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**2020-2021**

**Dillard Drive Magnet Middle School**

**Center for Global Studies and Spanish Immersion**

**Student Handbook**

**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**

**Dillard Drive the Center for Global Studies and Spanish Immersion Magnet Middle School** fosters a nurturing, safe environment, global connections, and global citizenship through relevant and meaningful curriculum, world languages, 21st Century skills, and social and emotional learning.  Together with community stakeholders, we at Dillard Drive Magnet Middle School aim for all students to feel valued, challenged, and engaged in their communities and the world.  DDMMS staff will prepare students to be productive citizens and future leaders for our diverse world.

**CORE VALUES**



Dear Parents and Students:

Welcome to Dillard Drive Magnet Middle School. The 2020-2021 school year will bring new staff, new friends, and new experiences for all students including our new Magnet theme as we transition into the Center for World Languages and Spanish Immersion Whether you are new to DDMMS or a continuing student, we welcome you to what will be a very exciting and successful year with lots of opportunities and exiting change.

We have prepared this handbook to serve as a helpful reference. It contains important information regarding school policies and procedures that you will need to know throughout the year. We strongly encourage you and your parents to review all the information together. You are also encouraged to review the WCPSS Parent/Student Handbook which can be found online and was also handed out when we distributed the packets of books. By becoming familiar with school and district policy, you will understand the high academic and personal expectations we hold for all students. Please either send an electronic copy to your homeroom teacher or drop of a copy of the form on the back into one of our distribution boxes at the front of the school.

Although we have included a great deal of information in a concise and convenient format, it is not possible to address every possible situation that may occur. Just remember, our overall focus at DDMMS is academics. Nelson Mandela said, “Education is the most powerful weapon which you can use to change the world.” We expect you and every student to model the way and represent our school with pride and dignity.

In addition to the information in this handbook, we offer the following tips to help you have a successful school year.

**Students:**

* Get organized! Use your agenda to manage your coursework and activities. Prioritize responsibilities to effectively manage your time.
* Stay informed. This handbook and your agenda are just one source of information. Visit our website and follow us @DDMMSDragons on Twitter and Facebook for the latest announcements and reminders.
* Get involved in school. Students who feel connected to school are more likely to do well in school.
* Keep your eye on the prize—YOUR EDUCATION!

**Parents:**

* Stay involved by attending school programs, open houses, school events (even if virtually for now), and by joining the PTA.
* Monitor your child’s progress regularly by reviewing progress reports and report cards. We also suggest checking PowerSchools on a weekly basis.
* Maintain updated contact information and add your child’s counselor and teachers to your email contacts to allow for two-way communication.
* Put important dates in your personal calendar as reminders and add the DDMMS and WCPSS websites to your Internet favorites or bookmarks.

We look forward to a year of success and fun for everyone!

Anchored in Our Core Values,

Margaret Sibert Feldman, Principal

Jan Mitchell, 6th Grade Assistant Principal

Jonathan McConico, 7th Grade Assistant Principal

Colin Lowry, 8th Grade Assistant Principal

DILLARD DRIVE MAGNET MIDDLE SCHOOL

IMPORTANT PHONE NUMBERS

MAIN OFFICE (919) 233-4228

MAIN FAX (919) 670-4389

ATTENDANCE (919) 233-4228 | Ext. 24021

DATA MANAGER/REGISTRAR (919) 233-4228 | Ext. 24021

ATHLETIC DIRECTOR (919) 924-7097

STUDENT SERVICES (919) 233-4229 | Ext. 24034

TRANSPORTATION (919) 805-3030

Visit us on the web at https://www.wcpss.net/dillarddrivemms

Email us at dillarddrivemms@wcpss.net

Follow us on TWITTER @DDMMSDragons and Facebook

5200 Dillard Drive Magnet Middle School

Raleigh, NC 27606



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| --- |
| **DAILY SCHEDULE** |
| 6th Grade | 7th Grade | 8th Grade | Electives |
| Announcements Students Check Email For Updates8:00 – 8:30 Office Hours |
| Core 18:35 - 9:35 | Core 18:35 - 9:35 | Core 18:35 - 9:35 | Planning  |
| Core 29:40 - 10:40 | Core 29:40 - 10:40 | Teacher Planning9:40 - 10:45 | 8th Grade ElectivesE1: 9:40 - 10:10E2: 10:15 - 10:45 |
| Core 310:45-11:45 | Teacher Planning10:45 - 11:55 | Core 210:50 - 11:50 | 7th Grade ElectivesE1: 10:50 - 11:20E2: 11:25 - 11:55 |
| Lunch   11:45 - 12:45 | Lunch11:55 - 12:55 | Lunch11:50 - 12:50 | Lunch 11:55 - 12:45 |
| Core 412:50 - 1:50 | Core 312:55 - 1:55 | Core 312:55 - 1:55 | Planning |
| Teacher Planning1:55 - 3:00 | Core 42:00 - 3:00 | Core 42:00 - 3:00 | 6th Grade ElectivesE1: 1:55  -2:25E2: 2:30 - 3:00 |
| Office Hours3:00 - 3:30 | Office Hours3:00 - 3:30 | Office Hours3:00 - 3:30 | Office Hours3:00 - 3:30 |

Please note that this schedule is effective starting 8/31/20 for Remote Learning.

Updated schedule will be posted when students return to the building.

DDMMS ACADEMIC POLICIES AND PROCEDURES

WCPSS provides a planning guide for middle and high school students. These guides are designed to assist students and their parents/guardians in the planning and registration process. Students and parents should review these guides together to make sure students are registered for the courses they need in order to meet promotion. A copy of the WCPSS Middle & High School Planning Guides can be found under Academics at [www.wcpss.net](http://www.wcpss.net). Please refer to these guides for the following information:

* Course Descriptions
* Promotion/Graduation Requirements
* Pathways to Graduation

### Academic Integrity

DDMMS students are expected to demonstrate the highest standard of academic integrity. DDMMS students are expected to behave as scholars who are motivated to achieve academic and personal excellence. DDMMS students and parents should become familiar with these policies in their entirety as stated in the WCPSS Student/Parent Handbook—Policy 6445 Academic Integrity/Dishonesty.

Academic Monitoring

DDMMS parents are strongly encouraged to activate a PowerSchool Parent Portal account to monitor their child’s academic progress regularly. The Parent Portal gives parents and students access to real-time information including attendance, grades, and assignments.

* POWERSCHOOL/HOMEBASE - *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 – You received a “Welcome Letter” either at the 6th grade drive thru orientation or when you picked your books up from the school. The letter contains instructions to create your account and begin viewing your student’s progress.
* NEW TO DDMMS - If you are new to DDMMS this year, you will need to fill out a request form and 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 call the front office, request a form and for further assistance. [FORMS & ADDITIONAL INFORMATION are available here.](http://www.wcpss.net/domain/69)
	+ **Return Completed Forms to DDMMS:** Hand deliver the completed access request form and drop it in the collection bin at the front of the school. Notarized forms may be mailed to DDMMS.
	+ **Welcome Letter:** This letter will *contain a unique access ID, a password, and directions* to create your account.
	+ **To create an account,** begin here: [wcpss.powerschool.com/public](http://wcpss.powerschool.com/public). Use the ID and password from the Welcome Letter to link your student(s) to your account.
	+ **Issues Creating Your Account?** Does your access ID and password still not work? Make sure you’ve created your Parent Portal account first. Still having issues? [More detailed directions](http://www.wcpss.net/cms/lib/NC01911451/Centricity/Domain/69/ParentPortal_QuickRefCard-V2.pdf).
	+ Problems? [Contact our Data Manager.](http://wcpss.net/domain/10851)
* STUDENT ACCESS - Use your account NCEdCloud to login to PowerSchool, Canvas, and SchoolNet. You first need to “claim your account”. Click here for [More About NCEdCloud](http://ps.wcpss.net/downloads/ncedcloud-claim-credentials-students.pdf)

DDMMS teachers are required to update their online gradebooks every two weeks in order to provide timely information to parents. Our teachers are also required to send progress reports home the middle of the quarter. Parents are encouraged to first contact teachers when they have concerns about their student’s academic performance.

Parents and students are encouraged to visit the Services page on [www.wcpss.net](http://www.wcpss.net) and review other support services that are available to students. You will find the following information:

* Academically or Intellectually Gifted (AIG)
* Special Education
* Intervention
* English as a Second Language
* Section 504 Support
* Counseling and Student Services

EOG/EOC TEST - (This may change due to COVID 19)

End-of-Grade (EOG) tests will be administered to middle school students in Reading, Math, and 8th Grade Science. An End-of-Course (EOC) tests will be administered for Common Core Math I and Common Core Math 2. State post assessments are also administered in Career and Technical Education (CTE) courses. In addition to these state exams, students may also be required to take NC Final Exams in some of their other courses.

SMART BLOCK.

DDMMS offers SMART BLOCK which is a thirty-minute block of time set aside for enrichment and remediation. Students can participate in an array of activities offered during SMART BLOCK. During remote learning remediation will be offered during teach office hours of 8:00 – 8:30 and 3:00-3:30. More information on Smart Block will be provided when students return to school. Such activities may include but are not limited to tutorials, opportunities to participate in intramural sports, clubs/organizations, groups offered through Student Services, departmental offerings such as guest speakers, career speakers/programs, and many more.

GRADING PERIODS/INTERIMS/REPORT CARDS

Grades are computed and reported to parents once every nine weeks. WCPSS requires teachers to issue interim reports to all students at the midpoint of each nine-week grading period. These special reports are designed to help parents monitor their child’s progress before official grades are assigned. They must be signed by a parent and returned to school within three days or the student will serve a lunch detention. Distribution dates will be posted on our website calendar. Parents are encouraged to contact teachers directly if they are not receiving interim reports.

Report cards will be sent home on the following dates:

* December 4, 2020
* February 19, 2021
* May 7, 2021
* June 11, 2021

GRADING SCALE (NEW 10 POINT SCALE)

|  |  |
| --- | --- |
| A = 90 – 100B = 80 – 89C = 70 – 79D = 60 – 69F = Less than 60I = Incomplete |  |

ATTENDANCE

* The attendance count includes each instructional day (90 days per semester / 180 days per year).
* Attendance will be calculated per class period.
* A student must be present for at least ½ of the period to be considered present.
* Absences due to school-related activities (school-sponsored trips, field trips, sports competitions) will not be considered absences.
* Board-approved religious holidays, and pre-scheduled guidance appointments will not be considered absences.
* The grade average will be based on the student’s average from the beginning of the semester. The average used to determine if a student is exempt will be the anticipated final average for the course.

DDMMS GRADING PLAN

DDMMS is committed to maintaining rigorous performance and achievement standards for all students. We provide a fair and consistent process for evaluating and reporting student progress that is relevant and understandable. Grades are an essential way to communicate student achievement. Grades will reflect a student’s achievement in regards to the learning objectives defined for the class.

For the 2020-2021 School Year, we will follow the [WCPSS Grading Guidelines.](https://docs.google.com/document/d/1fODKtdxU1pGq-qFAkxOzk1cyt2Nf2e1QQWMsnzkU4eg/edit#heading=h.ia5w28qz6sb2)

HOMEWORK

Each teacher shall follow the DDDMMS Homework Policy regarding the amount of homework assigned and the length of time required for completion. Homework for practice (formative) should NOT be considered in reporting a student's progress or academic grade to parents. Homework that is assigned to evaluate previous learning (summative) may be included in a student’s grade calculation. BOARD POLICY 3135-R&P.

ASSESSMENTS

Assessments provide evidence of student achievement and should help students determine what they know and understand at different stages of the learning process. Teachers are expected to use a balance of formative and summative assessments to identify students’ strengths and weaknesses. Teachers will:

* Define major assessments as any item that is calculated at more than 40% of the term grade.
* Provide a sufficient number of major assessments, with a minimum of 3, to allow for improvement during a grading period.
* Develop common formal assessments that measure taught objectives and standards.

LATE-WORK (not due to absences)

Students are expected to complete all assignments and submit them on or prior to the established due date. Late work will be accepted up to one week following the original due date and no later than 3 days prior to the end of each grading period. Each teacher will do the following:

* Communicate with parents when a student develops a pattern of low performance or a pattern of not completing assignments.
* Communicate with parents when a student fails to submit a major assignment or project that will greatly impact the term grade.
* Will not deduct points for any late assignment that is completed and submitted after the original deadline, but on or before the extended one-week deadline. Teachers may assign other consequences such as lunch detention, after school detention, or something similar and require the student to complete the missing assignment during that time.
* Determine if an alternate assignment should be assigned when the student is present while the missing work is discussed or reviewed in class.
* Enter zeros in the gradebook as placeholders while waiting for late assignments to be submitted. Zeros will be calculated to show the true average at the time progress reports are printed.

MAKE UP WORK (due to absences) – Board Policy 6000

* + During remote learning teachers will allow 3 days for completed assignment to be turned in. Please ensure you are communicating with your teachers and visiting them during their office hours.

GRADE-RECOVERY

DDMMS supports the premise that all students can experience success. Students who perform poorly on major assessments will be provided an opportunity to improve their progress with the goal of demonstrating mastery. Teachers will allow students to retest to improve their performance on major assessment. Before a student is given the opportunity to retest, they must complete the following:

* All homework or classwork that was assigned to prepare students for the assessment during that unit of study.
* Any assigned re-teaching/relearning activities, including tutorials, test corrections, or study guides.

The teacher will do the following:

* Communicate the timeline for remediation and reassessment.
* Assign the higher score of the two assessments.
* Will consider test corrections as a review activity, not reassessment.

DDMMS HOMEWORK POLICY

**DURING REMOTE LEARNING AND PLAN B TRANSITIONAL –** Follow District guidelines mentioned above. Please remember the purpose of homework.

**PURPOSE**

Homework is an important part of our educational program and should be assigned on a regular basis. Homework assignments should be purposeful and continuations or extensions of the instructional program and an integral part of the total evaluation. Inasmuch as the term "homework" refers to school-related instruction that is to be completed outside the classroom, it should be appropriate to the student’s development level and should fulfill the following purposes:

* To enrich and extend school experiences through related home activities.
* To reinforce learning by providing practice and application.

**HOMEWORK**

Each teacher shall follow **the DDMMS Homework** Policy regarding the amount of homework assigned and the length of time required for completion. Homework for practice (formative) should NOT be considered in reporting a student's progress or academic grade to parents. Homework that is assigned to evaluate previous learning (summative) may be included in a student’s grade calculation. BOARD POLICY 3135-R&P Homework.

**EVALUATION**

Teachers shall provide specific and timely feedback on homework assignments. Homework for practice (formative) should NOT be considered in reporting a student's progress or academic grade to parents. Homework that is assigned to evaluate previous learning (summative) may be included in grade calculations and should not exceed fifteen percent (15%) of a student's academic grade for a marking period. To evaluate the effectiveness of a homework assignment, the following questions might be applied:

* Does the student possess the skills needed to complete the assignment?
* Does the assignment extend and enrich class work?
* Does the assignment meet a real need in the student's learning experience?
* Does the student clearly understand the purpose of the assignment?
* Can the assignment be completed within the suggested time limits?

Do some assignments provide opportunities for the development of initiative, creativity, and responsibility?

GENERAL POLICIES AND PROCEDURES

For when students return to the building.

ARRIVAL

School hours are 7:45 am– 3:00 pm. We receive students no earlier than 7:45am. Students should arrive and report directly to their HOMEROOM. Students who eat breakfast should report directly to the cafeteria and sit in their designated areas.

ATHLETICS & ELIGIBILTY

Currently WCPSS has suspended the athletics program for 2020-2021.

The following information is if athletics are permitted again in the Spring Semester.

Board Policy 6860. Please refer to the WCPSS Student/Parent Handbook to review policies regarding participation.

Seventh and eighth grade students interested in participating in athletics should familiarize themselves with the following eligibility requirements and athletic policies. Listed below are the sports seasons and the athletic programs during that season.

In order to be eligible for any athletic activity, the athlete:

* 1. Must be currently enrolled in seventh or eighth grade.
	2. Must meet all eligibility requirements prior to the first tryout/practice date.
	3. Must have a completed and signed [Middle School Athletic Participation Form](https://www.wcpss.net/Page/1465) prior to the first tryout/practice date.
	4. Must not participate if he/she becomes 15 years of age on or before August 31 of that school year.
	5. Must receive a medical examination once every 395 days by a licensed medical physician, physician’s assistant, or family practitioner in the United States.
	6. Must read the Concussion Information Sheet and initial and sign the Student-Athlete & Parent/Legal Custodian Concussion Statement each year.
	7. Must meet promotion requirements to be eligible for fall semester.  The State Board of Education defines promotion as “progressing to the next grade.”  Students retained either by the school or the parents will be ineligible for the fall semester.
	8. 6 Semester Rule - No student may be eligible to participate at the Middle School level for a period lasting longer than 6 consecutive semesters beginning with the students’ first entry into 6th grade.  The principal shall have evidence of the date of each player’s entry into the 6th grade.
	9. Must earn passing grades (D or better) in a minimum of three core courses each semester to be eligible for participating during the succeeding semester.
	10. Must not have more than 14 total absences (85% attendance requirement) in the semester prior to athletic participation.  This is a State Board of Education requirement.   According to Board Policy, students who participate in interscholastic athletics must meet all requirements of the State Board of Education.
	11. Must not participate (practice or play) if ineligible.
	12. Must not participate (practice or play) in any athletic event if suspended or is actively serving in the in-school suspension program for that day or days.
	13. Must be present in school the entire day in order to participate in practices or games.
	14. Must live with a parent or legal custodian within the Wake County Public School System administrative unit.  (Must notify the athletic director if not living with a parent or legal custodian.)
	15. A player must practice a total of six (6) days before playing in a game in all sports except football, where a player must practice nine (9) days.
	16. A player injured requiring medical attention and/or absent due to illness must meet eligibility requirements and must have practiced the required number of days above (# 15).  This player may not participate in practice or a contest without a doctor’s note.  Students absent from athletic practice 5 or more days due to illness or injury shall receive a medical release by a licensed physician before re-admittance to practice or play
	17. If school is not in session or school closes early, no practice or game will take place.  There will be no practice on Saturdays, holidays, or vacation days.

ATTENDANCE

Good attendance is essential for student achievement and success. State law requires school attendance for all children between the ages of seven (7) and sixteen (16). Parents must ensure that students attend and remain in school daily. We will maintain accurate attendance information and will share this information with parents when attendance becomes a problem. It is extremely important for parents and students to closely monitor and document all school absences. Excessive absences will have serious academic consequences and may result in grade-level retention. Please refer to the WCPSS Student/Parent Handbook or [www.wcpss.net](http://www.wcpss.net) for more information and policies related to attendance.

TARDIES

Regular and punctual school attendance is one of the most critical factors in a student’s academic success. Punctuality is essential to promoting a learning environment that is free of classroom interruptions. Students are expected to arrive to school and all classes on time. A tardy will be recorded for each student who arrives after the official start time for each class period. Students are required to monitor transition time between classes. The chart below details the tardy policy that will be implemented to avoid classroom disruptions, maximize student learning, and to instill the basic principle of responsibility and common courtesy.

The following procedures will be used to record and document tardies:

* Teachers will stand outside classroom doors to monitor transitions.
* Classroom doors will close at the official start time for class.
* Any student who enters the classroom after the door closes will be considered tardy.
* Teachers will record tardies using one of the school approved systems.
	+ Team Behavior Card
	+ QR Reader Tracking System
	+ Tardy Roster Sign in Sheet
	+ Class Dojo
* Teachers will **communicate** with parents for each and every tardy after the 3rd tardy. However, **it is highly recommended** that you send a text to the parent that day. It will be shared with parents that they may receive these texts.
* Teachers will submit a referral after communicating with parents. Referrals will be submitted for any student who has 4 or more tardies.
* Tardies will be documented per class period each quarter. Students will begin each nine weeks with zero tardies.
* Excessive tardies and absences will result in an assigned lunch detention in Room 406.

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| **TARDY CONSEQUENCES** |
| **INFRACTION** | **TEACHER ACTION** | **ADMINSTRATIVE ACTION** |
| 1st Tardy | Warning Notification and Documented | NA |
| 2nd Tardy | Warning Notification and Documented | NA |
| 3rd Tardy | Call Parent and Document Tardy | NA |
| 4th Tardy | Call parent, document, and then submit referral | Lunch Detention |
| 5th Tardy | Call parent, document, and then submit referral | Lunch Detention or Other Administrative Action |

CAFETERIA GUIDELINES – **Procedures for Lunch Will be Shared Before Students Return.**

The school cafeteria is maintained as a vital part of the school program. DDMMS students’ meals are prepared and provided by WCPSS Child Nutrition Services; student accounts for payment are maintained through WCPSS Child Nutrition Services (<http://www.wcpss.net/Domain/1047>).

* MEALS AT DDMMS
WCPSS MEALS INFORMATION
MONTHLY MIDDLE SCHOOL MENU
* PAYMENT INFORMATION

[MY SCHOOL BUCKS](https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home) is an online payment service for school meals/services. Create your free account here. You’ll need the student NCWISE ID number, available in your registration materials or at your school.

CARPOOL - **Procedures for Lunch Will be Shared Before Students Return.**

Check-In and Check-Out Procedures - **Procedures for Check-in Will be Shared Before Students Return.**

CLUBS AND ORGANIZATIONS (Currently all clubs and organizations are not meeting in person).

DDMMS students will be offered the opportunity to participate in clubs and after school activities. Club offerings are based on staff and student interests. Students are invited to submit proposals for new clubs to DDMMS administration. Students must have a faculty sponsor and a minimum of 10 members committed to participation and involvement in order for the club to be eligible for consideration. All club meetings will be held after school. Students and their families will be responsible for providing or arranging transportation home immediately following the club meeting. DDMMS Activity Buses will be available on designated days.

### COMMUNICATION SYSTEMS

DDMMS is committed to providing information that will help every student soar to success. We will use a variety of systems to distribute information to our DDMMS students and families. These systems include the phone messenger system, school website, newsletters, and group electronic messages. Please review your address, email address, and phone numbers to make sure we can keep you informed. Families should notify the DDMMS office if they are not receiving these messages. We will verify that we have a current phone number on file with the school. DDMMS also maintains an active Facebook and Twitter account. Be sure to like us on Facebook and follow us on Twitter @DDMMSDragons.

### COMPUTER/ELECTRONIC DEVICE USE

Students have access to DDMMS laptops and iPads for use in their instructional programs. Technology and Internet access is part of the instructional program at DDMMS. Students must complete the DDMMS Acceptable Use Policy prior to accessing any technology. This document must be on file in the DDMMS office. Any violation of this policy, including use of technology for purposes other than academic and/or accessing inappropriate websites, will result in disciplinary consequences in accordance with the DDMMS Acceptable Use Policy and WCPSS Board Policy 6446, Student Acceptable Use of Electronic Resources.

DDMMS is a Bring Your Own Device to Learn (BYODTL) School, which allows students to use their personal devices for instructional purposes. All teachers will follow the Electronic Device policy.

During Remote Learning students are expected to follow the same Core Values and expectations.

DANCES (currently there will be no School Dances)
Only Dillard Drive Magnet Middle School students are allowed to attend school dances. Students may not attend if they have been assigned an OSS or two incidents in ISS within the quarter of the dance. All school rules apply to dances and social activities. No student may leave early unless accompanied by a parent or guardian. Tickets must be pre-purchased during school hours. (They are not sold the night of the dance).

DAILY ANNOUNCEMENTS

Daily announcements of general interest will be on display in the classrooms. Important dates and events are also posted on the school website. If necessary, emergency announcements will be made during the last 30 minutes of school.

DELIVERIES/GIFTS

Items such as flowers, balloons, and gifts create a disruption of the education process when delivered to school. Delivery of such gifts to the school is discouraged and the office staff will neither sign for nor accept responsibility for these materials.

Dismissal - **Procedures for Dismissal Will be Shared Before Students Return.**

* The DDMMS school day ends at 3:00pm. Students will be dismissed to the busses and carpool.
* Parent cars will be given a number this school year and will be called over the intercom to enforce social distancing in the hallways and at the front of the building.
* All Bus riders will only leave when their buses are called and will walk down the 200 hallway towards the sunburst and exit by the gym doors.

All Carpool and Walking students will walk down the 100 Hallway by the Media Center and exit through the front door.

* Each student will be issued a tag that identifies them as a bus rider, carpool, or walker. This tag will be required for safety reasons to be attached to their bookbags.
* Band/Orchestra/Athlete students will be given a sticker to place on their tag as permission to retrieve instruments and or leave for practice and games.
* Clubs must wait until 3:30pm.(If we are given permission to have after school clubs).

Students must have permission from DDMMS faculty/staff to remain on campus beyond the dismissal time. Students who are participating in after-school activities should report to their assigned areas by 3:30pm. Students and parents should coordinate pick-up times prior to reporting to school. Parents are asked to call the school if you are going to be late picking up your child. Activities for which a student may remain after 3:00pm include, but are not limited to:

* Afterschool tutorial and study halls
* Clubs and organization meetings
* Rehearsals
* Service projects
* Athletics

After dismissal, students MUST always be supervised while they are on campus.

 ELECTRONIC DEVICES

All students must follow the [WCPSS Policy/Technology Responsible Use](http://www.wcpss.net/Page/13046) Policy. Wireless communication devices or laser pointers may be used by students for instructional purposes with the permission and under the supervision of the teacher. Penalties for violation of this policy are set at the discretion of the principal.

* Dillard Drive Magnet Middle School BYODTL Vision - Information and opportunities surround today’s learners at all times. BYODTL will allow all our students to access those opportunities instantly. Furthermore, BYODTL will allow teachers to create instructional experiences that prepare students to be more productive as learners, creators, and contributors in a digital world.
* BYODTL Overview Dillard Drive Magnet Middle School defines “devices” as any personal electronic devices students may bring from home for educational use, including smartphones, iPods, tablets/iPads, Chromebooks, netbooks, laptops, and dedicated e-readers (like Nook and Kindle).
* Participation and Student/Parent Contract - Students are not required to participate in the BYODTL program; however, students (and their parents) intending to participate in BYODTL must review, initial, and sign the BYODTL contract found on the next page. Students not participating will still be allowed to bring phones to school but will not be allowed to have them out in class. To opt out, simply do not return this form to school. Students who do not bring devices will not miss out on any educational activities or opportunities. School-owned devices may be available as needed.
* Security and Damages - Dillard Drive Magnet Middle School principals, teachers, and/or staff are not liable for any device that is stolen or damaged. Each student is individually responsible for keeping his or her device secure. For more information, please read our full F.A.Q. on the DDMMS Website. By initialing and signing the contract on the following page, parents/guardians grant consent to allow their child to use personal devices for instructional purposes ONLY in the classroom.
* BYOD is gone. **It is BYODTL – Bring your own device to learn**. Devices will not be used for communication, social media, and texting. They are for learning purposes only. After 8:15am DDMMS becomes a red zone - all phones and ear buds in book bags or lockers. They are not allowed in pockets.
* If you are going to use your device to learn, you and your parent/guardian must have signed the STUDENT PERSONAL TECHNOLOGY DEVICE RESPONSIBILITIES AND CONTRACT. When you return the contract, you will get a PBIS PHONE WRISTBAND. This band allows you to use your phone at lunch and in bus room. If you break the contract, your band is taken, and you have lost your privilege to use your phone during lunch and bus room for 30 days. You will not be able to use a phone for learning but will be provided a school device if needed.

Failure to comply with your teacher results in an automatic referral (non-compliance)

**Failure to follow BYODTL Polices:**

* First Offense - Staff member will ask student to turn phone off, then collect the phone and turn into the main office. Student will lose device until end of day and if they have a PBIS WRISTBAND they lose privilege of using the phone at lunch or in bus room for 30 days.
* Second Offense- Student will lose phone for 1 night (pick up end of second school day). Student will lose device until end of day and if they have a PBIS WRISTBAND they lose privilege of using the phone at lunch or in bus room for 30 days
* Third Offense – Students will lose BYODTL privilege and will only be allowed to use a WCPSS device for learning.

EXCUSED ABSENCES (Board Policy 6000.3)

An absence is excused if one or more of the following conditions exist:

* Illness or injury, which makes the student physically unable to attend school.
* Isolation ordered by the State Board of Health or the Wake County Health Department.
* Death in family.
* Medical, dental, or other appointment with a health care provider approved in advance.
* When a student is under court subpoena.
* Religious observances, as suggested by the religion of the student or the student’s parents.
* Participation in a valid educational opportunity, such as travel with prior approval, as documented on the “Request for Excused Absence for Educational Reasons” form,

Following an absence from school, students must present a note from a parent/guardian to the Front Office before 8:15. The note must include:

**Sample Note** 9/20/18

Please excuse Jane E. Doe from school on Monday, September 18 and 19, 2019 She was out with the flu.

Thank you, 555-1234 (H)

John Doe 555-1234 (W)

* Student’s first and last name
* Date(s) absent
* Reason for absences
* Parent/Guardian signature
* Home, work, and/or cell phone numbers of parent/guardian

Notes must be submitted within two (2) days of the students return to school. Failure to comply will result in the absence being permanently classified as UNEXCUSED!

All absences not classified as “excused” per Policy 6000.3 are UNEXCUSED. This includes suspensions.

FINES AND FEES

Students will be charged appropriate fees and fines for damage, destruction, and/or loss for any school property. Any fee or charge due that is not paid at the end of the school year shall be carried forward until the next succeeding school year, as such debts are debts of the student to the school system and not to a particular school. Fees are to be paid within 30 days after enrollment. Fees may be charged for lost or damaged books, materials, supplies, technology, or equipment. Any unpaid fees will exclude students from participation in DDMMS activities.

FOOD POLICY

1. Students eat in cafeteria only. Except for teacher sponsored event.
2. All food must be finished before entering the hallway.
3. No food in the hallways.

HALL PASSES

* Each hallway bathroom/fountain will be given a color.
* Each teacher will be issued colored passes that correspond to the bathroom/fountain in their hallway.
* Students will use school authorized blue hall passes if they are going anywhere other than the bathroom. The hall pass is for individual student movement. As needed, a written hall pass can be used for group travel.
* Students coming to the office sick MUST have a sick form filled out by the teacher.

Students will not be allowed to leave class during the first 10 minutes or the last 10 minutes of class. Teachers will follow the hall pass policy when a student is excused to go to the restroom. Students are encouraged to use the bathroom during transitions, between classes, and during lunch. Students who are ill should not remain in the restrooms but should report immediately to the Health Room for assistance. Failure to do so will be considered skipping. Parents should notify the principal if there is a medical condition that requires frequent restroom breaks.

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HEALTH
North Carolina Student Immunization Law requires all students to be adequately immunized according to their age and grade level. If an immunization is incomplete, a student will be suspended from school until documentation is provided.
[REQUIRED VACCINATIONS](http://www.immunize.nc.gov/schools/k-12.htm)
WCPSS HEATLTH FORM ASSESSMENT

HEALTH ROOM

The DDMMS Health Room is in the main office. Students who feel they are too sick to remain in class, should request a pass to the Health Room. A health room referral will be completed each time a report to the office due to illness. The receptionist will determine the extent to which a student is able to remain in school. Generally, students who are too sick to remain in class, are too sick to remain at school. They will be asked to contact a parent to pick them up. If you are experiencing and symptoms of Covid-19 do not go to the main office. Please report to the auditorium where a safe area has been set up for you to await parent pick up.

INCLEMENT WEATHER

When school is dismissed early or when there is no school due to inclement weather, all student activities and athletic events for the day are cancelled unless special permission is granted by the Superintendent’s office. When school opens later than normal, student activities and athletic events for the day are not automatically cancelled. Please tune into local radio and TV stations for the latest information on school closings and delays. Information will also be posted on the county’s website at www.wcpss.net.

When school is closed or delayed due to weather or other occurrences, the suspension length and any scheduled appeal hearing will change. The suspension days shall be carried forward to the days when school is back in session.

INSURANCE

WCPSS does not provide student accident insurance. However, at the beginning of the school year, accident insurance information by an outside vendor is made available in student packets. Parents may elect to purchase accident insurance for students. Completed applications and premiums are submitted online at www.studentinsurance-kk.com or you may pick up a form in the office. Please call the school office when you enroll your child for coverage. Students participating in the interscholastic and intramural athletic programs, including cheerleaders must purchase this insurance unless covered by another insurance policy.

INTEGRITY

Any student who engages in or attempts to engage in plagiarism, falsification, violation of software copyright laws, or violations of computer access may be subject to disciplinary action. Cheating includes giving or receiving any unauthorized assistance to academic work. Plagiarism includes copying the language, structure, or idea of another and representing it as one’s own work.

INTERNET ACCESS AND ELECTRONIC MAIL

DDMMS offers Internet access and electronic mail for student use. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. WCPSS uses advanced software for Internet content filtering and has procedures in place to further block accessibility to materials as necessary. Each student will automatically be given access to the Internet and an e-mail unless the parent or guardian completes the Parent Request to Deny Access form. Please refer to the WCPSS Parent/Student handbook for more details regarding the Internet policies (6446). WCPSS policies can be viewed at <http://www.wcpss.net/parent-handbooks/>. Early college students should also review university policies regarding Internet access and electronic mail.

ITEMS LEFT IN FRONT OFFICE

In order to minimize disruptions to your classroom, the only items that students will be called to the office to pick up are lunch, lunch money, and house keys. If a parent drops off any other item (gym clothes, project, binder, etc) the student will not be called. The student may come by the office with the teacher’s permission to see if you have brought the item, or the teacher/student may call the office to see if the item has arrived). This policy encourages our students to be responsible and think ahead to bring needed items to school.

LOCKERS

Due to COVID 19 for the school year 2020-2021 there will be no lockers at DDMMS.

LOST AND FOUND

Each team keeps a box near the team area. Items found in general areas are taken to the cafeteria. Staff periodically donates unclaimed items to community organizations. All found items should be turned into the main office. Items may be claimed during regular school hours. After 30 days, all unclaimed items will be donated to a charitable organization.

MEDIA CENTER

The Media Center is an integral part of DDMMS’s instructional program. The media center specialist schedules specific times for classes to visit.

* Students may come to the media center to return and check out books before and after school with a hall pass from the teacher.
* To use media center computers, students must have a hall pass and a teacher note outlining the purpose of computer-usage. The computers in the media center may be reserved by a teacher, so students wishing to use the computers may be turned away.
* Students may be sent in small groups to the media center for circulation with a hall pass from the teacher.
* English language arts classes are on a rotating circulation schedule, so check with your team when your students will routinely go to the media center.

MEDICAL PLANS AND MEDICATION

School officials may administer medication to students if the “Parent Request and Physician Order for Medication” form (1702) is completed and in the possession of school officials. No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the student’s name, name of medication, the date the prescription was filled, and the directions clearly marked. Students may self-medicate with prescription medicine if they have permission to do so as documented on Form 1702.

Parents are responsible for transporting all medicines to school unless special arrangements are made with the Principal, or it is an emergency medicine that the child has permission to keep with them.

It is the parent’s responsibility at the beginning of school each year to inform the school nurse or principal if there are medical conditions that require special measures or activity restrictions at school for the student. School nurses are available for health consultation but are not present at the school on a daily basis. Please refer to the WCPSS Student/Parent Handbook for more information regarding student health issues.

MEDICAL EMERGENCIES

In order to be contacted promptly in the event of a medical emergency involving a student, parents must provide the school with a reliable method of contact. In the event of a medical emergency, and if the parent cannot be reached, emergency medical services (EMS) will be contacted to assess and possibly transport the student to a hospital. Parents will be responsible for any and all charges associated with these services. When in doubt about the severity of a particular situation, school officials will contact EMS.

MESSAGES

Students will not be called from class for incoming phone calls. Personal telephone messages for students are neither accepted nor delivered unless they are EMERGENCY in nature. If this is the case, please ask the caller to make this clear. In an EMERGENCY, the parent/legal guardian must clearly state the nature of the situation.

 Pledge of Allegiance

Before morning announcements, we will recite the Pledge of Allegiance to the flag. The school shall not compel any person to stand, salute the flag, or recite the Pledge of Allegiance, but each person shall maintain proper decorum while others participate.

RESTROOM BREAKS

Students will not be allowed to leave class during the first 10 minutes or the last 10 minutes of class. Teachers will follow the hall pass policy when a student is excused to go to the restroom. Students are encouraged to use the bathroom during transitions between classes and during lunch. Students who are ill should not remain in the restrooms but should report immediately to the Health Room for assistance. Failure to do so, will be considered skipping. Parents should notify the principal if there is a medical condition that requires frequent restroom breaks.

SCHOOL-SPONSORED EVENTS/DANCES (Currently these are not permitted by WCPSS)

Students who attend school-sponsored events, such as dances, plays, concerts, and athletic events should remain inside the designated area during the entire event. Attendance at after-school events is a privilege. Students who exhibit inappropriate behavior may lose this privilege. Students are expected to make arrangements for transportation following all after school activities. All students must be off campus within 30 minutes following the conclusion of a school sponsored event. Repeat offenders will not be allowed to attend future events.

### STUDENT ACCIDENTS

All accidents must be reported and documented in the DDMMS main office. These reports are forwarded to Central Office for processing through WCPSS Risk Management.

STUDENT SERVICES
Trained counselors provide Student Services for students at Dillard Drive Magnet Middle School. These services include individual, small group, or classroom sessions with a counselor. During a class period, a student needing to see a counselor must have a pass signed by their teacher. A student may obtain an appointment form from any teacher or the office and return the completed form to the office. A counselor will contact the student as soon as possible.

[COUNSELOR CONTACT INFORMATION](http://wcpss.net/domain/10779)

TELEPHONE USE

The office telephone is a business phone and should only be used by students in emergency situations. Phone calls will be restricted to school-related business. Students are encouraged to make after-school arrangements before coming to school each morning. Student phones are located in the main office.

TEXTBOOKS

On the rare occasion when textbooks are issued to students, the student becomes responsible for returning the assigned book in the same condition as when issued - except for normal wear. Charges will be assessed for lost and damaged books. Some privileges will be held until all financial obligations are met.

TOBACCO-FREE ENVIRONMENT

Students may not possess, display, or use any tobacco products at any time on school premises, including school vehicles, or while participating in school-sponsored events. This restriction applies on all school system property and at all times, even when the individual is on the school grounds as a visitor or spectator.

TRANSPORTATION – BUS – When Students Return to Campus

School transportation is a privilege, not a right. Students should always observe the directives of the school bus driver while riding a school bus or other school vehicle. It is vitally important this school year to follow all social distancing rules that the driver gives you. The following conduct or violation of any other rule of the Code of Student Conduct while on school transportation is specifically prohibited and may result in temporary or permanent suspension from all school transportation services:

* Delaying the bus schedule
* Getting off at an unauthorized stop
* Distracting the driver by participating in disruptive behavior while the vehicle is in operation
* Failing to observe established safety rules and regulations
* Willfully trespassing upon a school bus

Students are expected to board quickly, sit in assigned seats, and remain seated during the entire trip.

Each student will be assigned a bus and route number. Students will only be allowed to ride their assigned bus. Students will not be given permission to ride a different bus unless there is an emergency situation. All emergency requests must be received by 8:15am. All requests received after 8:15am will be denied. The request will only be considered if it meets the following conditions:

* Written and signed by a parent and guardian
* Description of the emergency situation
* Valid phone numbers for all parents involved

TRESPASSING

Students who loiter at school after 3:30pm without special permission or proper supervision are trespassing and are subject to disciplinary action. DDMMS students are prohibited from visiting other WCPSS schools unless they are attending a public event (concert, athletic event, graduation, etc.…). A student under a suspension from school is trespassing if they appear on the property of any school or at any school sponsored activity during the suspension period without the permission of the principal.

Valuables

Students should not bring valuables, large sums of money, expensive jewelry, or other expensive items to school. If it is necessary for a student to bring such items, the student will be responsible for securing the items. Students are responsible for labeling their personal possessions, so lost items can be identified. DDMMS is not responsible for lost, damaged, or stolen objects.

VISITORS AND FAMILY INVOLVEMENT – Any visitor entering the school, must be screen as per WCPSS guidelines. All visitors must report to the main office and sign in. Visitors will be given a visitor’s badge that must be worn while on campus. Students are not allowed to bring other students as “visitors” to the school. Families are encouraged to participate in the DDMMS instructional program. Designated times will be posted for special assemblies and events to encourage family attendance during the school day. Families interested in visiting during the school day for events other than school-wide events, should contact the principal for approval prior to arriving on campus.

Board Policy 2524: The Wake County Public School System believes while parent and community involvement should be encouraged in our schools, student and staff safety and protection of instructional time must also be maintained.

Parents and other citizens shall be encouraged to visit schools. Parent conferences, volunteer activities, and visits shall be by appointment. No individual shall by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or other form of conduct cause the disruption of any lawful function, mission, or process of the school. Individuals who fail to follow this policy shall be subject to the restriction or revocation of visiting privileges.

VOLUNTEERS (Currently there is no plan for volunteers in the building due to limited access)

Families may be asked to volunteer to assist DDMMS teachers and staff with special projects. All volunteers must complete the WCPSS Volunteer Registration Process at any WCPSS school through the online registration process. Volunteers must be registered by November 15, 2019. Current volunteers must re-activate their volunteer registration annually. Volunteers will receive notification from DDMMS faculty/staff members that explains their specific responsibility prior to their arrival on campus. Parents must register as a volunteer to chaperone trips or assist students during the year. Registration can be at any WCPSS school campus.

Upon arrival on campus during the school day, families should:

1. Sign-in at the DDMMS main office.

2. Wear a visitor’s badge prominently throughout the visit.

3. Sign-out in the office upon leaving.

DDMMS DRESS CODE POLICY

POLICY CODE: 4316 STUDENT DRESS CODE

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

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

1. Depict profanity, vulgarity, obscenity, or violence;

2. Promote the use or abuse of alcohol, tobacco, or illegal drugs;

3. Are prohibited under Policy 4309 III-2 (Gang and Gang Related Activity) or any other provision of the Code of Student Conduct;

4. Threaten the health or safety of staff or students; or

5. Are reasonably likely to create a substantial disruption of the educational process or operations of the school.

Specifically:

a) Students must wear clothing that covers their skin from chest to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides.

b) Students must wear shoes at all times except when changing for physical education or athletic practices or events or when specifically directed otherwise by a teacher or administrator.

c) Clothing must cover undergarments (waistbands and straps excluded).

d) Breasts, genitals and buttocks must be covered with opaque (non-see-through) fabric.

e) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.

f) Specialized courses may require specialized attire, such as sports uniforms or safety gear.

g) Head coverings (including hats, hoods, sweat bands, and bandanas) are generally prohibited in the school building. However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).

This policy does not apply to school-sanctioned uniforms and costumes approved for athletics, choral, band, dance, or dramatic performances. Except as specifically noted in this policy based on an exception or accommodation, this policy applies at all times when students are present on school property or in attendance at official, school-sponsored events.

DRESS CODE VIOLATIONS

Students who violate the DDMMS / WCPSS Dress Code Policy are subject to disciplinary consequences. The following consequences may be issued based the violation.

|  |  |
| --- | --- |
| First Violation | Warning |
| Second Violation | Lunch Detention |
| Third Violation | Administrative Intervention |

Students will be expected to correct violations immediately upon request. These consequences are in addition to the correction. We reserve the right to specify additional items of dress or appearance that may be disruptive to the school environment.

DDMMS STUDENT CODE OF CONDUCT

We are committed to providing a safe and orderly learning environment that promotes academic and social growth for all students. Students, parents, and all school personnel share the maintenance of a positive school climate. Students and parents are expected to be familiar with state and federal laws, school board policies, and local school rules governing student behavior and conduct.

Students are encouraged to report any serious violation of the Code of Student Conduct to school authorities. In addition to this DDMMS publication, each student will receive a copy of the WCPSS Student/Parent Handbook at the beginning of the school year. This handbook outlines all policies related to student behavior. Policies noted in the county handbook will not be repeated in this publication. It is important to review polices in both this publication and the handbook. WCPSS policies may also be accessed at [www.wcpss.net](http://www.wcpss.net) in the Parent’s section.

Policies may be modified on a case-by-case basis to conform to the procedures established for the discipline of students with disabilities.

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

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

DDMMS CLASSROOM MANAGEMENT PLAN

#### DDMMS practices a school wide classroom management plan, which is based on communicating clear expectations to students and following up with defined consequences. The result is a proactive, student-centered management plan that creates a safe and caring environment for the students and staff. DDMMS’s school wide classroom management plan is intended to protect the rights of our students and allow our teachers to focus on learning. Anytime a student has violated and/or threatened the rights of others, they will be addressed.

|  |
| --- |
| minor classroom disruptions procedures |
| Infraction | Warning | Explanation |
| 1st Disruption | Warning | First warning for inappropriate behavior |
| 2nd Disruption | Warning | Second and final warning  |
| 3rd Disruption | Administrative Intervention | Teacher can call for assistance. Repeated disruptions will result in removal from class. |
| Severe Infraction | Immediate referral to administrator for immediate discipline action. |

#### When students choose behaviors that are not consistent with a positive learning environment, they are subject to disciplinary consequences. This proactive system has been established to provide an opportunity for students to make adjustments in behaviors and prevent administrative intervention.

Schoolwide Expectations

* Every student has the right to learn and teachers have the right to teach!
* Follow directions and respond to a request.
* Be on time and be prepared to learn.
* Be in your designated area.
* Use appropriate and respectful language.
* Respect self, respect others, and respect school.

Student Expectations

* Students will follow the school’s CORE VALUES (Be Present, Believe, Show Kindness, Own it, and Persevere.
* Students will refrain from disrupting class to discuss why the warning has been issued.
* If the student wants to discuss the warning, she will wait until after class and ask the teacher to discuss the matter privately.
* Students will not challenge or confront the teacher about a warning. An administrator will be alerted and the student will be removed if she challenges or confronts the teacher about a warning.
* Students who receive a third warning will be removed from class.

Standard of Classroom Behavior

* Be in class on time prepared to work.
* Bring the needed materials to complete your work in the classroom.
* Respect everyone’s right to learn, and the teacher’s right to instruct.
* Respect all rights and property of others.

TEACHER EXPECTATIONS

* Teachers will develop and communicate a set of clear, specific, classroom rules and procedures.
* Teachers will issue warnings for disruptive classroom behavior. Warnings will be issued one at a time to the individual student, not the entire class. Students must be given an opportunity to correct the behavior.
* Teachers will give students an opportunity to comply and behave appropriately after issuing a warning.
* Teachers will issue warnings in a positive, non-disruptive, and non-confrontational manner. Teachers will not lecture, argue, fuss, or give undue attention to disruptive students.
* Teachers will be fair and consistent when issuing warnings. Teachers will not ignore behaviors. All students will be treated the same way.
* Teachers will call the office when a student needs to be removed.
* Teachers will contact a parent/guardian each time a student has to be removed from the classroom for disruptive behavior.
* Teachers will submit a discipline referral each time a student has to be removed by an administrator. The referral must describe the behavior that resulted in each warning. The referral must be submitted by the end of the day of the incident.
* Teachers will only use the warning system for minor disruptive classroom behavior.
* Teachers will alert administrators immediately for severe violations.

Consequences for Receiving DISRUPTIONS ReferralS

Students who have been removed from a classroom will be spoken to by an administrator. Administrators will document and monitor the frequency of disruption referrals per semester. Additional administrative consequences will be issued for repeated removals due to disruptive behavior.

* It is always the student’s choice. Students can always choose behavior that will not lead to removal from class.
* The warning is for the entire period.
* Every day is a new day, a new beginning.

DETENTION PROCEDURES

Lunch Detentions (LD), Period Detentions (PD), and In-School Suspension (ISS) are disciplinary measures used for disruptive students and less severe infractions. These programs are on-campus alternatives to out-of-school suspension (OSS). Students who are assigned LD, PD, or ISS must abide by the following rules and procedures:

* 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.
* Students will be given two warnings upon breaking any LD/PD/ISS rule. A third warning may result in OSS.
* Students will only be allowed to consume food or drinks during designated lunch time.

lunch detention

Students who receive lunch detention as a disciplinary consequence must eat lunch in the designated lunch detention area/classroom. Students should report directly to the designated lunch detention room. Students who arrive late will be given an additional day of lunch detention. Students who do not report will receive additional consequences. Please note, if teachers assign a lunch detention, the student will serve it with the teacher in their room and must have a pass to leave the cafeteria.

DDMMS DISCIPLINE CONTINUUM

Violations of the Code of Student Conduct may result in a range of consequences. Please review Board Policy Code: 4309 Student Behavior – Code of Student Conduct for a list of infractions and consequences to understand the varying types of consequences that may be issued. The list is designed to provide students and parents with an overview of possible consequences. Administrators will weigh mitigating and aggravating factors when determining consequences for each individual student on a case-by-case basis. Administrators reserve the right to modify these consequences when necessary. The diagram below and the infractions chart on the next page shows the range of consequences for less severe infractions to more severe infractions.

DDMMS also uses a PBIS (Positive Behavior Intervention Support) model and our CORE VALUES for all areas of the campus. Students are taught and receive recognition when they follow the defined behavior expectations throughout the campus. This includes classrooms, hallways, common areas, shared areas, and off-campus areas.

DDMMS ATTENDANCE PLAN

The DDMMS Attendance Intervention plan is designed to improve student attendance when a student’s cumulative absences are considered excessive. The following chart explains the required action steps for staff, students, and parents based on the total number of cumulative absences for each block.

|  |  |  |  |
| --- | --- | --- | --- |
| Total Absences | School Actions & Responses | Student Actions & Responses | Parent Actions & Responses |
| 3 | * Mail attendance notification letters to parents
 | * Submit proper documentation for excused absences
 | * Monitor absences and provide proper documentation for excused absences
 |
| 6 | * Mail attendance notification letters to parents
* Communicate with student and parent to develop an attendance agreement
 | * Submit proper documentation for excused absences Communicate with school social worker to develop an attendance agreement
 | * Monitor absences and provide proper documentation for excused absences
* Communicate with school social worker to develop an attendance agreement
 |
| 10 | * Mail attendance notification letters and Invitation to Conference letters to parents
* Schedule mandatory parent conferences to review and modify attendance agreements
* Revoke student privileges (after school activities, parking, off campus lunch, athletic and other school events
* Reinstate privileges after 10 consecutive days without tardies or absences
 | * Submit proper documentation for excused absences
* Attend mandatory attendance conference to revise attendance agreement
* Implement improvement strategies and complete all recommended attendance recovery requirements
 | * Monitor absences and provide proper documentation for excused absences
* Attend mandatory attendance conference to develop attendance agreement
* Monitor the implementation of improvement strategies and the completion of attendance recovery requirements
 |
| 11 or more | * Notify parents and students of potential loss of academic credit
* Inform parents of the Attendance Appeal Process
* Schedule an Attendance Appeal Hearings
* Withdraw students with 10 consecutive absences
* Make referral to social worker or file court petitions for truancy
* Monitor attendance and compliance with appeal panel recommendations
 | * Review the attendance appeal procedures and submit the request for an attendance hearing
* Provide supporting documentation
* Provide a student statement explaining absences and corrective actions
 | * Review the attendance appeal procedures and submit the request for an attendance hearing
* Provide supporting documentation
* Provide a statement of support explaining student absences and corrective actions
 |
| All  | * Send daily phone messenger calls to report absences and tardies
* Identify student who had excessive absences during the previous semester/year and send letters to review attendance policies and procedures
 | * Monitor attendance and submit all notes documenting excused absences in a timely manner
* Monitor academic progress and submit make-up work in a timely manner
* Alert teachers when errors are made
* Maximize instructional time but limiting tardies and absences
 | * Monitor attendance and provide proper documentation for excused absences in a timely manner
* Monitor academic progress and make sure missing assignments are submitted in a timely manner
* Contact teachers and counselors with concerns
 |

|  |
| --- |
| FREQUENTLY ASKED QUESTIONS |
| Q: What phone number should I call if my child will be absent from school?A: Please call (919) 233-4228 between 7:45 – 11:00am. Please remember to bring a note upon return to document the absence. During remote learning please continue to communicate with the office staff if for some reason you must miss a day of school. Communicate directly with your teacher if you must miss a class period. |
| Q: If I want my child to ride the bus home with a friend, what approval is needed and how soon in advance? A: Students must ride the bus they are assigned to ride. All non-emergency requests will be denied.  |
| Q: Where can I pick up homework for my child if I made a request for the absence?A: Students who are absent less than three (3) consecutive days may obtain missed assignments upon returning to school. Students who are absent three (3) or more consecutive days may request missed assignments by contacting the front office by 8:30 am of the third day. Assignments will be available in the front office after 3:00 pm. Please call (919) 233-4228 to request assignments. Please allow at least 24 hours for assignments to be collected. |
| Q: What is the procedure for dropping off and picking up my child? A: All carpool students should use the front traffic circle for drop-off and pick-up. To alleviate congestion in the mornings, students should exit vehicles as quickly as possible. Use the same procedure for pick-up.  |
| Q: Where can I find the required forms for medication?A: Forms are available in the main office. Contact the school nurse or school office for copies. You may also download the form from the county website [www.wcpss.net](http://www.wcpss.net).  |
| Q: How many locks should I purchase for my child?A: We will provide locks for any student who needs one. Students are responsible for properly securing all items.  |
| Q: Where can I make payment to my child’s lunch account?A: Wake County offers a convenient monthly payment option for school lunches. [My School Bucks](https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home) is an online payment service for school meals/services. Create your free account here. You’ll need the student NCWISE ID number, available in your registration materials or at your school. You may also make payments online by going to the Parent link on [www.wcpss.net](http://www.wcpss.net) and locate School Meals.  |
| Q: Where can I find the applications for Free and Reduced Lunch? A: Applications will be mailed to every child. |
| Q: Where can I learn about activities taking place in school?A: Students should review daily announcements or check the calendar on the school’s website.  |
| Q: Where is Lost and Found?A: The lost and found area is located in the team area and in Student Services. All found items should be turned in there. Items may be claimed during regular school hours. After 30 days, unclaimed items will be donated to a charitable organization. |
| Q: When are report cards distributed?A: Report cards will be distributed to students on the following dates: November 9, February 1, and April 5. The final report card will be mailed before June 14. |
| Q: How often will I receive a progress report?A: Teachers are required to send home progress midway through the quarter beginning |
| Q: How can I arrange a parent-teacher conference?A: Always begin by contacting the teacher to discuss concerns. If you need a meeting with 2 or more teachers you may contact your child’s counselor to assist with arranging a parent-teacher conference. Virtual conferences can be arranged through Google Meet.  |
| Q: What are the general school rules?A: The Wake County Student/Parent Handbook and this agenda provide policies and regulations that govern student behavior. Our goal is to promote a positive, safe learning and working environment based on leadership and mutual respect.  |
| Q: What can students wear to school?A: Please review the Dress Code Policy that is printed in this handbook and found on the WCPSS website. |
| Q: How can parents get more involved in school activities and events?A: Join the PTA or volunteer. Please look for opportunities on the DDMMS website. |
| Q: Where can I learn more about course offerings?A: The Middle Program Planning Guide provides a complete list of courses and description for all Wake County schools. The course offerings vary from school to school. DDMMS has developed an academic program for each grade level that includes a rigorous course of study. |
| Q: How can I contact teachers? Where can I find teacher email addresses?A: Each teacher will distribute contact information during the first week of school. Teachers can also be reached via email. Please visit our website for teacher contact information. |
| Q: Where can I get information about athletic tryouts?A: Athletic information can be found on the DDMMS website. Athletic forms can be downloaded from the county website ([www.wcpss.net](http://www.wcpss.net)). |
| Q: Who can I contact if I have questions about special programs or my child’s IEP?A: Please contact your child’s case manager or the Special Programs department chair for information regarding special programs.  |
| Q: Who do I contact to discuss discipline issues?A: All administrators handle student discipline issues. Contact the administrator who worked directly with your child. It is also important to conference with teachers and counselor when you have concerns regarding your child’s behavior. |
| Q: How can I find out my child’s bus route?A: Bus routes are posted on [www.wcpss.net](http://www.wcpss.net). Copies will also available in the main office.  |
| Q: What classes must I pass to be promoted?A: Promotion requirements can be found in the Middle Program Planning Guide. Middle school promotion is based on success on performance on EOG tests and successful completion of Language Arts, Math, and Science or Social Studies. |
| Q: How can I monitor my child’s academic progress?A: There are several ways to monitor how students are performing. 1) Review interim reports and report cards during each marking period. 2) Contact the teachers directly through their email addresses or call the main office and leave a message. 3) Request a PowerSchool Parent Portal account and monitor your child’s progress daily. You can also monitor attendance through PowerSchool. Visit http://www.wcpss.net for more information about PowerSchool.Q: Are parents allowed to eat lunch with their students? A: Although we welcome parental involvement, we do not have the space to accommodate visitors during lunch. Any parent who arrives and requests to eat lunch in the cafeteria will be denied.  |
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| Q: How can I help my child stay organized and complete homework and assignments in a timely manner?A: The agenda contains planner pages for students to record assignments and upcoming projects, tests, and quizzes. Please ask your child to use these pages and follow up by reviewing the agenda on a regular basis. |
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