



Student/Parent Handbook

Mills Park Middle School

2023-2024

Dr. Stephanie Raiford, Principal

SCHOOL WEBSITE: <https://www.wcpss.net/millsparkms>

WCPSS WEBSITE: <https://wcpss.net>

MAIN PHONE LINE: 919-466-1500

TWITTER: @MPMSLeopards

Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303

إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدرسة، اتصل بالرقم (919) 852-3303

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학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919)852-3303

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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.

VISION

All Mills Park Middle School students will be prepared to reach their full potential and lead productive lives in a complex and changing world.

WCPSS STUDENT/PARENT HANDBOOK:

Students will receive the Wake County Public School System Student/Parent Handbook at the beginning of the school year. The handbook can also be accessed in English and Spanish at: <https://www.wcpss.net/handbook>. Teachers and administrators will discuss the policies with the students. We would like to encourage parents and students to read the handbook and become familiar with the policies and procedures.

SHOW YOUR SPOTS:

Mills Park Middle School is a Positive Behavior Intervention and Support School (PBIS). This initiative promotes a consistent expectation for student behavior and enhances a climate conducive to learning. The basic expectations at MPMS are:

Show respect

Possess a positive attitude

Own your actions

Think first

Stay safe

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ATTENDANCE POLICIES & PROCEDURES

Wake County Public School System places an emphasis on student attendance. [School Board Policy 6000](#) states: "Attendance in school is central to educational achievement and school success. School attendance is required by state law for all children between the ages of seven (7) and sixteen (16). Parents must ensure that students attend and remain at school daily."

Last Check out for the day is at 2:30.

ABSENCES AND TARDIES

If your student is absent, a dated note explaining the absence is required upon your student's return to school. Without a note, an absence is recorded as unexcused. Forms are located on the front of the MPMS website under Notes from the Front Office.

Students arriving at school later than 8:30 a.m. must sign in at the front office. If your student needs to leave school prior to dismissal time, a parent/guardian must sign the student out. Please note that your student must be in school one-half of the school day to be counted present for the current day.

EDUCATIONAL LEAVE REQUESTS

Students can be excused from school for educational purposes (including religious reasons) for only 5 days, no more. Daily and period attendance is important and attending school (once enrolled) is mandatory per North Carolina Law.

While I hope you all have a safe trip and enjoy your time. Teachers are not required to provide work for the entire time. Teachers will provide a maximum of 5 days of schoolwork per class during approved absences. Beyond this initial accommodation, families will be required to communicate with the principal. Excessive absences can have a negative academic impact on student learning, development, and achievement.

EXCUSED ABSENCES

Valid conditions for excused absences include:

- Illness or injuries that make the student physically unable to attend school.
- Isolation ordered by the State Board of Health.
- Death in the immediate family.
- Medical or dental appointment.
- Participation as a party under subpoena as a witness in a court proceeding.

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- Observance of an event required or suggested by the religion of the student or the student's parent(s).
- Participation in a valid educational opportunity, such as travel with prior approval, as documented on the "Request for Excused Absence for Educational Reasons." Prior approval is required from the principal.
- (A parent should complete a Request For Excused Absence for Educational Reasons. Please note for an absence to be excused for educational reasons, the intent of the experience should have been educational from the outset and comparable to that which the student would have experienced in school.)
- A catastrophic event or natural disaster.

EARLY CHECK OUT PASS

If a parent sends the student to school with a note stating when he/she needs to be checked out and why then the front office can give him/her an **Early Check-Out Pass**.

When the time comes, the student will show the pass to the teacher, pack up and come to the front office to meet his/her parents. Students are not permitted to leave the premises without a parent signing them out. We will not hand out passes from phone messages, emails, or phone calls, only hand-written notes. You may also print out the Early Dismissal Form on our website, under Notes from the Front Office. If the student does not bring a note, parents will simply ring the bell and we will call their student from class.

LATE ARRIVAL

Students may re-enter school on their own after an appointment or when they come in late in the morning. They need to ring the doorbell and come to the front office to sign in. They will be given a pink pass to class. Mrs. McKnight will update attendance daily.

TARDY POLICY

Mills Park Middle School believes strongly in establishing standards of quality for learning, as well as expectations and accountability in regards to timeliness. Students are expected to be on time. Tardies will be marked in PowerSchool. Attendance is taken by period.

MAKE UP WORK

In the event of an excused absence for illness, a student shall be entitled to make-up work. It is the responsibility of the student to follow his/her teacher's procedure for missing assignments. We encourage parents to wait until your student has been absent from school for at least two consecutive days before calling the school for makeup/missed work.

AGENDAS

Agendas are being provided for all students in 6th and 7th grade. It is the expectation that all teachers use the agendas, including Elective teachers, to promote student independence and accountability. Our goal is to support students in their ability to manage six classes.

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ALC/ ISS/ Lunch Detention

When a student reports to the Alternative Learning Center (ALC) it is to support them as an academic intervention. ALC is located in room 1609.

Only an administrator can assign a student to the ALC/ISS room. We will document if a student is assigned to In-School Suspension, Lunch Detention, or Period Detention, as a consequence for violating a school board policy.

- Students must sign-in and remain in LD/PD/ISS for the remainder of the period or assigned duration.
- Students must stay on task and complete all assignments provided by his/her teacher. Students who arrive without assignments will be given an alternative assignment to complete.
- Sleeping is prohibited.
- Students must report promptly and on time.

Students must remain quiet while in LD/PD/ISS. Talking is prohibited.

ATHLETICS

We welcome our students and their families to attend and support our athletic teams. **Please make note of pick up times as we approach games/events so you can plan accordingly.** Some students delay contacting parents once the games are over in order to spend more time with friends. This requires school staff to stay behind to supervise students until they are picked up. Students who are not picked up promptly after events will unfortunately not be able to attend future extracurricular activities. We appreciate your help with this.

- Reminders
 - Students are required to pay \$6.00 to enter the game. Please note that we will have a new portal that will allow families to pay in advance; however, it does charge a surcharge.
 - No outside food or drink is allowed at athletic events. However, students are permitted to bring a water bottle.
 - School rules still apply at all extracurricular events.
 - Families should leave their pets at home. Only approved service animals are allowed per WCPSS policy.

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CARPOOL

We understand that some families choose to drive their children to school. In order to keep you and your student safe, it is important that you follow the following expectations for carpooling.

- Follow the Blue Line that loops into the MPES Elementary Parking Lot
 - Do not drop off at the elementary school.
 - Do not drop students off on the road. Student drop off and pick up is only in front of the school.
 - Be patient; the line moves quickly when everyone follows the blue line.
- [Afternoon Carpool Map and Procedures](#)
 - [Carpool Video](#) - Afternoon

COMMUNICATION

Teachers can receive phone messages at 919.466.1500 or by email. Staff email addresses are listed on the school website. Phone messages left for teachers are relayed to the teacher by email. Teachers will not be called to the phone during instructional time.

Talking Points is an excellent way to communicate with your student's teachers in your home language.

Here is the [Getting Started Guide](#) to Talking Points for families.

CELL PHONE POLICY

Per WCPSS Board Policy, "no student shall use, display, transmit or have in the on position on school property any wireless communication device or personal entertainment device, including but not necessarily limited to, cell phones, pagers, two-way radios, CD/ MP3 players, and electronic games, or any laser pointer or similar devices until after the conclusion of the instructional day." To simplify even further—this means that students should not use these devices during the instructional day AND that their devices should NOT be visible to staff members. Students who disregard this rule will have their device confiscated.

At no point during the instructional day should students be using (or even displaying) prohibited electronic devices in the hallways, stairwells, classroom pods, bathrooms, locker rooms, or any other location on campus other than the commons area.

Failure to comply with this policy will result in a student's device being confiscated automatically by a staff member, and a parent/guardian will be required to pick it up from the main office after 3:00 pm. Failure to comply with a staff member's request to surrender a device will make the student subject to consequences for violating the electronic device policy.

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We remain committed to providing digital learning experiences and giving our students authentic opportunities to engage, learn, and grow with their peers. We ask for our parent's support in this endeavor to ensure that Mills Park Middle School is a place to focus on learning and building authentic relationships.

Students have permission to use the telephone in our Student Services office when needed.

DRESS CODE-STUDENTS

To help keep our students focused on learning without distractions, we expect each student to dress appropriately. The WCPSS [Student Dress Code](#) prohibits disruptive, provocative, revealing, profane, vulgar, offensive, obscene or unsafe clothing or bodily appearances. Here are some examples.

- exposed undergarments
- see-through or excessively short, tight or revealing clothes
- bare midriff shirts
- clothing with lewd, indecent or vulgar messages or illustrations
- clothing that advertises products or services illegal to minors
- head coverings
 - *Head coverings are allowed if they are an expression of a sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).*
- chains, spikes or other accessories that could be perceived as or used as a weapon
- clothing that violates the school system's policies against gang and gang-related activities

DROPPING OFF ITEMS

Forgotten items may be dropped off on the bookcase in the vestibule. Parents should drop off items clearly labeled with the student's name and scan the QR code. Students may stop by the bookcase to pick up their items between classes, or with a hall pass at teacher discretion. Students will not be called to pick up their items and should have a pre-arranged plan with their parents regarding the item. The only exceptions will be for medical items.

FOOD POLICY

Students eat in the cafeteria only, unless they are having a teacher sponsored event in the classroom (ex. celebration, snack, etc..)

All food must be finished before leaving the classroom or cafeteria.

No food in the hallways.

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Students purchasing breakfast are allowed to eat in the cafeteria in the morning. When students finish eating breakfast, they should report directly to their homeroom class. Students should not hang out in the cafeteria to socialize with friends.

Food must be store-bought if served at school.

MPMS Grading Policy 2023-2024

At MPMS, we believe that grades should accurately reflect a student's knowledge of the Standard Course of Study and communicate this performance to stakeholders.

| | |
|---|--|
| <p>CATEGORIES IN PowerSchool</p> <ul style="list-style-type: none"> • Test • Quiz • Classwork / Lab • Homework • Project <p>Each assignment will be labeled with both a category and a specific title that describes the assignment.</p> | <p>GRADING SCALE *Statewide 10-point scale*</p> <p>A - 90-100 B - 80-89 C - 70-79 D - 60-69 F - 0-59</p> |
| <p>QUIZZES</p> <ul style="list-style-type: none"> • Points possible: 1-10 • Quizzes are used as a quick checkpoint during a unit to ensure students are on track to being successful. | <p>TESTS</p> <ul style="list-style-type: none"> • Points possible: 25-50 • A project may be used in lieu of a unit test that will be graded the same as a test and be eligible for point recovery. |
| <p>CLASSWORK</p> <ul style="list-style-type: none"> • 1-15 points • If taken home to finish, still considered CW <p>HOMEWORK</p> <ul style="list-style-type: none"> • 1 point per assignment • Assignments added individually to PS • Checked for accuracy • Classwork that was not completed is not considered homework and will be graded differently. | <p>PROJECTS</p> <ul style="list-style-type: none"> • Points possible: 1-20 • Points possible: 25 - 50 with point recovery if used in lieu of a unit test. • Projects will be worked on primarily in class, especially if greater than 20 points with some take home parts if necessary. |
| <p>LATE WORK</p> <ul style="list-style-type: none"> • Students will have two days to make up work for each day absent. • All work leading up to interims must be turned in by that date. • Zeroes will be placed in PS until work is completed and left in PS after the unit is completed. • All work from an approved Request for Educational leave must be submitted once the student returns to school. | <p>POINT RECOVERY</p> <ul style="list-style-type: none"> • Offered for all tests and projects of 25 points or higher when a student earns below 70% on the assessment. Students may earn UP TO a 70 (C) • Available one time per assessment. • Students will be asked to complete a study guide, attend a review session, or other activity to be eligible for point recovery. |

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HONOR CODE POLICY

All students are expected to adhere to the academic Honor Code policy. Cheating and plagiarism, including giving or receiving any unauthorized assistance on academic work or copying and representing another's work as one's own, is prohibited. See Board Policy regarding Honor Code and Code of Student Conduct.

LEOPARD TIME

Leopard Time is a block of time attached to lunch that allows students and teachers to focus on missing work, enrichment, remediation/intervention, and social-emotional learning.

MEDIA CENTER

Students can reserve up to two library books at a time. To do so, they should go to the MPMS Media Center page, choose "Search for Books" in the Quick Link section and log in. Their username is the beginning of their WCPSS email and their password is their student ID number. Use the catalog to search for the book, click on the title, and place a hold using the "Hold it" button. When students are logged in, they can also check their account to verify which books they have checked out and make note of any upcoming due dates or fines under "My Info."

POWERSCHOOL/HOME BASE

PowerSchool is a statewide student information system which gives parents and students access to real-time information including attendance, grades and assignments. Parents and students are able to participate in the academic progress, and teachers can instantly share information from their gradebook with parents and students. Families with multiple students can also set up their accounts to view all of their students at one time, with one login.

PARENT ACCESS

If you completed an application for access at either the 6th Grade Open or the 7/8th Grade Open House, the letter contains instructions to create your account and begin viewing your student's progress.

If you are new to MPMS this year, you will need to fill out a request form and present a photo ID OR use the form that requires notarization. Parents who have completed this process should receive a Welcome Letter. If you do not receive a letter and wish to have Parent Portal access please come to the front office, request a form and show your ID.

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STUDENT ACCESS

Use your account NCEdCloud to login to PowerSchool, Canvas, and SchoolNet. You first need to "claim your account".

TRANSPORTATION

It is a privilege, not a right, to ride the school bus. In order to make our buses as safe as possible, students must follow all school rules. Special attention must be paid to the following:

- Students will only ride their assigned bus (we cannot accept notes for students to ride home on routes other than their assigned route.)
- Students will remain seated at all times in their assigned seats
- Students will keep body parts and other items inside the bus windows
- Students will be silent at railroad crossings
- Students will refrain from fighting, using profanity and throwing items
- All school rules, expectations, and consequences are in effect on the bus

Each bus driver will provide seating assignments. Disciplinary problems reported by the driver will be handled by an administrator. Violation of any rules may result in a temporary or permanent suspension from school transportation services and/or other school imposed disciplinary measures. Serious or repeated violations may result in disciplinary actions as outlined in the WCPSS transportation policy. It is a privilege, not a right, to ride the school bus.

Mr. Mabe, Assistant Principal, is in charge of transportation. He may be reached at tmabe@wcpss.net.

WALKERS

We understand that some families choose to allow their students to walk home. In order to keep your child safe, it is important that students follow "walker expectations".

Walkers expectations include:

- only exiting through the front of the building,
- not crossing the carpool line and,
- following all sidewalks.

Please do not arrange to pick up your student at a location further away from the school, as this is a major safety hazard and potentially delays carpool dismissal.

Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303

إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدرسة، اتصل بالرقم (919) 852-3303

Si vous avez besoin de services de traduction gratuits pour comprendre les procédures scolaires, appelez le (919) 852-3303

यदि आपको विद्यालय की प्रक्रियाओं को समझने के लिए निःशुल्क अनुवाद सेवाएं चाहिए, तो (919) 852-3303 पर कॉल करें

학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919)852-3303

Nếu quý vị cần sự thông dịch miễn phí để hiểu phương pháp trường học, xin vui lòng gọi số điện thoại, 919-852-3303

如果您需要免费翻译服务来了解学校流程, 请致电 (919) 852-3303