



# ZEBULON GIFTED & TALENTED MAGNET MIDDLE SCHOOL

## 2022 - 23 STUDENT HANDBOOK

### PRINCIPAL'S MESSAGE

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

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

### MISSION STATEMENT

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

### VISION STATEMENT

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

### MAGNET THEME

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

### ADMINISTRATIVE STAFF

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

### TELEPHONE DIRECTORY

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

### MAILING ADDRESS

1000 Shepard School Road  
Zebulon, NC 27597

### WEBSITE

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

Twitter @ZebulonMS

Facebook: ZGTMMS



## ZMS Bell Schedule 2022-23

6		7		8	
8:15 - 9:37	Core 1	8:15 - 9:37	Core 1	8:15 - 9:37	Core 1
9:41 - 10:50	Elective 1/2	9:41 - 10:50	Core 2	9:41 - 10:50	Core 2
10:54 - 11:21	Lunch	10:54 - 12:03	Elective 1/2	10:54 - 12:03	Core 3
11:25 - 12:34	Core 2	12:07 - 1:16	Core 3	12:07 - 12:34	Lunch
12:38 - 1:47	Core 3	1:20 - 1:47	Lunch	12:38 - 1:47	Elective 1/ 2
1:51 - 3:00	Elective 3/4	1:51 - 3:00	Elective 3/4	1:51 - 3:00	Elective 3/4

## ZMS Early Release Schedule 2022-23

6		7		8	
8:15 - 9:13	Core 1	8:15 - 9:13	Core 1	8:15 - 9:13	Core 1
9:17 - 10:02	Elective 1/2	9:17 - 10:02	Core 2	9:17 - 10:02	Core 2
10:06 - 10:33	Lunch	10:06 - 10:51	Elective 1/2	10:06 - 10:51	Core 3
10:37 - 11:22	Core 2	10:55 - 11:40	Core 3	10:55 - 11:22	Lunch
11:26 - 12:11	Core 3	11:44 - 12:11	Lunch	11:26 - 12:11	Elective 1/ 2
12:15 - 1:00	Elective 3/4	12:15 - 1:00	Elective 3/4	12:15 - 1:00	Elective 3/4

## ZMS One-hour Delay Schedule

6		7		8	
9:15 - 10:25	Core 1	9:15 - 10:25	Core 1	9:15 - 10:25	Core 1
10:29 - 11:26	Elective 1/2	10:29 - 11:26	Core 2	10:29 - 11:26	Core 2
11:30 - 11:57	Lunch	11:30 - 12:27	Elective 1/2	11:30 - 12:27	Core 3
12:01 - 12:58	Core 2	12:31 - 1:28	Core 3	12:31 - 12:58	Lunch
1:02 - 1:59	Core 3	1:32 - 1:59	Lunch	1:02 - 1:59	Elective 1/ 2
2:03 - 3:00	Elective 3/4	2:03 - 3:00	Elective 3/4	2:03 - 3:00	Elective 3/4

## ZMS Two-hour Delay Schedule

6		7		8	
10:15 - 11:13	Core 1	10:15 - 11:13	Core 1	10:15 - 11:13	Core 1
11:17 - 12:02	Elective 1/2	11:17 - 12:02	Core 2	11:17 - 12:02	Core 2
12:06 - 12:33	Lunch	12:06 - 12:51	Elective 1/2	12:06 - 12:51	Core 3
12:37 - 1:22	Core 2	12:55 - 1:40	Core 3	12:55 - 1:22	Lunch
1:26 - 2:11	Core 3	1:44 - 2:11	Lunch	1:26 - 2:11	Elective 1/ 2
2:15 - 3:00	Elective 3/4	2:15 - 3:00	Elective 3/4	2:15 - 3:00	Elective 3/4

## ZMS Three-hour Delay Schedule

6		7		8	
11:15 - 12:01	Core 1	11:15 - 12:01	Core 1	11:15 - 12:01	Core 1
12:05 - 12:38	Elective 1/2	12:05 - 12:38	Core 2	12:05 - 12:38	Core 2
12:42 - 1:09	Lunch	12:42 - 1:15	Elective 1/2	12:42 - 1:15	Core 3
1:13 - 1:46	Core 2	1:19 - 1:52	Core 3	1:19 - 1:46	Lunch
1:50 - 2:23	Core 3	1:56 - 2:23	Lunch	1:50 - 2:23	Elective 1/ 2
2:27 - 3:00	Elective 3/4	2:27 - 3:00	Elective 3/4	2:27 - 3:00	Elective 3/4

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## **2022 - 23 DAYS OF SIGNIFICANCE**

August 29.....	First Day of School
September 5.....	Holiday
September 26.....	Teacher Workday
October 10.....	Teacher Workday
November 3.....	End of Quarter 1
November 4.....	Teacher Workday
November 10.....	Early Release Day
November 11.....	Holiday
November 23-25.....	Thanksgiving Break
December 5.....	Early Release Day
December 21.....	Early Release Day
December 22 - January 2.....	Holiday Break
January 16.....	Holiday
January 26.....	End of Quarter 2
January 27.....	Teacher Workday
January 20.....	No School
March 7.....	Teacher Workday
March 24.....	Early Release Day
March 30.....	End of Quarter 3
March 31 - April 7.....	Spring Break
April 21.....	Teacher Workday
May 9.....	Early Release Day
May 25.....	EOG/EOC Testing Begins
May 29.....	Holiday
June 9.....	Last Day of School
June 16.....	Report Cards Mailed Home

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## **ABSENCES**

### Excused absences:

Excused absences include: illness or injury, death in the family, health care appointments, court appearances, religious observances, and outside educational opportunities (you'll need to complete the Request For Excused Absence For Educational Reasons Form in advance).

### **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 submitted. Some examples of unexcused absences in accordance with state attendance laws are:

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

In accordance with School Board Policy 6000

- parents will be notified after 3 unexcused absences

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

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## **ACCIDENTS**

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

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## **ARRIVAL/DISMISSAL**

### Arrival

- No Students should arrive on campus prior to 7:45
- Upon arrival students will go to the cafeteria if they are eating breakfast, if not they will go directly to their 1st period class.
- Students who eat breakfast will go directly to their first period class once they finish eating
- Sixth and Seventh grade students will leave through the back door of the cafeteria leading to the courtyard
- Eighth grade students will exit the cafeteria door leading to the 8th grade hallway

### Dismissal

- We will utilize a silent dismissal; information for bus riders, walkers, and carpool students will be displayed by the teacher
  - No students should be dismissed prior to the 3:00 bell
  - Walkers will be dismissed at 3:00 and they must have a note verified by the front office in order to walk
  - Students are not allowed to walk to the Boys & Girls Club, they must take the bus
  - All bus riders will remain in their 5th period class until their bus number has been displayed
  - No students will be allowed out of their 5th period class until it is time for them to be dismissed
  - Upon being dismissed, all students should immediately leave campus, report to their bus, or other school activity
  - Bus riders must ride their assigned bus; no passes can be given for a student to ride a different bus
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## **AFTER-SCHOOL ACTIVITIES**

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

Students participating in after-school activities must report to the supervisor of that activity when dismissed unless otherwise indicated by administration and remain with their supervisor for the duration of the activity. An adult will supervise all participants in the activity until the students' parent or guardian arrives to transport them home.

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

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## **HEALTH AND SAFETY PROTOCOL**

Zebulon Middle School will follow all WCPSS health and safety protocols including those pertaining to face coverings and the handling of cases of student illnesses.

The most updated information about health and wellness can be found on the WCPSS website or at this link: [Health and Wellness](#)

Information about returning to school after exhibiting symptoms of an illness or exposure to someone with Covid-19 can be found here: [Returning to School](#)

## **AFTER SCHOOL EVENT TRANSPORTATION**

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

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## **AGENDA & COUGAR BINDER**

An agenda/Student Handbook will be given to each student. Students should write down all assignments in their agenda daily and parents should check the

agendas nightly. As such, agendas serve as a means of communication between parents and teachers. If a student loses his or her agenda, an additional agenda can be purchased at the front office for \$5.00.

Each Student Will Receive: ZGTMMMS Student Agenda

- Curriculum Materials (i.e. math and ELA workbooks and ELA novels)
- WCPSS Student Device (Chromebook) & Charger

Student Supply Lists: (Required for all classes)

- (4) spiral notebooks
- 2-Pocket Folder for each class
- Pencil pouch
- Colored pencils, crayons, and/or markers
- Pencils
- Scissors
- Glue sticks
- 3"x5" index cards
- Notebook paper
- Graph paper (spiral notebook preferred)
- Highlighters
- Sticky Notes/Post-it notes
- Headphones or earbuds (round jack)
- Athletic shoes (PE and active classes)
- Book Bag (Students do not use lockers for core classes.)

Student Supply Lists: (Recommended)

- Computer mouse
- Calculator
  - 6th & 7th Grade: TI-73
  - 8th Grade: TI-83 or TI-84
- Small whiteboard
- Dry erase markers/eraser

Elective-specific Requirements:

Performing Arts:

- 1" binder
- Sheet protectors
- Spiral notebook
- Lock (band only)

Visual Arts:

- Spiral notebook or sketchbook

CTE

- Two-pocket folder

Accountability Counts

Student Agendas will be checked each Friday in Homeroom/1st Period. Students will earn PROWL tickets for organizing for success using their agenda.

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## ATHLETIC ACTIVITIES & ELIGIBILITY

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

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

**Students must be in attendance the entire school day in order to participate in after-school athletics. Students serving ISS, OSS, or ALC for any part of the school day are ineligible to participate in any extracurricular event until the next school day after the completion of the ISS, OSS or ALC. Students are expected to adhere to all school and coaches' rules while attending or participating in any athletic activity.**

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## 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 when they arrive at school. 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 action.

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 line** 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.

Breakfast and lunch prices for the 2022-23 school year.

Breakfast: \$1.75  
Lunch: \$3.25

No outside food (other than what students bring for lunch) is allowed in the cafeteria. If a parent wishes to purchase outside food and bring it to school for their

child, that food will have to be eaten in a designated area near the front office.

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

## CLUBS

Students are encouraged to participate in some of the many extracurricular clubs that ZMS offers. This list includes:

- Battle of the Books (Mrs. Knuckles)
- FCCLA (Mrs. Creech)
- HOSA (Mrs. Creech)
- DECA (Mrs. Creech)
- TRIO (Mrs. Amie Jones)
- NJHS (Mrs. Sirine)
- Four H (Mrs. Amie Jones)
- Arts (Mrs. Foushee)
- Odyssey of the Mind (Mrs. Belt)
- History Fair (Mr. Grant)
- Math Counts (Mrs. Hartel)
- Science Olympiad (Mr. Carlson)
- Girls in Science (Mrs. Lampkin)

While some of these clubs are part of a magnet elective class, some are not and may meet after school.

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## THE COUGAR WAY

The faculty and staff at Zebulon Middle School recognize the importance of creating and fostering authentic relationships, creating a positive classroom environment, strong curriculum and instruction and strong classroom management. The Cougar Way includes:

- Do Now / Greeting / Presence
- Teachers intentionally utilizing the **EXCEL Teaching Model** for daily lesson planning and daily class facilitation;
  - posted and used actively
  - Instructional Expectations
  - Students are engaged
- Teachers and students creating and implementing a **Social Contract** with students to maintain a sense of accountability and collective responsibility;
- All staff **positively redirect misbehavior** by utilizing a standard set of **Four Questions** and the **Behave Out** policy;
- All staff **reward positive student behavior**;
- And, all staff implement our school-wide **Social Emotional Learning** plan.

Social contracts will be developed within the first week of each class. The social contract is a consensus agreement between the teacher and the students on acceptable behavior within the classroom and forms a

foundation for positive interactions between students and between students and the teacher and will be revisited and referred to regularly.

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

Misbehavior:

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

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

Through the use of the four questions, students will be given the opportunity to stop engaging in the negative; if the behavior continues students will then “behave out” and be sent to a buddy teacher’s classroom to complete a behavior reflection sheet and assignment for the remainder of the class period.

Students are expected to display positive PROWL behavior:

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

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

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

Students will utilize these tickets for the following rewards:

<u>Incentive</u>	<u># of PROWL Tickets</u>
1. Be the line leader or the caboose (Classroom Teacher)	5
2. Record a Morning Minute (Ms. Little)	10
3. Classroom assistant for the class period (Classroom Teacher)	10
4. Lunch in media center (Mrs. Knuckles)	15

5. Eat lunch in the courtyard (Classroom Teacher)	20
6. Eat lunch with a teacher of choice (Classroom Teacher)	20
7. Eat lunch with a counselor (Counselor)	20
8. Eat lunch with administrator of choice (Administrator)	25
9. Lunch in the gym (8th grade)	25
10. Free pass to a school dance (8th grade dance excluded) (Administration)	40
11. Outside meal with counselors	50
12. Off-campus field trip (Administration)	50

\*Grade Level teams can determine a reward for your students based upon tickets

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

### Positive Office Referrals

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

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

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## CARPOOL EXPECTATIONS

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

When parents drop their child off for the first time, they will receive a carpool number. This number must be displayed in order to pick their child up in the afternoon. Parents will keep that same number for the duration of their child’s years at ZMS. If you lose your number, please contact the front office.

**All cars without carpool numbers after the first day will be directed to park and a parent will have to go to the front office and show ID in order to pick up their child.**

All carpool traffic will need to enter from the southeast corner of campus. When traveling on Shepard School Road, turn east onto E. Stronach Ave. and then north onto N. Privette St. Then follow Privette street to ZMS and turn left to get to the carpool dropoff/pick up area.

Students should **NOT** be dropped off in the morning (7:45 – 8:15) or picked up in the afternoon (3:00 – 3:30)

at any other location than the designated carpool area in the front of the school. Bus traffic is present in the back 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 front of the school. When students are dropped off, they will proceed to the cafeteria if the student is eating breakfast or directly to their 1st period class, if the student is not 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 carpool loop and be ready to get into their car. No horseplay will be tolerated.

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## **CODE OF CONDUCT**

All students are responsible for being familiar with and complying with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

### **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.
- Create and maintain a positive and safe environment and conduct themselves in a manner conducive to learning
- Treat others, their property, and school property with respect
- 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.
- Understand the Student Code of Conduct.
- Engage in their learning and actively participate during class
- Act responsibly and accept consequences for their actions

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

- Work with your child to ensure that he or she understands and follows the Student Code of Conduct.
- Encourage your child to exercise self-discipline and respect for authority.
- Communicate throughout the school year with your child's teachers.
- Partner with the school staff to help your child learn and be successful.
- Join the ZMS PTA and actively participate in school events

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

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

Some examples of inappropriate behavior are listed below:

#### Level I Infractions

- **Compliance with Directives**
- **Mutual Respect**
- **School/Class Attendance**
- **Appropriate Language**
- **Student Dress Code (see Dress Code Policy)**
- **Inappropriate or Unauthorized use of Electronic Devices**
- **Trespassing**
- **Tobacco, Vaporizers, and Nicotine Products**
- **Gambling**
- **Integrity**
- **Honor Code**

#### Level I Consequences:

- **Verbal Warning**
- **Time Out**
- **Student Conference**
- **Parent Contact/Conference**
- **Lunch Detention**
- **In-class Suspension**
- **Referral to Administration**
- **In-school Suspension**
- **Out-of-school Suspension (for repeated violations)**

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 including (OSS possible).



### Level II Infractions

- Falsification or Deceit
- Inappropriate Illustrations, Images, or Other Materials
- Hacking and Unauthorized Computer Access
- Substantially Disruptive or Dangerous Behavior
- School Transportation Disturbance
- False Fire Alarm or Reported Emergency
- Fire Setting/Incendiary Material
- Property Damage
- Theft
- Extortion
- Indecent Exposure/Sexual Behavior
- Harassment/Bullying
- Sexual Harassment
- Threat/False Threat
- Physical Aggression/Fighting
- Report Firearm or Destructive Device
- Hazing
- Search and Seizure
- Aiding and Abetting
- Repeated/Willful Violations of Level I Rules

### Level II Consequences:

- Referral to administration; The principal or assistant principal will follow school board policy and assign disciplinary consequences as necessary including out-of-school suspension or assignment to ALC

### Level III Infractions

- Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia
- Gang and Gang Related Activity (See Gang Policy)
- Weapons/Dangerous Instruments/Substances
- Assault on a Student
- Assault on School Personnel or Other Adult
- Assault Involving Weapon/Dangerous Instrument/Substances
- Bomb Threat
- Threat of Mass Violence
- Sexual Assault, Sexual Offense, and Rape

### Level III Consequences

- In the absence of significant mitigating factors, Level III rule violations will result in out-of-school suspension, possibly with the recommendation of a long-term suspension.

### Level IV Infractions

- Firearms

### Level IV Consequences

- Violation of this rule shall result in a suspension from school for 365 days unless modified by the Superintendent or School Board, on a case-by-case basis

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## **DESCRIPTIONS OF DISCIPLINE CONSEQUENCES**

### Warning

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

### Time Out

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

### 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.

### In-Class Suspension (ICS)

Students who receive In-Class Suspension spend a set amount of time with one assigned teacher and do not transition from class to class. Students are expected to follow all class rules of the supervising teacher and must complete all assignments and reflections activities given.

### In-School Suspension (ISS)

In-School Suspension requires the student to stay in the ISS room for a given period of time, often the entire school day or longer. While assigned to ISS, the ISS teacher will collect the student's work from his/her teachers for the student to complete in ISS. Additionally, the ISS teacher will provide a behavior reflection assignment for the student to complete. Students are expected to follow all school rules in ISS. Should any student fail to comply with school rules while serving ISS, administration may require the student to serve an Out of School Suspension as an alternative. Any student who is assigned ISS cannot participate and/or attend any after school event or practice until the day after the conclusion of the ISS.

### Alternative Learning Classroom (ALC)

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

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

Students may only be assigned an out-of-school suspension from an administrator. Administration will make every effort to call the parent(s)/ guardian(s) of each student that is suspended as soon as reasonably possible. If an administrator cannot contact the parents, the paper notice of student suspension from school will be mailed to the address listed in the student database. Students serving a short term out of school suspension may not step foot on ANY Wake County Public School without prior permission from the principal. 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 or for an entire calendar year (365) and are to be discussed with the principal.

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## **COMMUNICATION**

Each week we communicate information and upcoming events to our parents/community several different ways: email messages, text messages, and via the school's website: <http://www.wcpss.net/zebulonms>. If you do not receive the email messages or text messages then we may not have correct contact information for you and you have not opted in. If that is the case, please contact the main office with updated contact information so that we can keep you informed and up-to-date. Text YES to 67587 to opt in to text message updates from Principal Jones. You can also follow us on Twitter: @ZebulonGTMMS

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## **CONCERT AND ASSEMBLY ETIQUETTE**

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

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

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## **DRESS CODE POLICIES**

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

### **Policy Code: 4316 Student Dress Code**

Students are expected to adhere to standards of dress and appearance. Our guiding principles for the student

dress code are similar to those experienced and expected in the workplace: attire that furthers health and safety of students and staff, enables the educational process, and facilitates the operations of the school. Parents are asked to partner with the school district to monitor student attire to help adhere to the guiding principles set forth in the policy.

To promote these goals, students may not wear or carry clothing, jewelry, book bags, or other personal articles that:

1. Depict profanity, vulgarity, obscenity, or violence;
2. Promote the use or abuse of alcohol, tobacco, or illegal drugs;
3. Are prohibited under Policy 4309 III-2 (Gang and Gang Related Activity) or any other provision of the Code of Student Conduct;
4. Threaten the health or safety of staff or students; or
5. Are reasonably likely to create a substantial disruption of the educational process or operations of the school.

Specifically:

- a) Students must wear clothing that covers their skin from chest to mid-thigh with opaque 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 belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).

**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 discretely 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.

**Additionally:**

- If wearing leggings as pants, they must be covered by a shirt long enough to cover the buttocks.
- Students are not allowed to wear pajamas pants unless approved on a designated school-wide spirit day
- No pants with holes above mid-thigh are allowed.

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

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### **CHANGE OF ADDRESS**

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

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### **DANCES/FIELD DAY**

School dances are held periodically throughout the school year. **All school dances start at 3:30 pm and end at 5:00 pm** (The 8th Grade Dance (6:00-8:00pm) is

the **only** exception). These activities are open to ZMS students only. Students are to adhere to all school rules (including the dress code policy) while in attendance at dances. Any student dancing inappropriately will be required to leave the dance and will not be permitted to attend another dance that year. The last dance of the year is for 8th grade ZMS students. **Any student assigned ISS, OSS, or ALC is not permitted to attend any dance (including the 8th Grade Dance) during that quarter.**

A school-wide Field Day may be held near the conclusion of the 2022-23 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 4th quarter will not be allowed to attend or participate in Field Day. Additionally, at the discretion of administration, other students may be excluded from Field Day for inappropriate behavior.

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### **EARLY CHECK-OUT**

If it is necessary for a student to leave school during the day, the parent/guardian must show ID and 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.**

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### **ELECTRONIC DEVICES**

No student may possess at any time on campus any of the following electronic devices OR electronic games (e.g. PSP's & DS's), mp3/ CD players, mini iPad, IPOD, cameras (school cameras assigned by teachers are permitted), pagers/beepers, portable DVD players, laser pointers, or any other electronic device that may be disruptive to the learning environment. Cell phones, earphones, earbuds, etc. must be put away during the course of the school day unless directed by a teacher for educational purposes. Students are not allowed to wear or display earbuds, headphones, cellphones, etc. in the hallway at any time. If a student has his electronic device, earbuds, etc. visible he/she will be told to put the device away. If a student violates the policy again, the item will be confiscated and returned at the end of the class period. Repeated violations will result in the parents being required to pick up the item and/or other disciplinary consequences. A student's refusal to turn over the item will result in a disciplinary referral. ZMS is not responsible for the security of any of these items while they are in the student's possession. Students are not permitted to take pictures or video recordings on the school campus without prior administrative approval.

**Students are not allowed to charge personal electronic devices at school.**

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## FIRE AND EMERGENCY DRILLS

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

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

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## Field Trips

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

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

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

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## GANG POLICY

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

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

1. A "gang" is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, and having a common name or common identifying sign, colors or symbols.

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

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

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

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

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

# GRADING POLICY and PRACTICES

## General Information

- All PLCs will have grades that are aligned to curriculum standards and learning targets and based on agreement within PLCs. Grading expectations will vary between core and elective courses.
- Grades must be keyed into Powerschool on a weekly basis. Grades are an accurate reflection of how the student performed on an assignment.
- Appropriate and consistent evaluation of academic achievement shall employ formative and summative assessments to determine a student's level of mastery of curriculum objectives.
- I-Ready, STAR Math, and Dreambox assessments cannot be used as a formal grade in Powerschool in any category.
- Core classes will have a minimum of 21 grades and electives/acceleration will have a minimum of 10 grades per quarter. Assignments should be distributed based on the chart below.
- No final quarter grade in Powerschool will be less than a 50.
- For the 2022 - 2023 school year grades must be weighted for all courses, as follows:

	Core	Electives	Acceleration
Weights	<b>Classwork:</b> 30% <b>Quiz/Minor Projects:</b> 30% <b>Test/Major Project:</b> 30% <b>Homework:</b> 10%	<b>Classwork:</b> 40% <b>Quiz/Minor Projects:</b> 30% <b>Test/Major Project:</b> 30%	<b>Classwork:</b> 40% <b>Quiz/Minor Projects:</b> 30% <b>Test/Major Project:</b> 30%
Number of Assignments	<b>Classwork:</b> 10-18 <b>Quiz/Minor Projects:</b> 4-8 <b>Test/Major Project:</b> 2-4 <b>Homework:</b> 5-10	<b>Classwork:</b> 5-10 <b>Quiz/Minor Projects:</b> 2-5 <b>Test/Major Project:</b> 2-4	<b>Classwork:</b> 5-10 <b>Quiz/Minor Projects:</b> 2-5 <b>Test/Major Project:</b> 2-4

Exceptions may apply within each category above, deviations should be minor and should be consistent within each PLC. Any major deviation should be approved by an administrator in advance.

## Grading System

In grades 6-8 students earn numeric grades on their report cards. WCPSS employs a grading scale

consistent with guidelines from the North Carolina Department of Public Instruction and based on the following values:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = < 60

The following provides detailed expectations for each of the grading categories:

### Classwork

- Classwork should be aligned to curriculum standards and show progression towards mastery of content.
- Teachers within a PLC may have a different number of classwork assignments; however, the number should not vary more than 1-2 assignments total.
- Teachers should not utilize non-academic standards for grading purposes (e.g. return progress report, providing a packet of paper, dressing out, etc.).

### Quizzes/Minor Projects

- Weekly PLC Common Formative Assessments (CFAs) can be used as a classwork or quiz grade.
- Quizzes and minor projects should be completed in class.
- The number of quizzes/minor project grades must be the same across a PLC.
- Teachers may offer re-tests and test corrections on quizzes; this practice is optional but must be consistent within each PLC.

### Test/Major Projects

- All tests and projects must be aligned with state/district adopted standards and/or curriculum and be designed to appropriately assess student achievement.
- Monthly Schoolnet assessments may be used as a test grade if the standards assessed align to the content taught and practiced within the quarter.
- The number of test/major project grades must be the same across a PLC.
- Students must have the opportunity to either complete test corrections or re-test if they score

a 79 or below. Students must be made aware of the opportunity for test corrections or re-testing as defined in the policy below. Test corrections or re-test opportunities must be the same across a PLC.

- Homework assignments cannot exceed 90 minutes per day per student for Grades 6-8. (This is cumulative among core grade level classes and time limits must be determined as a team.)
- Teachers should not utilize non-academic standards for grading purposes (e.g. return progress report, providing a packet of paper, dressing out, etc.).

### **Test Corrections and Re-Tests**

- All students must be provided the opportunity to either re-test or make test corrections given specific parameters as determined by the PLC when they earn less than a 79 or below on a test or major project. (Students scoring an 80 or above may be given the opportunity to either re-test or make test corrections.)
- Test correction or re-test opportunities should be determined as a PLC per test or major project assignment. All PLC's should offer some type of remediation before the student can retest or correct a test.
- Students have the option to retest or make test corrections in an effort to demonstrate mastery of the content and earn a higher grade. Retests or test corrections must not negatively impact a student's grade.

### **Homework**

- Students can be assigned independent practice activities in all classes. However, homework is only graded in **core classes**.
- The purpose of homework is to enrich and extend school experiences through related home activities and to reinforce learning by providing practice and application. Homework should be used to reinforce and support mastery of learning, and when appropriate and possible, should be differentiated for students depending on their mastery of the objectives.
- The teacher must introduce a concept or skill, thoroughly explain the concept or skill, and provide guided practice before making a related homework assignment.
- Homework assignments shall be specific, within the student' ability and have clearly defined expectations. Questions pertaining to the completion of a homework assignment should be answered and clarified.
- Homework assignments are not to be given as punishment or busy work.
- Homework assignments cannot require the use of books or materials which are not readily available in the home or accessible to the student.
- Teachers shall provide specific and timely feedback on homework assignments.

### **Missing and Incomplete Assignments**

- Students are expected to complete all assignments.
- Teachers will utilize team and school structures like Cougar Way, parent contacts (both positive and to request support; document contacts in ECATS), working lunches, and ALC (following school procedures) to help students who need additional support completing work successfully.
- NHI (Not Handed In) will need to be keyed into Powerschool for all missing/incomplete assignments. Do not key a zero (0) for missing/incomplete work. Grades keyed as NHI will automatically calculate as a zero in the final grade.
- Late work must be accepted up to 10 days beyond the assignment due date, with individual PLCs setting common end dates for work completion. (If assignments are not handed in after the grace period, the assignment should be marked NHI.)
- Late work is subject to a 10% deduction.
- When students are absent, they will have one additional school day to turn in the work for each day they were absent without incurring the 10% late work deduction.
- Students who are not given 10 days to submit late work due to the end of the quarter will be exempt from the grade.

### **Communication with Stakeholders**

- Teachers will provide students and their parents/guardians with clear explanations of their grading practices.
- Teachers will provide each student with regular feedback to promote learning, self- evaluation, and growth.
- Communication between teachers, parents, and students will be timely, including ongoing system-wide mechanisms for communication of student progress and grades. This communication can be in the form of

conferences, emails, phone calls, or Talking Points.

- All teachers will maintain an up-to-date Canvas homepage and teacher website that provides information regarding assignments, due dates, and upcoming assessments.
- Progress Reports are sent home at the midpoint of each quarter to notify parents of student academic progress. Dates are on the school Outlook Calendar.
- All teachers must use individualized comments on students' report cards that align with the individual student's academic progress and work habits.

Parent conferences are required for any student with a progress report grade of a "D" or "F" (i.e. 69 or below); during the conference the parent must be made aware of the student's grades and be provided a plan to help the student succeed in the subsequent quarter(s). All conferences are to be documented in ECATS.

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### **HALL TRAFFIC**

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

Students should never kick/pound on a door in hopes that someone will open it. If students are locked out of the school building, they should report to a door with a doorbell that they can ring for assistance.

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.

Students should use the correctly designated up or down stairway.

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 and sign out on the classroom sign-in/sign-out sheet.**

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### **ACCELERATION & ENRICHMENT CLASSES**

For the 2022-23 school year, all students will be assigned either acceleration or enrichment electives. Some students will get a math acceleration elective, some will get a reading acceleration elective and some will get both. Those students who are not assigned acceleration electives will be assigned to a variety of enrichment electives. The acceleration elections are designed to help prepare students to be successful in their math and ELA classes. Enrichment electives are designed to expand students' understanding of the curriculum.

Acceleration electives are year-long classes that will be taught on an A day/B day schedule.

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### **LOCKERS**

Students will not be issued lockers for everyday use.

Students will not be assigned PE 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.

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### **LOST AND FOUND**

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

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### **MEDICATION**

If 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.

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### **NATIONAL JUNIOR HONOR SOCIETY**

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



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## PARENT INVOLVEMENT

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

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

Please join through this link: [Join the ZMS PTA!](#)

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## PERSONAL PROPERTY

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

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

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

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

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## PROMOTION STANDARDS

**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 and Math**
- 2. Either Science or Social studies**
- 3. At least fifty percent (50%) of the remaining courses taken.**

(ALL FOUR REQUIRED FOR PROMOTION)

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## 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 5<sup>th</sup> 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.

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## STUDENT SCHEDULE CORRECTIONS

Core Classes:

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

Elective Classes:

The only opportunity for schedule corrections for 1<sup>st</sup> 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 schedule correction period will be established prior to the start of the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> 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.

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## 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](http://www.wcpss.net).

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## STUDENT COUNCIL

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

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## TARDY POLICY

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

### **Consequence Track**

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

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## TELEPHONES

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.

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## 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.

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## TRANSPORTATION

All routes and bus stops are assigned by the WCPSS Transportation Department, not ZMS. For the most up-to-date information regarding bus stops, requests for bus stop changes, etc. please visit <http://www.wcpss.net/parents/transportation>. Additionally, for real-time information about your child's bus, utilize the Here Comes the Bus app which is available from Google Play or the App Store. More information about the app can be found on the district's transportation page.

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

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

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

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### **VISITOR SIGN-IN**

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

### **Walkers**

All students who walk home from school must have a signed note from their parent/guardian that has been verified by a front office staff member. Students should bring the note to the front office on the first day they plan to walk, a member of the front office staff will call to verify the note, and the student can then use the same note for the dates included in the note. The note must include the child's first and last name, dates to walk, parent/guardian's first and last name, and a phone number for the parent/guardian giving permission.

### **Data Tracking**

Students will use the following data tracking sheets to set personal goals and track their progress toward their goals in every class.















































