
Rolesville Middle School

Student/Parent Handbook

2019 – 2020



School Mission:

The 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/rolesvillems>

Twitter - @RolesvilleMS

We strongly encourage you to utilize Twitter to follow all the important events and announcements that happening at RMS.

All core academic teams have website 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”.

2019 – 2020 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

SCHOOL HOLIDAYS

Monday, Sept. 2	Labor Day
Monday, Nov. 11	Veterans' Day
Wed – Fri, Nov. 27 - 29	Thanksgiving
Mon - Wed, Dec. 23 - Jan 1	Winter Break
Monday, Jan. 23	Dr. Martin Luther King, Jr. Day
Monday, May 25	Memorial Day

TEACHER WORKDAYS

Monday, Sept. 30
Monday, Oct. 21
Monday, Feb. 17
Monday, March 9

TRACK IN AND OUT DATES

	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

OPEN HOUSE

	Tracks	Date
	Track 1 and 2	August 1st
	Track 3 and 4	August 29th

REPORT CARD DATES

1st Quarter	Report cards given to students
TRACKS 1 – 3	October 4
TRACK 4	October 25
2nd Quarter	Report cards given to students
TRACKS 1 – 3	January 10
TRACK 4	February 7
3rd Quarter	Report cards given to students
TRACKS 1 – 3	April 9
TRACK 4	April 24
4th Quarter	Report cards mailed home
TRACKS 1 – 3	June 4
TRACK 4	June 30

INTERIMS DATES

1st Quarter	Date
Tracks 1 & 2	August 8
Tracks 3 & 4	August 28
2nd Quarter	Date
Tracks 1 & 2	October 30
Tracks 3 & 4	December 4
3rd Quarter	Date
Tracks 1 & 2	February 6
Tracks 3 & 4	February 27
4th Quarter	Date
Tracks 1 & 2	April 29
Tracks 3 & 4	May 27

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 the school always has a **current emergency phone number on file**.

Arrival

Our building opens for students at 7:45 and adult supervision begins at that time. On days when the temperature drops below 32 degrees student may wait between the double doors beginning at 7:30. Students should report to their classrooms between 7:45 – 8:10. Teachers are on duty during this time to supervise students.

(See “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>

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 absence. Upon returning to school, students must provide a written excuse within two days from the parent/guardian stating the reason for the absences. An absence is recorded as unexcused until a note is received. If a written excuse is not received within two days, the absence will be considered unexcused.

After six unexcused absences, a report is made to the counselor and social worker. After ten unexcused absences, legal action may take place.

You can expect to receive a letter regarding unexcused absences once your child reaches 3, 6, 10, 15 and 20 absences.

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 health care 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 an important routine to develop for a successful school day. Excessive tardiness to school is detrimental to the learning environment. We encourage students to strive for good attendance. We understand that unique situations arise, such as a serious illness or family emergency, and will work with families in these situations.

Although wonderful opportunities, family vacations and athletic competitions will not be approved as an educationally excused absence.

To be considered in attendance for the school day, students must be present for at least three and ½ hours or instruction, which means students must be in school until 11:45 am.

Student Make-Up Work Policy for Absences

It is the responsibility of the student or parent 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.

Students will have the number of days they were absence to make up the work once they return (ie. A student who is absent for 2 days will have 2 days from the day they arrive to school to make up any missed work.).

Sometimes parents request work on the day of a student absence. If the student is going to be absent for one day, he/she can receive the assignments the next day. You should contact your child's teacher to request any work. **Due to teaching responsibilities, teachers will need 24 hours to gather all work for the student.** Work 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 proof of residence, which must be in the parent or legal guardian name

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

Award Celebrations

At the end of the year we hold an awards ceremony for each grade/track to recognize student accomplishments. Date 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 students 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 textbooks 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 pays for a lost book but finds it within three months of payment a request for a refund may be made.

Bus Transportation

Bus transportation is provided to students who live in the Rolesville Middle School base attendance area. Students must also behave in a manner consistent with the rules and regulations of Rolesville Middle School, Wake County Public Schools, and Public Law 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 to the location of the home.

Failure to comply with these rules will result in the denial of transportation and/or suspension from the bus. 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, or weapons will result in an automatic suspension from the bus.

A student is required to ride the bus to which he/she is assigned. **Students may NOT ride any bus to which they are not assigned.** Students will only be allowed off the bus at their designated stop on the route. Exiting the bus at another stop could result in disciplinary action. Students must comply with all requests from the bus driver. Students should be at the bus stop at least 10 minutes prior to the scheduled arrival time.

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. North Carolina 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 principals to who the public school bus or school activity bus is assigned, shall be guilty of a misdemeanor punishable by a fine not to exceed \$100, imprisonment for not more than 30 days or both.”*

If a parent needs to speak to the driver, please send a note to the driver including your phone number for the driver to call you back. Please do not talk with the bus driver at the bus stop. They must stay on schedule. Additionally, speaking to them at the stop may block traffic.

More information can be found on our school website (<http://wcpss.net/rolesvilllems>) or the district website (<http://www.wcpss.net/domain/30>). If you have a question or concern regarding bus transportation you should call the transportation office at 919-805-3030.

Bring Your Own Device (BYOD)

There have been major updates to the RMS BYOD and Phone Use Policy. As a result, a specific section of our handbook will cover these topics. This can be found on page 22 of this handbook.

Cafeteria

Important Note: No outside food (Bojangles, Subway, etc.) may be dropped off at the office 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 the Child Nutrition Program is to serve nutritious breakfasts and lunches as well as a la carte items. Students may pay for their lunch on a daily basis or make weekly or monthly payments. Prepayment can be made in cash or by check (payable to Rolesville Middle School).

You may also choose to pay online. With a “My School Bucks” account, paying for school meals is easy. Go to www.myschoolbucks.com to enroll. You will need your child’s Powerschool ID number. Once your account is established you will be able to deposit funds into your child’s account, check balances, and set spending limits.

Prices for middle school meals are:

- **Breakfast:** Unless North Carolina legislation changes, breakfast will continue to be free. Should that change, breakfast will cost \$0.30.
 - **Lunch:** full price is \$3.00 and reduced price is \$0.40.
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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 with your 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 breakfast should report directly to the cafeteria upon arrival to school. Students must arrive in the cafeteria by 8:10 in order to buy breakfast. If a student arrives on a late bus, we will ensure they are still provided an opportunity to purchase breakfast.

Lunch

Students may buy a lunch or bring a lunch from home. If a student 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 meal prices. Applications are submitted to Child Nutrition 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 meals 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 2018-2019 will be allowed to continue to receive free or reduced lunch until October 4th of the current school year. At that time, if a new application has not been completed 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 and 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 on Burlington Mills Road. 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. We appreciate your patience.** If everyone will follow the two simple, but important procedures below it will help to operate a safe and efficient carpool:

- Please proceed all the way up to the end of the carpool lane. You will see two large orange cones to help you see when to stop. **Do not leave spaces between cars in front of you will.** Doing so, prevents us from unloading/loading as many students as possible 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
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Cell Phones

There have been major updates to the RMS Phone Use Policy. As a result, a specific section of our handbook will cover these topics. This can be found on page 22 of this handbook.

Check-In/Check-Out

Students arriving at school after the 8:15 tardy 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.

All students must be checked out through the office. **There will be no check-outs after 2:40 pm. 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.**

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

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

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 allowed inside.**

Communication between Home and School

All students are expected to have an agenda. 6th grade students are expected to purchase the school-issued agenda, which can be found on our school website under "Parents", "Online Payments". 7th and 8th grade students are required to have an agenda. A school-issued agenda is preferred, but you may purchase a different style that works to meet your preferences.

Each team has a website, which provides a variety of information for parents and students. All team websites are linked on the homepage of our school website, <http://www.wcpss.net/rolesvillems> under "Academics", "Core Teams". Our school website also contains information you made need. This includes information on school events, extra-curricular opportunities, and many other topics.

Conferences

Parent conferences are considered an essential part of a child's education at RMS. 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 or other school-owned property while it is in their possession, it is the responsibility of the parent/guardian to pay for damages. **Please note: if payment is made for a lost book, but the book is found and returned within 3 months of the payment a reimbursement may be requested.**

Discipline:

Students are expected to follow the rules in their classroom and school-wide. We will now allow a student to be an interruption to the classroom or distract others from their learning. Please review the discipline section in the handbook, which can be found on page 25. Please also review the WCPSS Student / Parent Handbook regarding the Student Code of Conduct.

Dress Code for Students

The WCPSS Student Dress Code, Policy Code 4316, has been updated significantly. Below you will see a list of key highlights of the policy.

Key Points:

- Students may not wear or carry items that:
 - Depict profanity, vulgarity, obscenity, or violence;
 - Promote the use or abuse of alcohol, tobacco, or illegal drugs;
 - Are prohibited under Policy 4309 III-2 (Gang and Gang Related Activity) or any other provision of the Code of Student Conduct;
 - Threaten the health or safety of staff or students; or
 - Are reasonably likely to create a substantial disruption of the educational process or operations of the school.
 - Students must **wear clothing that covers their body from chest to mid-thigh with non-see-through fabric in the front, back, and sides.**
 - Clothing must cover undergarments (waistbands and straps excluded)
 - All private body parts must be covered with non-see-through fabric
 - **Headwear (hats, hoods, sweat bands, and bandanas) are prohibited.** The exceptions are any head coverings worn 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.
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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.

Educational Leave for Students

Per board policy, parents must make requests for Education 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 front office or found on our school website under the "Parents" section. When educational absences are approved, students are responsible for making up all work upon their return. Teachers cannot be expected to compile assignments prior to the absence, but will if advance notice is given. In some cases, a student may need to submit document reflecting on the educational experience before 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 emergency procedures.

- **Fire Drills:** A fire drill is held each month. Students are expected to follow the directions of their teacher during a fire drill. There is to be no running, talking, or disorderly conduct during a fire drill.
- **Severe Weather Drills:** Severe weather drills are held at different times during the year. When the announcement is made, students and adults evacuate classrooms and proceed to designated areas in the building.
- **Lockdown Drills:** Lockdown drills are held at least twice, annually. When a lockdown drill has been conducted a phone messenger by the principal will be sent to parents indicating that a lockdown drill was completed. This is to ensure parents are aware that it was only a drill

End-of Grade (EOG) Testing

Students are required to take the NC End-of-Grade (EOG) tests in English Language Arts and Math. 8th grade students are also required to take the NC EOG test in Science. Students in Math 1 and 8th grade Spanish are required to take and pass the state test in order to earn high school credit for the class. Students are also required to take North Carolina Final Exams (NCFE) in classes that do not require an EOG. Testing dates are set in advance and will be shared with parents. It is important that students are in attendance for all required 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 student 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 North Carolina 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 exam with screening of vision and hearing, is to be completed and submitted to the school within 30 days enrollment. It is the parents' responsibility to secure the health assessment form.

- **Immunizations**

North Carolina 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 student will be excluded from school until the record is provided. It is the parents' responsibility to secure the immunization record from the local health department or from a private health care 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 they reside in the Rolesville Middle School base attendance area. Items accepted as proof of residence include a current electric bill, current gas bill, current water bill, or rental/lease agreement.

Field Trips

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

Grading & Homework

Please see page 23 for further information regarding grading.

- **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 some cases, homework will be assignments from class that were unfinished. Students are expected to take responsibility for staying on top of assignments and should be in communication with their teacher when they have questions.

Parents should refer to the team website to stay information 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 the of books or materials that are not readily available to students.
- Homework will be checked and discussed with students.

Inclement Weather

The first notification of a school delay, early dismissal, or school closing is made through social media and then local media. You should monitor Twitter closely for the timeliest information. You can follow @wcpss and @rolesvillems. A school messenger will also be sent to all families.

Generally, year-round schools make up a missed school day on the following Saturday. Saturday school dismissal is 11:30 and lunch is not provided.

Information Sheets

At the beginning of the school year, all parents will be asked to complete a student information sheet for their child. It is extremely important that these forms are completed and returned to school. 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 expected 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 year. Parents will have access to information about this voluntary program. The premium and responsibility for completing the forms will be assumed by the students' parent/guardian.

Interim Reports

Students will receive progress/interims throughout the school year. The dates can be found on page xx of the handbook. Be sure to sign and return interim reports promptly. A conference may be scheduled anytime should you have questions about your child's progress.

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.

Internet Access

All students registered in WCPSS must have a permission slip on file in order to use the internet and school technology. Students must adhere to internet use Policy 6446 in the WCPSS Board Policies. Inappropriate use of the internet and school technology may result in student access being denied.

Lockers

RMS students will have a locker in their pod area, as well as a gym locker for use during PE class. The school provides locks for student lockers in the pod area. Students will need to purchase a school-issued lock for \$5.00 for their PE locker. This can be used each year and belongs to the student. PE locks can be purchased on our school website under the "Parents", "Online Payments" link. A \$5.00 fee will be charged for all locks used on the pod lockers.

Lost and Found

Lost and found items will be kept outside of the student services office. Students are responsible for checking immediately when items are lost. We donate lost and found items to a local charity at the end of each month. We remind students via daily announcements to check the lost and found prior to items being donated. Student should be sure to secure all items, especially electronic devices. The school is not responsible for items that are lost and stolen and are unable to search for them without credible information regarding its whereabouts.

Medication

Students requiring medication prescriptions or over the counter medications at school **must have a WCPSS Form 1702 completed, signed, and on file at school.** The form requires the physician's signature and a parent signature. Medication must be provided in the current pharmacy container with the student's name, medication type, dosage, and dispensing 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 form.

Only designated school personnel will dispense medication to students. Medications are kept in the health room 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 and signed by the physician and parent staying the student may self-administer.** Teachers have cake icing in their room 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. Students with no absences (excused or unexcused) and no more than 3 tardies will be recognized.

Pictures

School pictures will be taken twice each year and will be available for purchase. The school does receive a portion of all sales, so we appreciate your consideration of purchasing school pictures, while also supporting our school.

Positive Behavior Intervention Support (PBIS)

Rolesville Middle School is a PBIS school. We are proud to have been recognized by the state 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. Our students follow the RAMS expectations. You can learn more about PBIS and RAMS expectations on page 24 of this handbook.

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 schools 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 for the coming school year are \$6.00.**

Refreshments and Food

Unless you are able to provide enough for the entire team, we do not allow refreshments or snacks 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 activities, field trips, or other school events. Please note that WCPSS requires items to be store bought, not homemade.

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 the 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 as part of school-based committees. We have three counselors who are assigned by tracks and follow students from 6th through 8th grade. Our school counseling program recently earned “Recognized ASCA Model Program” status from the American School Counselor Association for providing a comprehensive program that meets the needs of all 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. This is important, since office staff need to know what is happening when a parent arrives for checkout.

Transportation Changes

Students are 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 student will be sent home by his/her regular mode of transportation. Any phone request for a change in transportation must be made no later than 2:15 pm. **Please note that students may not ride a bus other than the bus to which they are assigned by the WCPSS Transportation Department. Additionally, a student who is not assigned to a bus may not ride a bus home with a friend.** Students who attend RMS on a transfer are not allowed to ride a bus.

Valuables

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

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 and exit through the main school entrance only. Board Policy 6440 specifically prohibits students from other schools from being present on another school campus without the consent of school officials.

Volunteer Registration:

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

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

Volunteers who will be assisting in a whole class activity or field trip, which does not involve separating from the group may now 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 has 14 days to appeal in writing. The letter of appeal should explain the circumstances that led to being denied. You should include any mitigating factors you believe should be considered as part of the appeal. You 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

Rolesville Middle School BYOD & Phone Use Policy

Rolesville Middle School is a Bring Your Own Device (BYOD) school. I would like to share information regarding BYOD and our Phone Use Policy. RMS will allow students to bring their own devices (laptops, smart phones, tablets, iPads, etc.) into the classroom. While all devices are acceptable, we encourage you to consider devices that will provide maximum utilization, which is a device with a keyboard.

- BYOD will grant students the privilege to use their devices in the classroom; however, students are not required to bring devices to school and will be provided opportunities to work with school-owned technology if they do not have a personal device available.
- Teachers are not able to address technical issues with students' personal devices in the classroom. They will provide guidance on how to use devices for learning, but technical support is the responsibility of the students and parents.
- Rolesville Middle School is not liable for any device that is stolen, lost, or damaged. Responsibility to keep the device secure rests with the individual owner.
- Classrooms (inside and outside the classroom door) will be equipped with "BYOD Status Posters", which will display "red" (No BYOD use) or "green" (BYOD use). If BYOD is not being used, students will be provided two options, which include storing their phone/device in their locker or placing it in the student's assigned slot in a phone caddy in the classroom. If students choose to utilize the phone caddy, phones must be off or on silent and students will retrieve their phones as they exit the classroom.
- When students are using devices in class but must leave the classroom for any reason, their phones will be placed in the caddy, and students may retrieve their phone once they return to class.
- In the case of a substitute teacher being present, students will be notified and all phones must be placed in their locker during that period.
- Additionally, we will be following a "Door-to-Door" policy for phone use at arrival and dismissal. When a student arrives to school and enters the building, phone and ear buds must be put away. In the afternoon, phones and earbuds must be put away until students exit the building.
- If a student makes the choice to use his/her phone any time outside of "green" BYOD, the phone will be taken, given to the student's homeroom teacher and returned at the end of the day. Additionally, the student will receive three days of lunch detention. A second offense will result in five days of lunch detention. A third offense will result in the student being written up for non-compliance.

We recognize this updated BYOD use and phone policy may be an adjustment for some. We appreciate your support as we teach students about appropriate device and technology use while at school.

RMS Grading Practices

General Information

- You should expect no more than 15 total grades in a class over the course of one quarter.
- Teachers do not provide any type of extra credit.
- Teachers will not use any type of assignments as a “grade replacement.”
- Assigned homework is considered practice of a newly taught concept and therefore not graded. However, class work that is started in class, but finished for homework may be graded.

Missing/Failing Work

- Students are expected to complete all assignments.
- Teachers will utilize team and school structures like Fun Friday, parent contacts, working lunches, and other school supports to help students who need additional assistance completing work successfully.
- Prior to a student receive a 0 or incomplete grade the teacher will:
 - Meet with the student individually
 - Require the student to complete the assignment during working lunch or fun Friday.
 - Contact the parent.

Summative Assessment 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, Science, and Social Studies

In order to ensure mastery of concepts taught, all students will be offered the opportunity to retake a summative assessment. **It is the responsibility of the student to initiate taking a re-take.** Please note the items below:

1. A re-take is open to all students.
 2. The re-take assessment will be an alternative form of the original assessment.
 3. The grade on the re-take will be considered the final grade for the assessment.
 4. A re-take must be taken within five (5) school days from the date posted in Powerschools
-

Positive Behavior & Intervention Support

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

- Positive behavior support programs are a way to impact the learning environments in the school in order to suppose high student performance and to reduce behavioral issues that arise.
- Whole school positive behavior support is a systematic approach that establishes and reinforces clear expectations for behavior.
- It is a team-based system involving the entire school staff using a system approach.
- The school staff adopts 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 to inform the development of appropriate expectations.
- There is an emphasis on continuous, data-based improvement.
- PBIS focuses on systematically teaching social behavior using effective instructional methodology.
- Systematically teaching and implementing behavioral interventions for students who repeatedly demonstrate difficulty in meeting our school expectations.

RAMS

Respect All

Accept Responsibility

Make Good Choices

Safety Comes First

Behavior Expectations & Disciplinary Action

Commitment to Equity

Rolesville Middle School is committed to the WCPSS Core Belief that every student is expected to learn, grow, and succeed while we will eliminate the ability to predict achievement based on socioeconomic status, race, and ethnicity. Our commitment to equity is maintained by personal and professional growth, community engagement, and implementing proactive classroom practices. We are committed to using data to identify strengths and address improvements of our school.

Classroom Practices

Rolesville Middle School will maintain a positive environment by providing ongoing instruction and reinforcement of appropriate social and behavior interactions within the school community. As a school, behavior expectations will be systematically taught in classrooms and in the common areas (e.g., cafeteria, locker pods, hallways) during the first two weeks of school, and again when students track in. Throughout the school year, students will receive positive reinforcement for displaying expected behaviors and reteaching of appropriate behaviors when those expectations are not met.

Discipline Procedures

Rolesville Middle School has procedures for identifying and responding to behavior incidents in our building and will review them formally on a regular basis. Our discipline procedures include problem behavior definitions, consequence continuum, and response flowchart. Behavior definitions consist of the most common problem behaviors we see in our school with examples of how these behaviors can range from situationally inappropriate to minor, teacher-managed behaviors to major, administrator-managed behaviors. A consequence continuum shows a variety of strategies we use to help students get back on track before removing a student from class. The response flow chart provides general steps to follow when a major or minor behavior has occurred. Throughout the year, we will review discipline procedures as a staff.

Positive Reinforcement

Rolesville Middle School's goal is to foster a positive school environment that engages all students in learning by preventing problem behaviors and reinforcing RAMS expectations. Reinforcing positive behavior builds relationships and provides opportunities for students meeting RAMS expectations to be recognized for their efforts. Students at Rolesville Middle School are recognized for demonstrating RAMS expectations in a variety of ways. Below are examples of possible ways students are acknowledged for their positive behavior.

Teacher & Team Recognition

- Positive Phone Calls Home
- Student of the Week
- Fun Friday
- One-on-One Recognition
- Character Ed. Breakfast

School-wide Recognition

- Pep Rallies
- Spirit Week
- *Semester Celebrations
- *Eighth Grade Dance

* Students with ONE or more major office referrals in the semester of the 8th Grade Dance or the Semester Celebration may not attend the event.

Range of Interventions and Consequences

When student behavior does not reflect our RAMS Expectations, Rolesville Middle School provides a range of interventions and consequences including non-disciplinary, non-exclusionary, and exclusionary consequences.

Non-disciplinary interventions are responses to problematic behaviors that attempt to support students in learning to make more positive choices, minimize exclusion from instruction and other normal school activities, and do not result in a loss of privileges.

Non-exclusionary discipline consequences are responses that result in a loss of privileges or imposition of other consequences that do not include exclusion from instructional time.

Exclusionary consequences are for serious behavior incidents, typically those that threaten the safety and well-being of the student, other students, or school staff. Exclusionary consequences are responses to problematic behaviors that expressly exclude a student from instructional time for more than a brief interval.

The following offenses will result in automatic referral to the office and exclusionary consequences:

1. Fighting
2. Serious physical harm 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 Fire Alarm

Weapons:

Weapons including knives, razors, explosives, fireworks, guns, facsimiles of guns, and/or any other object that can reasonably be considered dangerous instruments are forbidden on any Wake County school campus. Any student having a dangerous weapon on campus will be reported to WCPSS Security and the local police. (Please refer to WCPSS Board Policy 6427)

Note: A student who reports that something was brought to school inadvertently or without knowledge and reports this immediately to an adult may not receive consequences.

All teams will use the document on page 27 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 for documentation purposes and is not a part of a student's permanent record.

Student Due Process:

All students are responsible for complying with, and expected to be familiar with, the WCPSS Code of Student Conduct and policies regarding student behavior. All Code of Student Conduct policies are contained in the WCPSS Parent / Student Handbook, is included in "First Day of School Folders" and also posted online for parents and students to review at the beginning of each school year or upon enrollment in WCPSS.
