
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 Zebulon GT Magnet Middle School. 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 oldest and most popular programs. It 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 subjects through core subjects and an extensive menu of elective courses that develop strengths and interests. Students have the opportunity to customize their academic programs by choosing elective courses according to their academic needs and interests.

ADMINISTRATIVE STAFF

Principal..... Candis Jones
Asst. Principal..... Neil Light
Data Manager..... Linda Lee
Lead Secretary..... Donna Agner
Bookkeeper..... Murrey Dionne
Receptionist..... Debra Probasco

TELEPHONE DIRECTORY

Main Office..... 919-404-3630
Guidance..... ext. 21127
Cafeteria ext. 21113
Media Center..... ext. 21111
Data Manager (Attendance)..... ext. 21123
FAX..... 919-404-3651

MAILING ADDRESS

1000 Shepard School Road
Zebulon, NC 27597

WEBSITE

www.wcpss.net/zebulonms

2017-2018 DAYS OF SIGNIFICANCE

2017

August 28-----First Day of School
September 4-----Holiday
September 21-----Teacher Work Day
September 29-----Early Release Day
October 20-----Early Release Day
October 30-----End of Quarter 1
October 31-----Teacher Work Day
November 10-----Holiday
November 21-----Early Release Day
November 22-24-----Thanksgiving break
December 21-----Early Release Day
December 22-January 1-----Holiday Break

2018

January 15-----Holiday
January 19-----End of Quarter 2
January 22-----Teacher Work Day
February 9-----Early Release Day
February 19-----Teacher Work Day
March 2-----Early Release Day
March 28-----End of Quarter 3
March 29-----Teacher Work Day
March 30 – April 6-----Spring Break
May 28-----Holiday
June 8-----Last Day of School

COUGAR PRIDE!!!

I HAVE READ THIS AGENDA AND IT BELONGS TO:

STUDENT NAME: _____

GRADE: _____

TEAM: _____

HOMEROOM TEACHER/ROOM #: _____

LOCKER #: _____

BUS #: _____

Parent Signature _____

Date _____

My child and I have read this handbook together

ABSENCES

Students are expected to be in school except for reasons of personal illness, illness in the family, death in the family, or observance of religious holidays. If a student will be absent for any other reason, parents should complete the form "[Request for Excused Absence for Religious or Educational Reasons](#)", which is available in the office in advance of the absence. In all cases, we encourage students to remain current with all schoolwork. Our teachers will cooperate in providing the work.

Steps to follow when absent:

- Upon returning to school, the student should bring a written excuse with the reason for the absence and a parent signature. The student should 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: Missing classes for lack of a sufficient reason will constitute an unexcused absence. 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

ACCIDENTS

Any student who is injured in an accident or in any other way 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.

At 7:55 students will be released to first period.

Students who do not eat breakfast should go to the gym until 7:55, when they will be released to 1st period.

Regular dismissal is at 3:00 pm. EARLY RELEASE DAY dismissal is 12:30 pm. 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 (after 1:15 on an early release day) 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.

All students participating in after-school events or activities must report to the supervisor of that activity when dismissed at 3:30 pm 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 has arrived to transport them home.

If students are staying to attend ballgames they should report to the gym or ball 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 and without a parent.

AFTER SCHOOL EVENT TRANSPORTATION

Students are responsible for having 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 school year. If any student participant has not been picked up within the 30 minutes immediately following the event, then he or she will not be able to participate in the next event (e.g. game, recital) for that team/group.

ATHLETIC ACTIVITIES & ELIGIBILITY

Students in grades 7-8 (middle schools) shall:

1. Meet promotion requirements for the previous year.
2. Passing grades must be earned in language arts and mathematics and science or social studies during the preceding semester. In addition to the core course requirements, at least fifty percent of all remaining courses must be passed.

Students in grades seven and eight may try out for and participate in volleyball, football, soccer, baseball, basketball, cheerleading, softball, and track. Students in grade 6 are eligible to be 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 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 PROWL 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

Good nutrition is important to everyone at ZGTMMS. 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 those students who arrive on a late bus are allowed to enter the cafeteria after 8:15 am. Student behavior in the cafeteria is based on courtesy and cleanliness. Students are required to sit in seats assigned by school personnel. Students are expected to clean up their tables and areas around their tables upon finishing breakfast or lunch and all trash placed in the appropriate containers. Students must pay for all items before leaving the lunch line. Leaving the line without paying constitutes theft which will result in disciplinary actions taken.

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 they are not to return to the lunch lines without permission from their teacher or an administrator.

Students are expected to behave appropriately in the cafeteria at all times. Any students found to be 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 2017-2018 breakfast and lunch are listed below:

<u>Breakfast</u>	<u>Lunch</u>
Full price	Full price
\$1.50	\$2.60
Reduced price	Reduced price
\$0.00	\$0.40

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 will be implementing the Capturing Kids' Hearts process schoolwide this year. Your students should expect to be greeted at their classroom door with a handshake from their teacher. Each class will develop a social contract of behavior, and students will be given an opportunity to correct inappropriate behavior.

CARPOOL EXPECTATIONS

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

PARENTS PLEASE DO NOT DROP YOUR CHILD/CHILDREN OFF AT ANY OTHER AREA OF THE SCHOOL THAN THE DESIGNATED CARPOOL AREA IN THE BACK OF THE SCHOOL FROM 7:45 UNTIL 8:15am. OUR BUS TRAFFIC IS PRESENT IN THE FRONT OF THE SCHOOL BUILDING DURING THIS TIME. PARENTS CARS AND PEDESTRIAN TRAFFIC CAN CAUSE MAJOR SAFETY CONCERNS WHILE THE BUSES ARE PRESENT AND TRAVELING THROUGH. PLEASE HELP KEEP OUR SCHOOL SAFE BY USING THE PROPER AREA TO DROP-OFF YOUR CHILDREN.

AM 7:45am – 8:15am

Students are to unload from their car adjacent to the sidewalk. 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.

PM 3:05 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 are to stand only on the paved sidewalk area not in the landscaped area with foliage and mulch. ALL SCHOOL RULES APPLY AT THE CARPOOL INCLUDING DRESS CODE AND CELLPHONE. 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 (near the flag pole).

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.

Todos los estudiantes son responsables por el cumplimiento del Código de Conducta Estudiantil y de todas las políticas de la Junta Escolar que gobiernan el comportamiento y la conducta estudiantil. Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

The faculty and staff of Zebulon GT Magnet Middle School are committed to helping each student become an effective and successful member of our community. This goal requires a cooperative effort from the staff, students, parents, and community. Our code of conduct defines the operating principles that govern the behavior of everyone in our school: students, teachers, staff, and visitors. Our goal is to make everyone feel capable of choosing responsible behavior and to create a positive and safe classroom environment.

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

Our Goal: 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.
- 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.
- Cooperate with the school staff to help your child learn and be successful.

Teacher/Administrator Responsibilities:

- Inform students/parents of ZGTMMS & 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.

NOTE: Following are examples of the Student Code of Conduct (not all are listed). Consequences and disciplinary action levels are also outlined.

Minor Infractions:

(Teachers Must Contact Parent)

- | | |
|-------------------------|------------------------|
| Disrespect | |
| Uncooperative Behavior | Profanity |
| Talking Back | Inappropriate Language |
| | Unnecessary Talking |
| Horseplay/Teasing | Throwing Objects |
| Code | Dress |
| Inappropriate Behavior | Chewing Gum |
| Non-Instructional Items | Arguing |
| Place | Computer Violation |
| Unprepared (materials) | Out of |
| | Tardy to class |

Minor Consequences:

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

Moderate Infractions:

(Teacher Must Contact Parent)

Flagrant Disrespect	Insubordination
Skipping Class	Using Profanity
Throwing Objects	Hitting/Pushing
Lying/False Information	Cheating
Repeated Minor Referrals	Non-compliance

Moderate Consequences:

In Class Suspension After-School Detention
In-School Suspension

NOTE: If any student does not comply with the rules of ICS, ASD or ISS the teacher or ISS coordinator may refer the student to administration to investigate and possibly assign a more severe punishment (OSS possible). Administration will contact the parent.

Major Infractions:

Fighting	Stealing	Profanity toward Staff
Gang Activity	Assault	Sexual Offenses
Threats	Dress Code	Possessing Tobacco
Gambling	Theft	Harassment/Bullying
Intimidation	Disrespect	Instigating Fights
Horseplay	Smoking	Drugs/Alcohol
Vandalism	Bus Misconduct	Property Damage
Leaving Campus without Permission	Lying/Cheating	
Use/Possession of Fire & Incendiary Materials		
Repeated Minor Infractions		
Extreme disruption of school/class/activities		
Tampering w/Fire Alarms		
Unauthorized Video Recording/Picture Taking		
Bullying/Harrassment		

Major Consequences: - Referral to administration

The principal or assistant principal will follow school board policy and assign **out-of-school** suspension as necessary. Each student will receive a copy of a detailed discipline plan at the beginning of school. Parents will be required to review and sign a contract stating they understand ZGTMMS policies and procedures. **During an assigned out-of-school suspension students are not permitted to appear on any Wake County Public School System campus without prior approval from the principal. Any student who is assigned ISS, OSS, or ALC for major infractions may not participate in or attend after school activities (such as, plays, choral/band/orchestra performances, ball games) on the day(s) of in-school or out-of-school suspension. All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner**

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

Todos los estudiantes son responsables de cumplir con y familiarizarse con el Código de Conducta Estudiantil de WCPSS y las políticas de la Junta de Educación que gobiernan el comportamiento y la conducta de estudiantes. Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/ planificador de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

DESCRIPTIONS OF DISCIPLINE CONSEQUENCES

Warning

In a circumstance where a student’s behavior is inappropriate there are many opportunities given to learn from the experience without a formal consequence. Some warnings will be documented in the form of a referral (with no consequence); other warnings may only result in a verbal warning for the student not to repeat the inappropriate behavior.

Time Out

Student is sent to another teacher’s classroom for the remainder of the class period.

Lunch Detention

Students who receive a lunch detention have violated a minor infraction. The students are expected to complete a period in their assigned classroom.

After-school Detention

After-school detention will be held in the after-school detention trailer every Thursday afternoon from 3:30 – 4:30.

In-Class Suspension (ICS)

Students who receive In-Class Suspension spend an entire day with one 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 assigned work from the teacher that is assigned during ICS (and if all work is completed the supervising teacher may assign work that is the appropriate amount and level for the student).

In-School Suspension (ISS)

In-School Suspension requires the student to stay in the ISS room for the entire school day. Students will be given assignments to work on as assigned by the ISS coordinators. 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. The maximum number of days a student may attend ISS for the school year is ten.

Alternative Learning Classroom (ALC)

The administration assign 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.

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 reasonable. If an administrator cannot contact the parents, the paper notice of student suspension from school will be mailed to the address listed on the student data base. 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 and a parent/guardian escort. The maximum number of days a student may be short-term suspended per suspension is 10 school days.

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.

- 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: Principals shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students' religious beliefs or medical conditions. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to, exposed undergarments; sagging pants; oversized/undersized clothing; excessively short or tight garments; bare midriff shirts; strapless shirts; any visible attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors; head covering of any kind; see-through clothing; attire that exposes cleavage; any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; and any symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified. Individual schools are free to specify additional examples of dress or appearance that are prohibited at that school under terms of this policy.

No hats/hoods of any kind should be worn in the building.

Students are permitted to wear leggings, as long as they are wearing another garment or appropriate length to cover the leggings.

Procedure for dress code violation: 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 violation cannot be fixed to the adult's satisfaction, the student will be given an opportunity to contact a parent to provide an acceptable alternative or sent to ISS for a dress code violation. The student will remain there until the violation can be corrected. Repeated dress code violations may result in additional disciplinary consequences.

COMMUNICATION

Each week we communicate information and upcoming events to our parents/community three different ways: the weekly phone message, email messages, and via the school's website:

<http://www.wcpss.net/zebulonms>. If you do not receive the phone messages, it means we do not have a current phone number for you. If you do not receive the email messages, it means we do not have a current email address for you. If you are missing either of these messages, please contact the main office with updated contact information so that we can keep you informed and up-to-date. 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:

What is not ok to wear at ZGTMMS:	What is ok to wear at ZGTMMS:
Short shorts, skirts, dresses, etc. (i.e. anything less than mid-thigh)	Shorts, skirts, dresses, etc. that are at least mid-thigh
Spaghetti straps, off-the-shoulder blouses, muscles shirts, tank tops, midriff tops	Shirts/blouses with sleeves or tops with straps that are at least three inches wide
Sagging pants/shorts (i.e. below the waist)	Pants/shorts worn at the waist
Low-cut or revealing tops/dresses; shorts, skirts, pants rolled at the waist; see-through, mesh or fishnet clothing	Clothing that does not reveal cleavage or midriff; undergarments should be worn but not visible
Pajamas, sleep wear, excessively tight garments (e.g. spandex), slippers, bedroom shoes	Shorts, pants, jeans, t-shirts, polo shirts, dresses, skirts, sneakers, sandals, shoes, etc. that comply with the above guidelines
Sunglasses, fake eyeglasses	Required prescription eyeglasses
Bandanas, baseball hats	Non-baseball style hats, toboggans, hoodies, etc.; however, they must be removed when inside the building

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 emergencies. E-mail is a welcome additional method of communication that all school employees have access to and are expected to use regularly.

If any parent can provide their current e-mail address(s) to the school data manager in the main office we would greatly appreciate it. Students will not be granted access to any parent e-mail addresses.

DANCES

School dances are held periodically throughout the school year. **All school dances start at 3:15pm and end at 5:15pm** (The 8th Grade Dance (6:30-8:30pm) is the **only** exception). These activities are open to ZGTMMS 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 ZGTMMS students. Parents are encouraged to serve as chaperones or help with concessions. **Any student serving ISS, OSS, or ALC during the quarter of any dance is not permitted to attend (including the 8th Grade Dance).**

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. 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 is disruptive to the learning environment.

If any student is found with any of the above listed items, it will be confiscated and only returned to a parent or guardian. ZGTMMS is not responsible for the security of these items.

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 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. Teacher 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 with verbally or non-verbally (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 act 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

At ZGTMMS a grade communicates a student's demonstrated understanding of the curriculum.

- We cannot evaluate student achievement on work not submitted; therefore, missing work is recorded as a zero unless/until it is submitted.
- Homework is accepted up to one day after the due date.
- Minor and Major assessments are accepted up to three days after the due date.
- Late work is subject to penalty (up to 10%) at the teacher's discretion.
- We expect all students to turn in work on-time. If work is not submitted when it is due, the parent will be notified according to the teacher/team's procedures.
- When a student fails a test, or passes but wants to improve their grade, they are allowed to test again as long as they have completed the required remediation (test corrections, after-school tutoring, etc.) within the time schedule set by the teacher.
- The re-test will not be the same as the original test. The reassessment grade, whether higher or lower, replaces the original grade.
- If extra credit is offered, it is only offered to students who have completed all regular assignments.
- Grades are weighted as follows:
 - Tests/Major Projects 40%
 - Quizzes/Minor Projects 30%
 - Classwork 20%
 - Homework 10%

- Teachers and PLTs have the flexibility to determine whether a project is Major or Minor. Some activities might be counted as a Major one time and then count as Minor another time.
- For each graded assessment, the teacher will inform the students as to which category it falls into.
- Some classes do not include HW in the final grade. In those classes Tests/Major Projects will count 45% and Quizzes/Minor Projects will count 35%.
- Advocate for their student and ask for help if they are seeing frustration on the part of the student or homework that is exceeding the maximum amount of time listed below.
- Because we value students having a full experience with learning and extracurricular activities while still staying engaged in family and community life, we do not expect any student to work on homework for greater than 90 minutes per night.

Homework: The purpose of homework is to:

- Extend and enrich school experiences through related home activities
- Reinforce learning by providing practice and application.
- In order to make homework effective, teachers will:
 - Ensure that homework supports the curriculum for the course and/or the middle school instructional program.
 - Ensure that expectations for homework are communicated both to the student and to the parent through written classroom expectations at the beginning of the course.
 - Students will be given due dates for homework that are reasonable for the amount of work being given.
 - Coordinate with other teachers on their team to the extent possible to not overload students on a particular night.
 - Provide timely and meaningful feedback on homework.
 - Communicate with the student and/or parent when they see a pattern of the student not meeting expectations with homework.
- In order to make homework effective, students will:
 - Make note of their homework assignments, due dates, and assessment dates in their agenda.
 - Work to create an organized system to turn in work that has been completed.
 - Advocate for themselves and ask for help if they are feeling overwhelmed when working hard on their assignments.
- In order to make homework effective, parents should:
 - Help ensure that students have a system for keeping track of their assignments and whether they are turned in.
 - Monitor the Parent Portal and the student agenda.
- We do acknowledge that homework may take longer when
 - Students choose to take more rigorous courses, such as courses that carry high school credit.
 - Students fail to prepare, study, or complete homework according to the set or suggested time schedule.

The first point of contact for concerns about homework should be the classroom teacher. In general, teachers are most able to respond to emails quickly but phone calls are also welcome. After that, the next contact should be the student's counselor.

Missing Work: The following are school-wide expectations for missing work due to absences:

- If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work is due upon the student's return to school, including tests/projects assigned for the day of return.
- Teachers should use discretion and may make exceptions in the case of students whose excused absences were not planned in advance, were beyond the student's control, and the nature of which would not support make-up work the day of return.
- If the work was not assigned in advance, for absences of one to three days, the student will have one day for each day absent.
- For absences exceeding three days, the student may have two days for each day absent to make up work. Special consideration will be given in the case of extended absences due to injury or chronic illness.

Each team offers after-school tutoring. Procedures vary from team to team regarding the process for signing up for after-school tutoring. Students should check with the specific teacher(s) they would like to stay with in order to ensure the teacher's availability. Students who stay after school are expected to make transportation arrangements in advance so that their ride is here promptly when tutoring ends.

Grade Reporting: Report cards are issued four times a year (see calendar). Interim reports are issued at the midpoint of each nine-week grading period. Teachers update their grades weekly in their online gradebook through PowerSchool. All students are expected to be responsible for their learning and monitor their progress and “Dare to Grow”!

Grading: Letter grades have the following numerical values:

A 90-100

B 80 – 89

C 70-79

D 60 -69

F Less than 60

Parents can monitor their student’s grades and attendance, in real time, throughout the year with a Parent Portal account. In order to create a Parent Portal account, parents submit an access request form to the main office. Forms are available on our school’s website or in guidance office. Once the school processes the request form, the parent is given a letter with the necessary instructions for creating their account. Families with multiple students can set up their accounts to view all of their students at one time, with one log-in.

HALL TRAFFIC

Students should be in the halls only at the beginning and close of school and while moving from class to class.

In order to encourage students to get to class on-time, administrators will periodically conduct hall sweeps. Students are swept by an administrator or other staff if they are not in class when the bell rings and they do not have a note from a teacher. Students who are swept spend that period in ISS and the student’s teacher is notified. Students who are swept frequently are subject to additional consequences.

Students should not be in the hallways during class unless they have permission or special duties that require them to be there. **Students in the halls during class time must have passes.** Students are to only be present on the classrooms, hallways and in the buildings that are pertinent to their daily schedule unless otherwise instructed by a faculty member. Students are not allowed to “visit” other students or teachers in areas of the campus to which they are not assigned.

Running, shouting, playing, or any other type of disruptive/attention getting behavior in the halls is never permitted.

ISSUES AND/OR CONCERNS

There will be times when issues arise that need to be addressed, and we always want to be responsive to our students and parents. Most of the time, the issues involve miscommunications or a lack of

communication, and are quickly resolved once the parties have a chance to speak. If a parent or student has a concern about a policy or an employee, the following procedures should be followed in order to resolve the issue as quickly as possible:

- Contact the person with whom the problem exists first and make them aware of the concern and give them an opportunity to fix it.
- If the problem has not been resolved at that point, contact an administrator or counselor and make them aware of the concern and give them an opportunity to fix it.
- Always make an appointment. If you make an unscheduled visit to the office, the person with whom you wish to speak will likely not be available, and we do not interrupt instructional time for unannounced visits.
- Please remember that choosing not to report an issue or concern when it happens can prevent us from fully addressing the issue later.

Conferences: Parent conferences may be arranged directly with the team/teacher. Teachers cannot leave their classes for unscheduled conferences, so an appointment should be made. Upon arrival to school for a conference, parents are required to sign in at the main office.

“Make it Right” At ZGTMMS we handle our disputes in a mature, orderly manner. Our students let an adult know when they are engaged in a conflict so that we can help them solve the issue without resorting to physical aggression. Our students do not carry rumors, engage in gossip, or similar behaviors that do not make it right and often times lead to fighting.

LOCKERS

Students are not required to use a locker, but most do since book bags/backpacks are not allowed in most classrooms. Lockers are assigned by homeroom teachers. Students provide their own locks and give their teacher the combination (or a key if it is a padlock). Students who use a locker are required to keep a lock on it at all times. Lockers are subject to search at any time if there is reasonable suspicion to believe something is in a locker that threatens the safety/security of the school.

The school does not have enough lockers in the gym to assign students to individual lockers. 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.**

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. The ZGTMMS PTA is a very active group that supports many student-centered projects throughout the school year. The PTA sponsors several character education and student recognition programs and our annual fundraiser. Information on membership will be made available throughout the school year and is available in the main office.

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 deliveries of any kind for students (e.g. flowers, balloons). 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 taken and returned only to a parent or guardian. Students should not bring any items that may distract others and/or may be valuable. ZGTMMS is not responsible for the security of such items.

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. Since its initial implementation during the 2007-2008 school year, we have seen a significant decrease in discipline referrals. PBIS recognizes students who demonstrate specific behaviors, using the acronym PROWL. Students receiving PROWL tickets are eligible 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

WCPS 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**
2. **Mathematics**
3. **Either Science or Social studies**
4. **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 homeroom teacher. This also gives the parent the opportunity to request a conference that the teachers can schedule. The dates for report card 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 core (Language Arts, Mathematics, Science, Social Studies) area class changes to occur in any students' schedule, parents must first meet with administration. No changes to the core area 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/Open House 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.

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 are considered tardy to school if they arrive after 8:15 a.m., unless they arrive on a late bus. Students should arrive in their classes on time and ready to work

Consequence Track

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

Students that are more than ten (10) minutes late to any class will be considered skipping class and referred under code of conduct for a level two violation.

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 we will be happy to deliver a message or get the student to the phone if it is an emergency.

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.

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>.

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. Only students who are under the direct supervision of a teacher/coach are permitted to ride an activity bus.

Students must ride the same assigned bus to and from school each day. (i.e. You are not allowed to ride home with a friend on a different bus.) When dismissed from

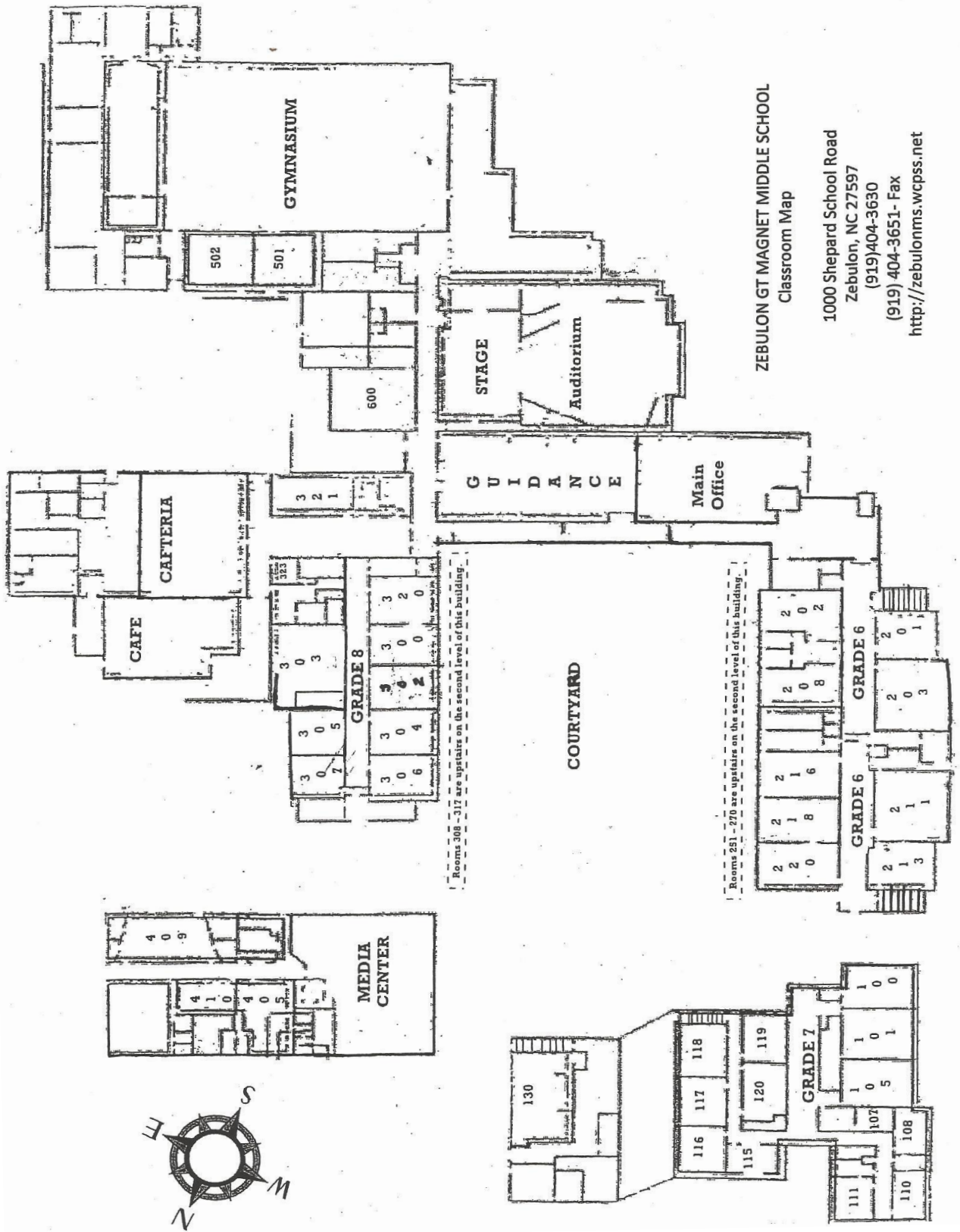
the bus in the morning, students should report directly to the designated location. In the afternoon, students will wait in their classroom until their bus is called and then they will report directly to the buses. Our buses are scheduled to run additional routes at other schools and, as a result, have 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.



ZEBULON GT MAGNET MIDDLE SCHOOL
Classroom Map

1000 Shepard School Road
Zebulon, NC 27597
(919)404-3630
(919) 404-3651- Fax
<http://zebulonms.wcpss.net>

