

Student / Parent Handbook

2018 - 2019



School Mission:

Wake County Public School System will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators, and critical thinkers.

Keep an eye on important information and great things happening at RMS



Follow us on Twitter - @rolesvillems

QUICK REFERENCE FOR PARENTS/STUDENTS

Main Phone: 919-570-2260

Fax Line: 919-570-2270

Extensions

Attendance Line – ext. 20545	Cafeteria – ext. 20288	Data Manager – ext. 20302
Media Center – ext. 20281	Student Services – ext. 20304	Transportation – 919-805-3030

Stay Connected

<http://www.wcpss.net/rolesvilllems>

Twitter - @RolesvilleMS

We strongly encourage you to utilize Twitter to follow all of the important events and announcements that are shared via Twitter.

All core academic teams have websites with valuable information, including homework and contact information. Links to their site can be found by going to our website and clicking on “Academics” and then “Core Teams”.

2018 – 2019 BELL SCHEDULE

Arrival: 7:45–8:15 am

Tardy Bell: 8:15 am

Dismissal: 3:00 pm

Daily Bell Schedule

Period		Grade 6		Grade 7		Grade 8
1	R	8:15-8:50	R	8:15-8:50	R	8:15-8:50
2	C	8:54-9:50	C	8:54-9:50	E/HL	8:54-9:40
3	C	9:52-10:47	C	9:52-10:47	E/HL	9:44-10:29
4	L	10:50-11:20	E/HL	10:50-11:35	C	10:33-11:28
5	C	11:24-12:19	L	11:38-12:08	C	11:30-12:25
6	C	12:22-1:18	E/HL	12:11-12:56	L	12:28-12:58
7	E/HL	1:21-2:05	C	1:00-1:55	C	1:01-1:56
8	E/HL	2:09-2:53	C	1:58-2:54	C	1:59-2:54
Dismissal		2:57-3:00		2:57-3:00		2:57-3:00
R –Ramp Up		C –Core	L –Lunch	E/HL – Elective/Healthful Living		

HOLIDAYS 2018 – 2019

Monday	Sept 3	Labor Day
Friday	Nov 12	Veterans' Day
Wed – Fri	Nov 21 - 23	Thanksgiving
Fri – Mon	Dec 24 - Jan 1	Winter Break
Monday	Jan. 21	Dr. Martin Luther King, Jr.
Friday	April 19	Good Friday
Monday	May 27	Memorial Day

Early Release Dates

(12:30 Dismissal)
August 17, 2018
September 28, 2018
October 19, 2018
November 20, 2018
December 21, 2018
January 18, 2019
February 15, 2019
March 8, 2018

	TRACK IN DATES	TRACK OUT DATES
TRACK 1	July 9	September 7
	October 1	December 5
	January 2	March 2
	March 26	June 4
TRACK 2	July 9	August 17
	September 10	November 9
	December 5	February 15
	March 11	May 9
	June 5	June 28
TRACK 3	July 9	July 26
	August 20	October 19
	November 13	January 25
	February 18	April 18
	May 10	June 28
TRACK 4	July 27	September 28
	October 22	December 21
	January 28	March 29
	April 22	June 28

Report Card Dates

1st Quarter	
Track 1 – 3	October 5
Track 4	October 26
2nd Quarter	
Track 1 – 3	January 4
Track 4	February 1
3rd Quarter	
Track 1 – 3	April 5
Track 4	April 26
4th Quarter	
Track 1 – 3	June 4
Track 4	June 28

A Word from Our Principal

Dear Parents,

We, at Rolesville Middle School, value your support and involvement and it is critical to the success of students that both home and school provide the necessary support and accountability.

At Rolesville, we will offer our children the support, care, confidence, discipline, and classroom instruction necessary to foster success. Whether your child is returning to Rolesville, or is joining our school for the first time, we welcome you to the RMS family and invite you to work with us. Together, schools and families can help children succeed.

Research shows that parent and family involvement have a great impact on student success. Parents are important partners in their child's education. Your child has everything to gain from you being a close working partner with us at school. Let's work together to make this the best year possible for your child! Home and school working together makes for a winning team!

We look forward to joining with you in discovering what is best for your child. Best

wishes for a successful school year,

Thaddeus Sherman
Principal

Greetings from the Rolesville Middle School PTA

Welcome parents, teachers, students and staff. The Rolesville Middle School PTA is a parent, teacher and community organization that is powered exclusively by donors and volunteers. Every effort put forth by the RMS PTA exists to elevate each student's school experience.

We provide funding, creative ideas, organization, labor and other resources to support the school with the students at the core of the PTA's efforts.

For the PTA to be effective, everyone's participation is essential. Often people feel that they cannot participate in the PTA because they work full time or have younger children at home, but the RMS PTA is an equal opportunity organization where everyone has a chance to make a difference: Do you ... have a box top ...need wrapping paper...love to cook...like Big macs...shop online at Amazon or at our local Lowes/Harris Teeter/Publix...can spare a new toothbrush...like to decorate ... have fresh ideas...a green thumb...a special skill...or even something we haven't even thought of yet? Whether you have zero minutes (or dollars) to give or a zillion, you are needed and necessary!

There are so many ways for us to all work together and doing so, is what makes Rolesville Middle School a true community. We are moms and dads, teachers and staff, guardians and grandparents, community leaders and local business owners. We care about children and education. We are welcoming and friendly. WE are the PTA and YOU make the PTA what it is and can be.

We look forward to serving the needs of our teachers/staff, children and their families as best as we can, as soon as we can - but we are only as strong as the sum of our dedicated members. To make the greatest impact we need your involvement. We are excited for the year ahead and all the possibilities – we hope you will join us!

Be sure to stay connected with us all year long:

Email: rmsptarams@gmail.com

Website: <http://rmsptarams.wixsite.com/rmspta>

Facebook: RMS PTA - Rolesville Middle School PTA

Remind: Text 81010 with the message @RMSRAMSPTA

Subscribe to our newsletter/email list: <http://eepurl.com/du1Bgv>

Important Information and Reminders

(All topics are listed alphabetically)

Accidents:

Parents will be notified of accidents needing medical or immediate attention. Parents must be sure that the school always has a **current emergency phone number** on file.

Arrival

Our building opens for students at 7:45 am and adult supervision begins at this time. On days when the temperature drops below 32 degrees students may wait between the double doors beginning at 7:30. Students may report to their classrooms between 7:45 and 8:15. Teachers are on duty during this time to help supervise students.

(See the 'Carpool' section for important information regarding carpool procedures.)

Athletics

Rolesville Middle School is a member of the WCPSS Middle School Eastern Conference. All procedures, guidelines, and rules are governed by policies established by the Wake County Board of Education, the State Board of Education, and the NC High School Athletic Association (NCHSAA.) Seventh and eighth graders are permitted to try out for athletic teams.

Students must meet certain requirements including a current physical, attendance, and grades. This information, as well as other important items can be found on our athletics website at:

<http://www.wakecountyathletics.com/rolesville>.

Coaches also have parent meetings at the beginning of the season for those students who are selected for a team.

Absences and Attendance:

When a student is sick and needs to be absent from school, **please call the attendance line (570-2260 ext. 20545)** and leave a message indicating the student's name, grade, track and reason for the absence. Upon returning to school, students should present a **written excuse within 2 days of their return** from the parent/guardian stating the reason for the absence. An absence is recorded as unexcused until a note is received from the parent/guardian. **If a written excuse is not received within 2 days the absence will be considered unexcused.** After six (6) unexcused absences, a report is made to the counselor or school social worker. After ten (10) unexcused absences, legal consequences may be necessary.

In accordance with WCPSS Board Policy, an absence is excused for the following reasons:

- Illness or injury
- Isolation ordered by the State Board of Health or Wake County Health Department
- Death in the immediate family
- Medical, dental, or other appointment with a healthcare provider (note from provider should be submitted to school)
- Court appearance, when student is under subpoena
- Religious holiday for student's/parent's religion
- Participation in a valid, prior-approved educational opportunity; completed form "WCPSS Prior Approval for Excused Absence" is required in advance of the absence

Regular school attendance is important to promote consistency in learning and student achievement. In addition, arrival to school on time is important to develop a routine for a successful school day. Excessive tardiness to school is detrimental to the learning environment. We encourage students to strive for a good attendance record. We will work with individual situations when students are sick or have a serious family emergency.

Although wonderful opportunities, family vacations and athletic competitions are not considered educational experiences and will not be excused for prior approval unless they are specifically designed for an educational purpose.

To be considered in attendance for the school day, students must be present for at least three and one half (3½) hours of instruction (Students must remain in school until 11:45am).

Student Make-Up Work Policy for Absences:

It is the responsibility of the student to request make-up work in advance of an anticipated absence. If a student is out unexpectedly, a parent may request make-up work. Often, the work can be found on the teacher's website.

If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school. If the make-up work has not been assigned in advance, for absences of 1-3 days, the student will have 1 day for each day absent. For absences exceeding 3 days, the student may have 2 days for each day absent to make up the work.

Sometimes parents request work on the day of student absence. If the student is only going to be absent for one day, he/she can receive the assignments the next day. Requests can be made through the front office receptionist. **Due to teaching responsibilities, teachers will need 24 hours to collect all work for a student.** Collected work assignments will be available for pick-up in the front office.

Attendance Areas and Proof of Residence:

Board Policy requires that parents present proof of residence. It is the parents' responsibility to notify the school of any changes in residence. Below is a list of possible documents that would serve as proofs of residence in parent or legal guardian name:

- Current utility bills (gas, water, or electric bills are accepted; no phone bills or cable bills)
- Recent signed lease or rental agreement
- Recent settlement statement

Award Celebrations:

At the end of the year we hold an awards ceremony for each grade/track as a way to recognize student accomplishments. Dates for these will be sent home later in the school year.

Address Change/Telephone Number Change:

Please notify the office immediately if you move or change your phone number during the year.

This information must be kept current.

Book Fair:

Our PTA sponsors an annual Book Fair each year. This is a great opportunity for student to purchase books and to help raise funds for the PTA. Dates for the book fair will come home later in the school year.

Books (Library & Classroom):

Students must take care of any text books and library books. When books are lost or damaged, they must be paid for. Students and parents are held responsible for all books assigned or checked out to them. If a student finds a lost book they may request a refund within 3 months of payment.

Bus Transportation:

Bus transportation is a privilege extended to those students who live in the Rolesville Middle School area and behave in a manner consistent with the rules and regulations of Rolesville Middle School, Wake County Public Schools, and Public Laws of North Carolina. The school bus is an extension of the school day and all rules and regulations apply. This includes the bus stop, as well as the distance travelled from the stop location to the home.

Failure to comply with these rules will result in the denial of transportation privileges and/or suspension and expulsion. If a child is suspended from the bus, it is the parent's responsibility to transport the child to and from school. Fighting, drugs, alcohol, and/or weapons will result in an automatic suspension or expulsion from bus transportation.

A student is to ride the bus to which he/she is assigned. **Students may NOT ride any bus to which they are not assigned.** Students will be allowed off the bus only at school and at their designated stop on the route. Students riding the bus must comply with the requests of the driver. **Students should be at the bus stop 10 minutes before the bus is scheduled to arrive.**

Adults Boarding the School Bus:

Adults are not allowed to enter a school bus without the permission of the Transportation Supervisor, the principal, or assistant principal. N. C. State Law 14-132.2 Section B states: "Any person who shall enter a public school bus after being forbidden to do so by the authorized school bus driver in charge thereof, or the school principal to whom the public school bus or school activity bus is assigned, shall be guilty of a misdemeanor punishable by a fine not to exceed one hundred dollars (\$100.00), imprisonment for not more than 30 days or both." If parents need to speak to the driver, please send a note to the driver including your phone number for the driver to call you. Please do not talk with the drivers at the bus stop. They must keep their schedule, and they block traffic when stopped.

More information can be found on our school website (<http://wcpss.net/rolesvillems>) or the district website (<http://www.wcpss.net>). If you have a concern/question regarding bus transportation you may call (919) 805-3030 or use the online access at <http://www.wcpss.net/Page/43>

Bring Your Own Device (BYOD):

The purpose of the Bring Your Own Device (BYOD) initiative at RMS is for both students and teachers to OWN their learning, everyday! Our BYOD program will also promote responsible communication, collaboration, and creation of new knowledge. You can find out more information about BYOD at Rolesville Middle School by visiting <http://thebyodrams.weebly.com/>.

Please Note: Any device that is out and not being used during BYOD time will be taken and returned at the end of the day.

Cafeteria:

Important Note: No outside food (Bojangles, Subway, etc.) may be dropped off for students. Students may also not enter the building with these items in the morning. Students must either purchase lunch from the cafeteria or bring a lunch from home.

The mission of our Child Nutrition Program is to serve nutritious breakfasts and lunches as well as a la carte items. There are many choices, but all meet the Winner's Circle criteria. Students may pay for their lunch on a daily basis or make weekly or monthly prepayments. Prepayment may be made in cash or by check to Rolesville Middle School

You may also choose to pay online. With a MySchoolBucks account paying for school meals is easy. Go to www.MySchoolBucks.com or call (855) 832-5226 to enroll. You'll need your child's NCWISE ID number, available in your registration materials or at your school. Once your account is established you may:

- Securely deposit funds to your child's account
- Check balances
- Set spending limits and diet restrictions

Current prices for middle schools, at the time of this printing, are: \$1.50 for breakfast and \$2.60 for lunch. Reduced costs are \$0.00 for breakfast and \$0.40 for lunch. Student ID numbers are used for the keypads in the cafeteria. If you send a check with your student for prepayment of meals, please make sure you put it in a sealed envelope and include the child's name and Student ID number on the check. Checks should be taken by the student to the cafeteria upon arrival to school.

Breakfast:

The cafeteria is open for breakfast each morning from 7:45-8:10. Students participating in the daily breakfast program should report directly to the cafeteria upon arrival at school. Students must arrive in the cafeteria by 8:10 in order to participate in the breakfast program (unless they arrive on a late bus). All students are expected to be in their classrooms by 8:15.

Lunch:

Student may buy lunch at school or bring lunch from home. If a child forgets his/her lunch money they will be offered a fruit and vegetable plate. While this is not ideal, there is no fund to cover the cost of lunch and accounts may not go into a negative balance.

Free/Reduced Lunch Applications:

Parents can request an application to apply for free or reduced prices. Applications are submitted to Food Services where they determine if parents qualify based on income. Once applications have been submitted, it is mandatory that parents complete a new form if their income changes during the school year. Parents will be required to pay for their child's breakfast and/or lunch until the status of the application has been determined. Families are required to complete a new application each school year.

Students who received free or reduced lunch in 2017 – 2018 will be allowed to continue to receive that until October 4th of the current school year. At that time, if a new application has not been completed and/or you no longer qualify, students will be charged the normal rates for breakfast and lunch.

Carpool:

To maintain a safe environment for our students please follow all rules for arrival/dismissal. The traffic pattern is designed for a one-way flow of traffic. Buses and cars enter where the large Rolesville Middle School sign is located. Traffic exits on the opposite end of the football field. All car riders should be dropped off and picked up at the front of the school. Please do not drop students off near the football field and allow them to walk to the main entrance. **Keep in mind that the first few weeks of school, the process may be slower as students and parents become familiar with the process. Please be patient!**

- **Please proceed all the way up to the end of the carpool lane.** Do not leave space between cars in front of you. This will allow us to unload/load several cars simultaneously.
- **Do not pass other vehicles in the carpool lane.** We maintain a single line of traffic throughout the carpool line. While there are double lanes, it is unsafe to double traffic during arrival and dismissal.
- Student athletes who are tracked out should not be dropped off more than 15 minutes before the end of the day. Student athletes are to wait outside until the end of the day.

Check-In/Check-Out:

Students arriving at school after the 8:15 bell must sign in at the office and will be considered tardy. Students will be given a pass in the office to admit them to class.

Because instruction begins at 8:15, parents should make every effort to get their child to school regularly on time. Parents/guardians should not pick their child up before 3:00 PM except in an emergency or if the child has a doctor/dental appointment.

If possible, please plan for doctor or other appointments during track out or after school hours.

All students must be checked out of school through the office. **There will be no check outs after 2:40 pm as the carpool and bus lines are getting in place for dismissal. Please plan accordingly if you need to pick your child up before the end of the day. Do not wait until 2:40 to arrive at school.**

A student will not be allowed to leave the campus with anyone other than his/her parents or those listed on the student information card that is maintained in the school office. **It is also required that those who check out students be on the child's office information card. Please be prepared to show a picture ID when checking out a student.**

A buzzer system is located to the right of our main entrance. To enter the building, you will need to press the button and then show your ID. Once you have done that you will be buzzed in. If you do not have your ID you will not be allowed inside.

Cell Phones:

Cell phones and earbuds/headphones should be **secured**, out of sight, and must remain **off** during school hours, unless it is being used in the classroom as part of BYOD. If it becomes necessary to take electronics from a non-compliant student, a parent must come to school to pick up the item. This will be a point of emphasis this year.

Communication between Home and School:

All students are expected to have an agenda. 6th grade students are required to purchase the school-issued agenda, which can be found online and is also available in our school store. 7th and 8th grade students will have the option of purchasing a school-issued agenda or may purchase one on their own, but some type of agenda is required.

Teams will develop a website to provide reminders for parents. Our website, <http://www.wcps.net/rolesvillems> will also include updated information regarding school events. On-going communication between parents and teachers is the best way to assist student success. Parents should check regularly with students regarding communications from school. Additionally, check with students to be sure they have everything they need before they come to school, such as, money, lunch, homework, projects, uniforms, etc. The principal will send a weekly message each Friday, which highlight any important information or upcoming events.

Please also be sure to check Powerschools regularly to keep up with your child's assignments and grades.

Conferences:

Parent conferences are considered an essential part of a child's education at Rolesville Middle School. Open communication between home and school fosters success. Parents are encouraged to talk with teachers about their child's progress. Conferences may be arranged by contacting your child's teacher. Although a conference may be requested with an individual teacher RMS best practice is for all core teachers to participate, which will provide parents an opportunity to hear about academic progress in all areas.

Damaged or Lost Materials:

If students lose, destroy, and/or damage a book, musical instrument, etc., while it is in their possession, it is the responsibility of the parent/guardian to reimburse the damages. This includes theft. **Please note: If payment has been made for a lost textbook or library book, payment will be made for the book if it is later found; if this happens within 3 months of original payment a reimbursement may be requested.** As a result, if the student locates the book after payment has been made, then the book will belong to the student.

Discipline:

Students are expected to follow the rules in their classroom and school-wide. We cannot and will not allow a student to steal precious instructional time from his/her classmates or to prevent others from having opportunities for learning. **Please review the section on discipline included in this handbook. Also, please review Wake County's Discipline Policy included in the WCPSS Student/Parent Handbook provided by the county to each student.**

Dress Code for Students

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
- Excessively short shorts/dresses/skirts (the bottom of the article of clothing must fall between the length of their finger)
- Bare midriff shirts (Straps must be 3 fingers wide)
- Strapless shirts
- 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 (Except for those due to religious or medical needs)
- See-through clothing
- Attire that exposes cleavage
- Any adornment such as chains or spikes that could reasonably be perceived as or used as a weapon
- Any symbols, styles or attire frequently associated with intimidation, violence, or violent groups.

According to Board of Education policy, if a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work or otherwise violates the dress code, the principal or principal's designee may require the student to change his or her dress or appearance. A second or repeated violation of this policy may result in disciplinary action.

Early Release Days:

On Early Release days, students are dismissed at 12:30 PM. This includes buses and carpool. We will serve lunch before students are dismissed. On Early Release days, staff members are involved in workshops and other required planning activities.

Educational Leave for Students:

By Board Policy, parents must make requests for Educational Leave to the principal in writing prior to a student's absence from school. The form for this request can be picked up in the office or found on our school website. When educational leave is approved, students are responsible for making up all work upon their return to school. Teachers cannot be expected to compile assignments prior to the absence, but will if time allows. It is possible that an assignment documenting or reflecting on the educational experience may be required prior to final approval. **Requests due to family vacations, trips, or athletic competitions will not be approved.**

Emergency Drills:

Emergency drills are scheduled periodically throughout the school year. Visitors, volunteers, and parents who are at school during a drill are asked to follow our evacuation procedures.

- **Fire Drills:** A fire drill is held each month that school is in session. Students are expected to follow the directions of their teacher during a fire drill. There is no running, talking, or disorderly conduct during a fire drill.
- **Severe Weather Drills:** Severe weather drills are held periodically. When the signal bell sounds, students and adults evacuate the classrooms and proceed to the designated areas. Teachers will practice drill instructions with students.
- **Lockdown Drills:** Lockdown drills are held periodically. A phone messenger and letter will be sent home to parents informing them that a drill was conducted that day. Students are expected to follow directions of their teacher during a lockdown drill. Teachers will practice drill instructions with students.

End-of Grade (EOG) Testing:

Students in grades 6th–8th are required to take the North Carolina End-of-Grade Tests in English Language Arts and Math. Students in grade 8 are required to take a North Carolina End-of-Grade Test in Science. Students in Math 1 and 8th grade Spanish will also be required to take state required tests at the end of the school year. Students are also required to take North Carolina Final Exams (NCFE) in classes that do not require an EOG. Testing dates are set well in advance so please make arrangements for students to be in school and present during testing.

Enrollment/Withdrawal from School:

Whether you are enrolling or withdrawing your child, it is extremely important to contact the school as soon as possible. The school where you are enrolling will contact the school from which you are withdrawing to request records. Before you leave, you should contact the office at the school where your child is currently enrolled to finalize your child's records.

Enrollment:

Certain information is required for enrolling a student. This information includes:

- **Birth Certificate:**

A certified birth certificate is required by N. C. state law for a student entering public school for the first time. The birth certificate must be provided at the time of enrollment. The birth date as indicated on the birth certificate shall be recorded on the student's Permanent Health Record.

- **Health Assessment:**

N.C. state law requires that **ALL** students have a health assessment completed by a physician. The assessment, which must include a medical history and physical examination with screening of vision and hearing, is to be completed and submitted to the school within 30 days of enrollment. It is the parents' responsibility to secure the health assessment form.

- **Immunizations:**

N.C. state law requires that parents of students provide a record of their child's immunizations within thirty (30) days of their child's entry into school. If a record of immunizations is not provided to the school within thirty (30) days, the students will be excluded from school until the record is provided and/or shots are complete. It is the parents' responsibility to secure the immunization record from the local health department or from a private healthcare provider. Rising 7th grade students are required to have the meningococcal and Tdap vaccines.

- **Proof of Residence:**

For a student to enroll at Rolesville Middle School, parents must present a proof of residence indicating that they reside in the Rolesville Middle School attendance area. Items accepted as proof of residence include: current electric bill, current gas bill, current water bill, or recent rental agreement or closing disclosure.

Field Trips:

Grade levels plan field trips during the year to enhance classroom instruction. All students going on field trips must have a field trip permission form signed by their parent or guardian. The signed permission form must be on file before the student is allowed to leave campus on a trip.

Grading & Homework

RMS has updated the grading and homework policy for the 2018-2019 school year. Please see page 24 of this handbook for more detailed information.

Monitoring Student Grades:

Parents and students will have access to student grades through Powerschools and the Parent Portal. Parents are strongly encouraged to complete the request for access to Powerschools. This can be done by bringing a valid ID to the school and completing the appropriate form.

Homework:

Students should expect to have some homework each night. In many cases, homework will be assignments from class that were unfinished. Students are expected to take responsibility for staying on top of assignments and should contact their teacher if they have any questions.

Parents should refer to the team website to stay informed about current assignments and homework expectations. Please contact your child's teacher should you have any questions about homework.

Important Notes Regarding Homework:

- Homework will reinforce what is taught
- Homework assignments will not be given as punishment or busy work
- Homework assignments will not require use of books or materials that are not readily available in the home or available for the student's use through school
- The amount of homework assigned should not exceed 90 minutes in Grades 6-8
- Homework will be checked, and results shared with students.

Inclement Weather:

The first notification of early school dismissal, delayed opening, or school closing is made to social media and then local media. You should monitor Twitter closely for the latest updates. You can download Twitter as an app on your phone or from a computer you can go to <http://twitter.com> and set up an account. You can find the district and our school on Twitter (@wcpss, @rolesvillems). A school messenger will also be sent to all families.

Local television and radio stations will also be notified of any changes in the school schedule due to weather. We recommend turning to a local station for information (TV channel 5 and Radio station 101.5 are recommended).

Parents of students enrolled in day care/after school centers should check with the center to learn if the center will pick up students when school is dismissed early.

Generally, year-round schools make up a missed school day on the following Saturday for a half-day session. Lunch is not provided on Saturdays.

Information Sheets:

At the beginning of the school year, all parents will be asked to complete student information sheets for their child. It is extremely important that these forms are completed and returned to school at that time. This allows us to update addresses, phone numbers, and other information that would be needed in the event of an emergency. Parents should also include those individuals to whom their child can be released. It is also mandatory that parents notify the school if this information changes at any time during the school year.

Insurance:

School insurance will be available to each student at the beginning of the school year. Parents will be provided with information about this voluntary program at the beginning of school. The premium and responsibility for completing the forms will be assumed by the students' parent/guardian.

Internet Access:

All students registered in the Wake County Public School System must have a permission slip on file in order to use the internet and any school technology. Students must adhere to internet use policy 6446 in the WCPSS Board Policies. If not followed appropriately, access can be denied.

Please refer to the BYOD section of our handbook for further information about use of the internet and devices.

Interruptions to Instruction:

To make the most of instructional time, the Wake County Board of Education has adopted a policy to reduce interruptions during regular classroom time. Students can learn best and teachers can teach best when instructional time is not interrupted by P. A. announcements, unexpected visitors, or messages from the school's main office. Please make sure you communicate any messages (transportation changes, appointments) to your student prior to coming to school.

Students will not be called down to pick up items from the office. Parents are welcome to drop these items off, but they will be placed in student services. You will need to contact your child to let them know the item is in student services. You should also communicate to your child that if they realize they are missing something they should check student services to see if it was dropped off.

Lockers:

Rolesville Middle School students will have a locker on their academic hall as well as a gym locker for use during PE class. The school will provide locks for the academic hall lockers. Students will need to purchase a lock (\$5.00) for their PE locker. This lock can be used for PE every year and will belong to the student. Locks for academic hall lockers are provided by the school and remain at all times under the control of the school. A \$5.00 replacement fee will be charged for lost hall locks.

Lost and Found:

Lost and found items will be kept outside of the Student Services. Students are responsible for checking immediately when items are lost. We donate lost and found items to charity monthly. We remind students via the daily announcements when we plan to donate those items. When they are gone, they are gone for good. **Students should be sure to secure all items, especially electronic devices. The school is not responsible for items that are lost or stolen and are unable to search for them without credible information regarding its whereabouts.**

Medication:

Students requiring medication prescriptions or over the counter meds at school **must have WCPSS Form 1702 completed, signed, and on file at school.** The form requires the physician's signature and parent's signature. Medication must be provided in the current pharmacy container with the student's name, medication type, dosage, and dispensation orders clearly stated. Over the counter medication must be in the original container. The information on the medication bottle must match the physician's instructions on the 1702.

Only designated school personnel will dispense medication to students. Medications are kept in the Healthroom in a locked cabinet. Students requiring a personal inhaler for asthma or other self-administered emergency medications will be permitted to keep their medication with them at all times. **However, a 1702 form must be on file in the front office signed by the physician and parent stating the student may self-administer.** Teachers have cake icing available in each classroom for use with a diabetic student in case of an emergency.

Perfect Attendance:

At the end of the year, students will be recognized for perfect attendance. If a child is tardy for any school days, is checked out early, or misses any days from school, regardless of the reason, he/she will not be eligible for this recognition.

Pictures:

School pictures will be taken twice each year and are available for purchase.

Positive Behavior Intervention Support (PBIS):

Rolesville Middle School is a PBIS school. We are proud to have been recognized by the state for the past three years because of our PBIS system. The purpose is to positively impact the learning environment to support high student performance and to reduce behavior issues. We have developed school-wide expectations and procedures for all students. Students will be rewarded for following the expectations set by the school. Rewards include weekly team time activities during ramp-up, as well as rewards at the end of each semester. Our students follow RAMS and the Rams Pledge. Learn more about PBIS and RAMS expectations on page 26 of this handbook.

Progress/Interim Reports:

Students at all grade levels will receive progress reports/interims throughout the school year. Be sure to sign and return progress updates promptly. A conference may be scheduled by parent at any time should you have questions about a progress report.

PTA:

At Rolesville Middle School we take great pride in our PTA. The PTA is one way in which parents and school staff can work together to accomplish common goals and make our school a better place. We are very proud of our active PTA and the support it provides our school. Please become actively involved. We will find a way to put your special interests or talents to work. We have a variety of committees and activities that need your help. If you are interested in becoming involved, please contact our PTA. They can be reached at rmsptarams@gmail.com **PTA Membership dues for the 2018 - 2019 school year will be \$6.00.**

Refreshments and Food:

Unless you are able to provide enough refreshments for the entire team, we do not allow for refreshments to celebrate birthdays. If you are interested in doing this for the entire team you should speak to the teacher prior to doing this.

Parents may be asked to provide refreshments for class parties, field trips, or other school events. Wake County Nutrition requires that parents use store-bought goods to make sure that students are safe in eating the snack brought in.

No outside food (fast food, etc.) may be delivered or dropped off for students.

Report Cards:

Report cards are sent home every nine weeks. Dates for report cards being sent home can be found on page 3 of this handbook. Please be sure to read any additional information enclosed with the report card.

School Counselors:

Our school counselors provide a data-driven program that supports the academic, behavior, and career success of students through classroom guidance, small group and individual planning sessions. Our counselors coordinate school-wide programs and are a part of school-based committees. We have three counselors who are assigned by tracks and follow students from 6th-8th grade. Our school counseling program recently earned the Recognized ASCA Model Program status from the American School Counselor Association for providing a comprehensive program that meets the needs of students.

Student Deliveries:

Deliveries of flowers, balloons, etc. will not be accepted for students at school. These items are not allowed in the classroom or the bus. Please celebrate special occasions after school hours.

Telephone:

Use of the telephone by students is limited to sickness, emergency calls, and school business only. Students who are ill and need to call parents should **report to the front office to call, not student services**. This is important, since the office personnel need to know what is happening when a parent arrives for checkout.

Students should not use the classroom phone or a cell phone to make a call related to illness.

TRANSPORTATION CHANGES

Students will be expected to leave by their regular means of transportation. If the school is not contacted by the parent/guardian through written note or by phone, the child will be sent home by his/her regular form of transportation. Any phone request for a change in transportation requires the request be made 45 minutes

prior to dismissal time. **Please note that students may not ride a bus other than the bus to which they are assigned by WCPSS transportation department.** Students who attend Rolesville Middle School on a transfer are not allowed to utilize bus transportation.

Valuables:

School staff tries to prevent losses, but they are not responsible for students' personal property. Unnecessary money, electronics, and/or valuables should not be brought to school.

Visitors:

Anyone visiting our school must check-in and check-out at the office and wear a visitor's badge while on campus. Please remember to enter through the main entrance. **Board Policy 6440 specifically prohibits students from other campuses/schools from being present on another school campus without the consent of school officials.**

Volunteers:

We are always looking for school volunteers! If you are interested in becoming a school volunteer please talk with your child's teacher to find out more. Your interest and involvement is needed and crucial to the success of our school. **Prior to beginning volunteer work, prospective volunteers must register online from a school computer (this is required annually).**

Volunteer Registration:

To volunteer to work with a group of students or chaperoning a small group of students on a field trip parents must be registered and cleared. For volunteers who registered and were cleared the previous year, they will have until October 31st, of the current school year to update their volunteer status. For new volunteers or volunteers who do not update prior to October 31st, they will be required to complete a full registration.

Registration can only be completed on a WCPSS computer and the office can help parents complete this. **The volunteer registration program is open and available any school day during the hours of 8:00 am to 3:30 pm.** When you register it is important that you select our school (you can select up to 5). Often time a volunteer has been cleared, but it does not show up on our approved list because our school was not selected in the volunteer registration system.

Recent changes allow for volunteers who will be assisting in a whole class activity or field trip that does not involve separating from the group; to do so without registering as a volunteer. However, it is good practice to be registered and the process is relatively easy.

Volunteer Registration Denied:

Summary of Appeal Process:

Any volunteer applicant who is denied volunteer status on the basis of his/her criminal record check has 14 days to appeal in writing through Employee Relations. This letter of appeal should explain the circumstances of the charge(s) and any mitigating factors that the applicant believes should be considered. The applicant will be notified in writing of the response. Appeals should be addressed to Anthony Manzo, Employee Relations, Wake County Public School System, 5625 Dillard Drive, Cary, NC 27518.

Grading Practices and Policy

General Information

- You should expect no more than a maximum of 15 grades per quarter in any subject.
- Extra credit is not offered.
- You should expect to have 2-3 summative assessments per quarter.
- Teachers will not take formative assessments for a grade. Formative assessments include notebook checks, exit tickets, etc.

Missing/Failing Work

- Students are expected to complete all assignments.
- Teachers will utilize team and school structures like Fun Friday, parent contacts (both positive and to request support), working lunches, and ALC (following school procedures) to help students who need additional support completing work successfully.
- Individual grades are entered based on actual grade so that parents, students, teachers, and administrators can see an accurate reflection of what the student did or did not do on specific assignments.
- A zero will be entered as a place holder for missing work. The grade will be updated to reflect the student's actual grade once the assignment has been turned in and graded.

Content Area Re-take Policy

English Language Arts

The EL curriculum provides students with multiple opportunities for students to practice skills and receive feedback before being assessed. Students will demonstrate their proficiency with taught and practiced skills by applying them to a different text for assessment. Due to the structure of the curriculum, retests are not necessary and will not be offered in ELA.

Math

The new math curriculum provides students with multiple opportunities to practice skills, communicate ideas with teachers and peers, and receive feedback before being assessed. Assessments will be rubric-based, allowing students to demonstrate what they have learned on a tiered grading system. As a result, retakes will not be offered in math. Test corrections, however, will be accepted for half credit, pending documentation of work, which will help to ensure mastery of concepts taught.

Science

Teachers will provide students with multiple opportunities to practice skills, communicate ideas with teachers and peers, and receive feedback before being assessed. As a result, retakes will not be offered in science. Test corrections or an alternative assessment will be will offered, however, and will be accepted for half credit, pending documentation of work, which will help to ensure mastery of concepts taught.

Social Studies

Teachers will not offer retests in Social Studies. Our justification for this decision is that teachers will make sure students have practice with DBQ's (Document-Based Questions) throughout the unit and before major assessments. This will ensure that students have been formatively assessed and given feedback before a major summative assessment. In addition, all teachers agreed to give students a PBL and/or project that is aligned to the standards assessed on the major summative assessments. This will ensure students have a variety of opportunities to show they have mastered the standards.

Positive Behavior & Intervention Support

Rolesville Middle School is a Positive Behavior Intervention Support (PBIS) School. Here are some of the guiding principles of this program:

- Positive Behavior Support Programs are a way to impact the learning environments in the schools in order to support high student performance and to reduce behavioral problems.
- Whole School Positive Behavior Support is a systematic approach that establishes and reinforces clear behavioral expectations.
- It is a team-based system involving the entire school staff using a systems approach.
- The school staff must adopt a common approach to discipline that is proactive, instructional, and outcome-based.
- The data about the school is used to guide decision making.
- The school team looks at the entire school campus and the whole school day.
- The goal is to help educate all students, even students with challenging behaviors.
- There is an emphasis on continuous, data-based improvement, individualized to each school.
- PBIS is also an instructional approach that focuses on systematically teaching social behavior using effective instructional methodology.
- Systematically teaching and implementing behavioral interventions for the most difficult students is also a key component.

RAMS

Respect All

Accept Responsibility

Make Good Choices

Safety Comes First

Students who consistently demonstrate our RAMS expectations will get to participate in special activities and opportunities at various times during the year.

Discipline and Behavior Information

All teams will use the document on page 29 to communicate minor behaviors that may occur. This is to inform you, as the parent, of what happened and what consequences may have been put in place. This form is used at school and is not a part of a student's permanent record.

Students who are written up for the same behavior three times will be referred to a school administrator. A student who has a total of five or more referrals will be referred to our school intervention team to determine if he/she requires additional support outside of the classroom.

Student Due Process

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 posted online for all students and parents to review at the beginning of each school year or upon enrollment in WCPSS.

Automatic Referral to a School Administrator

The following offenses will result in automatic referral to a school administrator and possible suspension:

1. Fighting
2. Serious physical harm to and/or physical assault on an employee or another student (Regardless of previous referrals to the office, students will be automatically suspended for serious physical harm to an employee or another student, and a referral will be made to the appropriate community agency.)
3. Weapons on the school grounds. (See Below)
4. Serious damage to property
5. Theft
6. Chronic behavior problems
7. Serious threats to staff members and/or other students
8. Leaving school grounds without permission
9. Pulling the fire alarm

WEAPONS AND DANGEROUS INSTRUMENTS

WCPSS policy prohibits weapons or facsimiles of weapons on school property, school buses, or at the bus stop. WCPSS policy 6427 states:

Weapon:

Any firearm, BB gun, stungun, mace/pepper spray, air rifle, air pistol, ammunition, power loads, fireworks, knife, slingshot, leaded cane, blackjack, metallic knuckles, razors, razor blades (except cartridge razors used solely for personal shaving), boxcutter and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.

Dangerous Instruments/Substances:

Any object or substance that is possessed, handled, transmitted, or used for the purpose of causing or attempting to cause physical injury.

Facsimile of a Weapon:

Any copy of a weapon that could reasonably be perceived to be a real weapon.

Firearm:

Any gun, rifle, shotgun, pistol, starter pistol, firearm silencer, or part thereof, or any powerful explosive, including dynamite, nitroglycerin, trinitrotoluene, blasting cap, or any firearm or destructive device.

**Rolesville Middle School
Student Behavior Documentation Form**

Student: _____	Grade: _____
Date: _____	Reported By: _____
Time: _____	
<u>Location</u>	
<input type="checkbox"/> Art Room <input type="checkbox"/> Athletic Event <input type="checkbox"/> Bathroom <input type="checkbox"/> Bus <input type="checkbox"/> Bus Loop <input type="checkbox"/> Bus Stop	<input type="checkbox"/> Cafeteria <input type="checkbox"/> Classroom <input type="checkbox"/> Field Trip <input type="checkbox"/> Gym <input type="checkbox"/> Hallway <input type="checkbox"/> Locker Room <input type="checkbox"/> Media Center <input type="checkbox"/> Music Room <input type="checkbox"/> Off-Campus <input type="checkbox"/> Office <input type="checkbox"/> Special Event/Assembly <input type="checkbox"/> Other: _____
<u>Incident</u>	
<input type="checkbox"/> 1-1 Noncompliance <input type="checkbox"/> 1-2 Disrespect <input type="checkbox"/> 1-3 Attendance / Tardy <input type="checkbox"/> 1-4 Inappropriate Language <input type="checkbox"/> 1-5 Inappropriate Dress	<input type="checkbox"/> 1-6 Electronic Devices <input type="checkbox"/> 2-1 Integrity <input type="checkbox"/> 2-2 Inappropriate Literature, Illustrations and Images <input type="checkbox"/> 2-3 Violation of Computer Access <input type="checkbox"/> 2-4 Class/Activity Disturbance <input type="checkbox"/> 2-10 Property Damage <input type="checkbox"/> 2-11 Theft <input type="checkbox"/> 2-16 Threat/False Threat <input type="checkbox"/> 2-17 Physical Aggression
Incident Narrative: _____ _____ _____ _____	
<u>Motivation</u>	
<input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain peer attention	<input type="checkbox"/> Avoid adult attention <input type="checkbox"/> Avoid peer attention <input type="checkbox"/> Avoid items/activities <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Unknown
<u>Action(s)</u>	
<input type="checkbox"/> Behavior Contract <input type="checkbox"/> Conference with: Parent and/or Student <input type="checkbox"/> Confiscate Property or Items	<input type="checkbox"/> Contact Parent (Date: _____) <input type="checkbox"/> Referral to School Counselor <input type="checkbox"/> Silent Lunch <input type="checkbox"/> Restriction of Classroom Activities <input type="checkbox"/> Written Warning
Staff Signature: _____ Date: _____	