-29.....Thanksgiving break
December 9 - 10.....Progress Reports
December 20 - January 3.....Holiday Break

2020

January 20.....Holiday
January 21 - 27.....NCFE Testing Begins
January 27.....End of Quarter 2
January 29.....No School
January 29.....Parent Conferences
January 30.....Parent Engagement Night
February 7.....Report Cards
February 17.....No School
February 18.....No School
March 2 - 3.....Progress Reports
March 9.....No School
April 3.....End of Quarter 3
April 6 - 13.....Spring Break
April 13.....Parent Conferences
April 16.....Parent Engagement Night
April 17.....Report Cards
May 1.....No School
May 4 - 5.....Progress Reports
May 25.....Holiday

June 1.....EOG Testing Begins
June 8.....NCFE Testing Begins
June 12.....Last Day of School

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 (Attendance)

- 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

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.

ARRIVAL/DEPARTURE

No students should arrive at school before 7:45. Upon entering the building, all students who are going to eat breakfast are to report to the cafeteria immediately. At 7:55 students will be released to first period. Students arriving on campus before 7:55 but who do not eat breakfast are to report to the gym until 7:55. Then they will be released to 1st period. Students reporting to the gym will not be allowed to eat breakfast. Regular dismissal is at 3:00 pm. All students are to remain in their 6th period class until they are dismissed. Students are to leave the school grounds immediately at the end of the day or school activities. Any student remaining on campus unsupervised after 3:45 may be considered trespassing.

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 report to the gym or field when dismissed at 3:30, where they must remain for the duration of the event. Students are not permitted to leave campus and return for after-school events without a parent.

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 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.

Agendas

Student agendas are required and will be given to all students at the beginning of the 2019-20 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 \$3.00.

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.

Bring Your Own Device (BYOD)

ZGTMMS 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 app, 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.

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 2019-2020 breakfast and lunch are listed below:

Breakfast

Full price

\$1.50

Reduced price

\$0.30

Lunch

Full price

\$3.00

Reduced price

\$0.40

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.

CAPTURING KIDS' HEARTS

The Administration of Zebulon Middle School recognizes the need for staff members to develop appropriate, positive relationships with students. As a result we have implemented Capturing Kids' Hearts, which is a schoolwide system that focuses on building relationships and providing students with the responsibility of managing their own behavior. Your students should expect to be greeted at their classroom door with a handshake from their teacher. Each class will develop a social contract that represents an agreement of behavior that will be exhibited in the classroom by both the teacher and the students. Students will be taught hand signals that will be utilized by the classroom teacher (and by students) when appropriate. These signals include:

Timeout—When given by the teacher, all students should make the timeout signal, stop talking, and pay attention to the teacher

Check—When this signal is given by the teacher or another student, it provides the student it was directed at an opportunity to correct their behavior

Foul—This signal is used to call attention to inappropriate behavior that needs to be addressed

When students act inappropriately, the teacher will ask the four questions:

- 1) What are you doing?
- 2) What are you supposed to be doing?
- 3) Are you doing it?
- 4) What are you going to do about it?

These questions provide the student with an opportunity to reflect on their behavior and correct it. If a student continues to act inappropriately and chooses to "behave out" then they will be sent to a buddy teacher for a timeout, completion of assignment, and reflection.

CARPOOL EXPECTATIONS

All car riders are to be picked-up and dropped-off in the designated carpool area in the back of the school.

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 back of the school. Bus traffic is present in the front of the building during these times; parent's cars and pedestrian traffic can cause a major safety concern. Please help keep our students safe by using the proper area to drop off and pick up your students.

7:45am – 8:15am

Students are to unload from their car adjacent to the sidewalk in the designated carpool area in the back of the school. Between 7:45 -7:55, students should proceed directly to the gym or to the cafeteria, if the student is eating breakfast. After 7:55, students should proceed directly to 1st period unless they are eating breakfast. After 8:15, students will need to check in at the front office with a parent.

3:00 pm – 3:30 pm

Students are expected to stand on the sidewalk nearest the roadway ready to get into their car. No horseplay will be tolerated. Students should not cross the road in front of traffic until directed to do so by the adults on duty. Students that have not been picked up by 3:30 pm will be walked to the front of the building and may be picked up near the main office front door.

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 ZGTMMS 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 ZGTMMMS PTA and actively participate in school events

Teacher/Administrator Responsibilities:

- Inform students/parents of ZGTMMMS & 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:

Disrespect	Profanity
Inappropriate Language	Out of Place
Unnecessary Talking	Horseplay/Teasing
Throwing Objects	Dress Code
Chewing Gum	Lying/Cheating
Inappropriate Behavior	Arguing/talking back
Non-Instructional Items	Computer Violation

Tardy to class
Skipping Class

Non-compliance

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).

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

Major Infractions:

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

Major Consequences:

Referral to administration

The principal or assistant principal will follow school board policy and assign out-of-school suspension as necessary.

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 and/or attend any after school event or practice until the day after the conclusion of the 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. The maximum number of days a student may be short-term suspended per suspension is 10 school days. 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.

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: @ZebulonGTMMMS

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

DRESS CODE POLICIES

WCPSS Policy: ZGTMMMS 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.

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.

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 ZGTMMMS 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 ZGTMMMS students. **Any student serving ISS, OSS, or ALC is not permitted to attend (including the 8th Grade Dance).**

A school-wide Field Day may be held near the conclusion of the 2019-20 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.

EARLY CHECK-OUT

If it is necessary for a student to leave school during the day, the parent/guardian must sign the student out in the office before he/she may leave campus. If the student returns to complete the school day, he/she must report to the office before returning to class. **CHECK-OUTS MUST BE COMPLETED PRIOR TO 2:30pm.**

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. ZGTMMMS 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 school campus without prior administrative approval.

FIRE AND EMERGENCY DRILLS

Emergency procedures for fire and severe weather situations are explained to students at the beginning of the school year. Drills are held throughout the year. Directions and evacuation maps for fires and disaster drills are posted in each classroom. Please follow these directions throughout the school year. In order to maintain a safe and secure environment, 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. Failure to participate in any State or District Mandated Drill may result in disciplinary action for noncompliance.

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.

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.

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 10th 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.

HALL TRAFFIC

With the new card-swipe system, all exterior doors will be locked. Certain doors will be unlocked only 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 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 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.

LOCKERS

Students are required to use a locker. Lockers cannot be shared among students. 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. It is highly recommended that students put a lock on their locker to secure their belongings.

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. Students should remove all items from the locker at the end of PE class. Students are not allowed to share lockers in the PE locker room.

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 Good Will. The school is not responsible for stolen articles.

MEDICATION

If it becomes necessary for a student to take any form of medicine 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. A new release form must be completed and signed by the physician and parent.

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.

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 ZGTMMS 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 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. See Ms. Probasco in the front office to register as a volunteer.

During the course of the school year, ZGTMMS 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.

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

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.

If students bring these items to school, they will be confiscated and held at the front office for the student to pick up at the end of the day.

POSITIVE BEHAVIORAL INTERVENTION & SUPPORT

Zebulon Middle School is proud to be a PBIS School! Positive Behavior Intervention & Support (PBIS) is a plan that recognizes consistent positive behavior of students in our school. Students will receive PROWL tickets for students things like completing all assignments, arriving to class on time, having their agenda filled out daily and other positive behaviors. Students can use PROWL tickets for special events each quarter as well as trips to the "PROWL store". A dedicated team of teachers and students work together to find new ways to motivate students to be on the PROWL for success!

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

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)

REPORT CARDS & INTERIM REPORTS

During each grading period, each teacher prepares interim reports and distributes them to the students. The interim reports contain comments in addition to information about the students' grades. Interim Reports are distributed during the 5th week for each grading period. Report cards are given to students to take home after the end of each nine-week quarter.

We ask that parents sign the envelopes and return them to the student's 1st period teacher. This also gives the parent the opportunity to request a conference that the teachers can schedule. The dates for report cards and interim report distribution are printed on the side of the Wake County Public School System calendar that is included in this agenda. We encourage parents to note these dates and help their students remember to bring home these important documents. The report cards and interim reports are important keys in our communication with parents.

STUDENT SCHEDULE CHANGES

Core Classes:

For any and all changes in core classes (i.e. Language Arts, Mathematics, Science, Social Studies), parents must first meet with administration. No changes to students' core classes will be made throughout the year without the prior approval of ZGTMMS administration.

Elective Classes:

The only opportunity for drop/add for 1st quarter electives will take place during Cougar Camp/Meet the Teacher prior to the start of the academic school year.

Students will have a limited opportunity to change their elective classes. A drop/add period will be established prior to the start of the 2nd, 3rd, and 4th quarters to give students an opportunity to drop quarter long electives and add others that are available. Any changes in schedules outside of the

designated drop/add periods must be approved by the administration.

Please see your child's counselor if you have questions about your child's schedule.

SCHOOL CLOSINGS

On days when school must remain closed due to inclement weather, an announcement will be made in the early morning. Please check your local radio and television channels or the Wake County Board of Education website: www.wcpss.net.

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.

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

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

TELEPHONES

Every classroom has a telephone with the ability to make outside calls. Students may use these phones at the teacher's discretion. Phones are also available for student use in the front office. A note from a teacher is required in order to come to the office during the school day. **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.

TEXTBOOKS

Textbooks are not the same as the curriculum. It is the curriculum that drives the students' course work. We consider textbooks to be instructional tools. Some 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 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.

TRANSPORTATION

All routes and bus stops are assigned by the WCPSS Transportation Department, not ZGTMMS. 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 car pool, 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.

VISITOR SIGN-IN

ZGTMMS welcomes parents, grandparents, and other family members to visit our school and our classrooms. To ensure the safety of all students, upon arrival/departure all visitors should report to the main office to sign in/out. Anyone wishing to spend time visiting the school must pick up a visitor's pass and abide by all school policies.