

**WEST LAKE YEAR-ROUND MIDDLE SCHOOL
2009-2010 STUDENT HANDBOOK**

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PARENTS, PLEASE READ AND DISCUSS THIS HANDBOOK WITH YOUR CHILD.

MISSION STATEMENT

The West Lake Middle School Professional Learning Community is dedicated to the continual academic growth and needs of each individual learner.

This agenda/handbook should be treated as a textbook. Students are required to have it in class daily. Pages should not be folded or removed. This agenda is a student hall pass and should be carried at all times. This agenda is the primary daily method of communication between parents and teachers.

Parent's and Student's Statements

We have reviewed the contents of this handbook. We understand that if this handbook is lost or stolen we must purchase a new handbook at the cost of \$6.00.

Student Signature
Name: _____
Address: _____
Phone: _____

Parent Signature:
Homeroom Teacher _____
Grade/Track: _____

Students who wish to use the Internet must complete the following information.

Student Name (*print*) _____ Grade _____ Track _____

I have read the WCPSS Student Internet Access and Electronic Mail Policy in the Wake County Student Handbook. I agree to follow the rules contained in this policy. I understand that if I violate the rules my account can be terminated and I may face disciplinary measures.

Student Signature _____ Date _____

I have read the WCPSS Student Internet Access and Electronic Mail Policy and the Letter to Parents/Guardians found in the Wake County Student Handbook. My signature here will be used as proof that my child (*circle one*) **may** or **may not** have access to the Internet.

Parent Signature _____ Date _____

The West Lake Web page address is westlakems.wcpss.net. Parents and students can access teachers/assignments by clicking on *Students* and then *Academic Team*. Parents can e-mail administrators/teachers from the addresses found in the directory on the homepage.

MY IMPORTANT INFORMATION

NAME _____ GRADE _____ TRACK _____ BUS # _____

HALLWAY LOCK COMBINATION ____-____-____ SERIAL NUMBER _____ (Back of lock)
 (I need to keep my lock on my locker at all times to protect my belongings. I clean out my locker and take my lock home each track out and bring it back on the first day of track in. Attaching my lock to my backpack over track out is a good idea.)

PE LOCK COMBINATION ____-____-____ SERIAL NUMBER _____
 (I should never leave my belongings in an unlocked locker.)

MY SCHEDULE

I should be in my 1st period class by 8:05 AM.

PERIOD	SUBJECT	TEACHER	POD 1 ROOM	POD 2 ROOM	POD 3 ROOM	STUDY BUDDY NAME & PHONE
1						
2						
3						
4						
5						
6						
7						
2ND SEMESTER ELECTIVE						

MY "CLICKER" #'S

SUBJECT	LANGUAGE ARTS	MATH	SOCIAL STUDIES	SCIENCE	HEALTH	ELECTIVE
"CLICKER" #						

MY COMPUTER LOG-IN NUMBERS

PROGRAMS	USER NAME	PASSWORD	PROGRAM	USER NAME	PASSWORD
NOVELL			BLUE DIAMOND MATH		
SUCCESS MAKER			BLUE DIAMOND LANGUAGE ARTS		
BLACKBOARD			BLUE DIAMOND SCIENCE		
ELLIS			BLUE DIAMOND SOCIAL STUDIES		
MATH TEXT BOOK (go.hrw.com)			BLUE DIAMOND GRAMMAR		

MY BOOK NUMBERS

BOOK	POD 1	POD 2	POD 3
MATH	A-	B-	C-
SCIENCE	A-	B-	C-
SOCIAL STUDIES	A-	B-	C-
LANGUAGE ARTS	A-	B-	C-
L.A.NOVEL			
L.A. NOVEL			

**SCHOOL IMPROVEMENT PLAN
WEST LAKE MIDDLE SCHOOL
2008-2009**

**Vision
At West Lake Middle School**

- Every student will be challenged to reach his/her maximum potential in order to achieve the next academic level.
- Our administration will provide effective leadership and quality management.
- The staff will respect and value the entire school community and will collaborate to create a shared learning environment.
- The curriculum at West Lake Middle School will be aligned with national and state standards, goals, and objectives.
- West Lake Middle School will be recognized in the community as a safe, nurturing, and academically challenging environment.

**VALUE
AT WEST LAKE MIDDLE SCHOOL**

- Administration, faculty, and staff will be models of life-long learning and commitment to high-quality achievement.
- We will work collaboratively to develop instructional strategies and to design methods of assessment that will enhance the development of all learners.
- We will monitor the results of our individual and collective efforts by using the students' percentages of gain to guide our processes of continuous improvement.
- We will involve the parents and the community at large in the learning process by creating shared learning experiences.
- We will work collaboratively to develop strategies and to design methods of assessment that will enhance the overall environment of West Lake Middle School.

**OBJECTIVES AND GOALS
BY 2010**

- The average growth of West Lake Middle School students, in each subgroup, will meet or exceed state ABC and Federal Average Yearly Progress targets for expected growth in reading, writing, and math.
- West Lake Middle School will develop and implement strategies to provide and enhance a safe learning environment.
- West Lake Middle School will develop and implement strategies to increase and strengthen our professional learning community.

WELCOME

The staff of West Lake Middle School recognizes the responsibility to provide each student with an opportunity to attain an education, and to provide an atmosphere that is conducive to learning. West Lake students also share in this responsibility. Students are expected to show good citizenship at all times and to follow instructions given to them by any teacher or staff member. Students who do not fulfill their responsibilities will be dealt with fairly but firmly in order to protect the rights of all students and staff members. Students are encouraged to read and develop a thorough understanding of the information presented in the Wake County Public School System's Student/Parent Handbook, "Code of Student Conduct" and West Lake's Student Handbook.

Our desire is that students take pride in our school; enjoy it, protect it, and benefit from it. WLMS exists because the people of Wake County wish to have the finest schools possible. Our staff is dedicated to providing each student the most comprehensive education available. Each student's role in this partnership is to do their best in school, take care of the school, and to follow the school rules. Wake County Schools' students have the responsibility of exercising self-discipline so that the rights of all are respected and a good learning environment is maintained.

POLICIES AND PROCEDURES

The following policies and procedures are in place in order for West Lake Middle School to operate effectively and efficiently.

PERSONAL DATA FORMS

It is important that your personal data information is kept up to date at all times. Please report any changes in address, phone number, parents' places of employment, and emergency contact information.

ARRIVAL AND DEPARTURE OF STUDENTS

School starts at 8:05 a.m. and ends at 3:00 p.m. On Wednesday school ends at 2:00 p.m. Students are allowed to enter the building at 7:55 a.m. In order to provide the safest environment for each student, we ask that parents who choose to transport their children to or from school, adhere to the following guidelines:

- Students should not be "dropped off" prior to 7:30 A.M. unless they have an appointment with a teacher.
- Students will wait in designated areas outside, but may enter the building only during inclement weather.
- Car riders should be picked up at 3:00 P.M. (2:00 P.M. on Wednesday) unless they are staying for a teacher or have another school assignment, extra-curricular activity, ASD, etc. Please know what time your child will be finished and pick him/her up promptly.
- Carpool students will wait in the carpool circle area. The safe and proper place for students to be "dropped off" and "picked up" is the circular driveway that connects to the lower parking lot in front of the building. Please do not drop off or pick-up students at any other location.
- Pull your car forward as far as possible in the circle to accommodate more cars at one time.
- The driveway loop between the elementary school and the middle school is for school buses only. The driveway that leads to the side of the school is for administration and special education transportation only.
- For safety parking is not permitted in the carpool driveway from 7:30-8:30 AM, nor from 2:30-3:30 PM.

STUDENTS ARE EXPECTED TO REMAIN IN THEIR LAST PERIOD CLASS UNTIL CARPOOL RIDERS ARE DISMISSED OR THEIR BUS IS POSTED. STUDENTS WILL NOT BE CALLED FROM CLASS DURING THE LAST FIFTEEN MINUTES OF THE DAY. STUDENTS ARE NOT PERMITTED TO WALK THE BUILDING, PURCHASE DRINKS, OR WAIT IN A NON-DESIGNATED AREA UNTIL THEIR BUS OR CARPOOL RIDE HAS ARRIVED.

WEST LAKE MIDDLE SCHOOL IMPORTANT CARPOOL INFORMATION

- Take West Lake Road past the current West Lake Middle School sign to the next right, & right again into the upper parking lot. Please use turn signals. If using cell phone, please watch carefully for staff members & students. Please drive slowly on school property. We request that you do not pickup or discharge students in the neighborhoods adjacent to the school. Circumventing the carpool process may result in loss of carpool privileges.

Morning:

- You may drop off students after 7:30 AM however there is no supervision prior to 7:50 AM.
- **DO NOT** drop off students on West Lake Road for any reason.
- In order to expedite loading and unloading all cars must always pull to the farthest point possible in the circle before dropping students off.
- All students must exit from the passenger side of the vehicle.

Afternoon:

- You may arrive on campus and line up for car pool after 2:30 PM.
- **DO NOT** pick up or drop off students on West Lake Road for any reason.
- Please remain with your vehicle while in line.
- Please wait until directed by school personnel to pull into the loading area.
- Please keep all occupants inside your vehicle while waiting in line on West Lake Rd. or in the parking lot.
- All students must board from the passenger side of the vehicle.

The design of the carpool process was created with input from the NCDOT and Cary Police Department and has student safety as its primary criteria. Violations to the car pool rules stated above may result in penalties including loss of family car pool privileges for the remainder of the year.

ATTENDANCE

STATE LAW AND WCPSS POLICY

WCPSS policy states, that “attendance in school is central to educational achievement and school success.”

- 3 unexcused absences will result in a verbal or written notice to a parent. Re: NCPS Law 115C-378
- 6 unexcused absences will result in a written notice with Form 1700. Re: NCPS Law 115C-378
- 7 excused and unexcused absences will result in a written notice. Re: WCPSS POLICY R&P 6000.6
- 10 excused and unexcused absences will result in a school intervention developed with parents. Re: WCPSS POLICY R&P6000.8
- 10 unexcused absences will result in a determination of parent’s “good faith effort.” File with District Court if parent is responsible. File with Juvenile Court G.S.7A-561 if parent has made “good faith effort.” Re: NCPS Law 115C-378
- 15 excused and unexcused absences will result in written notice. School will develop intervention involving social worker and/or school nurse. Re: WCPSS POLICY R&P 6000.6
- 20 excused and unexcused absences may result in retention on current grade level. Re: WCPSS POLICY 6000.8

EXCESSIVE ABSENCES

- At the secondary level, cumulative absences above ten in a semester and twenty in a full year are considered excessive. After ten days of accumulated absences, there will be school-determined, expectation-based intervention involving parents, to help the student improve his or her attendance.
- After twenty days of accumulated absences and failure to meet previously determined expectations, an attendance committee will review the intervention, assess the continued excessive absences, and make a recommendation to the principal concerning retention.
- Students with documented, chronic health problems will be exempt from this policy.
- The principal shall take under advisement the recommendations of the student’s teachers and the Promotion and Intervention Committee when making a decision concerning a student’s retention due to excessive absences.
- Appeal of school decision regarding attendance must follow procedures in the student grievance process.

ABSENCES PROCEDURES

Absences not classified as excused, are unexcused. An absence or tardy is excused only under these conditions:

- Illness or injury that renders a student unable to attend school. WCPSS policy states that a student should go home if s/he has a fever of 100.6 or higher & should remain home until free of fever for 24 hours.
- Isolation ordered by the Health Department
- A death in the family
- Medical, dental, or other appointment with a healthcare provider.
- Court attendance when a student is under subpoena.
- Religious observance; based on religious beliefs of the student or parents. (Prior approval not required.)
- Participation in a valid educational opportunity. The “Request for Excused Absence for Educational Reasons” can be obtained in the office & must be turned in 48 hours in advance. The Principal may approve or disapprove such requests.

RETURNING AFTER AN ABSENCE

When the student returns to school after an absence, s/he must bring a dated note, giving student’s name, grade and track, date/s of the absence/s, reason for the absence, and signature of a parent or guardian. Students have 48 hours to bring a note after an absence in order to be considered for an excused absence.

CREDIT FOR ATTENDANCE

To be counted present, a student must be in attendance more than one-half of the academic day. A student shall be considered present if at an official school activity at a place other than the school with the approval of the principal.

TARDIES

Students are expected to arrive to school and class on time. Being on time to class means that students have all their materials, are seated and prepared to work when the bell rings. Students must obtain a pass marked “excused” in order for a tardy not to count against them. For every three unexcused tardies to school and/or class, a student will be assigned after-school detention, or another consequence at an administrator’s determination. After the first few weeks of the new school year, traffic and long carpool lines will not be accepted as an excuse for being tardy to school. Students late to school due to late buses will receive a pass to class and will not be considered tardy.

MAKE-UP WORK FOR CREDIT

Schoolwork may be made up for all absences under the following conditions:

Sickness

- Make-up work can be requested after two consecutive days have been missed by calling the Front Office before 8:00 a.m. Teachers require 24 hours notice to have assignments ready for pick-up at the office. Students are encouraged to get assignments from friends for absences that do not exceed two days.
- If a student is absent for one to three days, s/he will have one day for each day absent to make up work.
- For absences exceeding three days, the student may have two days for each day absent to make up work.
- The student is responsible for securing or scheduling make-up work on the day s/he returns to school.
- There is no academic penalty for make-up work. All assignments are graded for full credit earned.
- Students returning the day of an announced test, will be granted an additional day before taking the test.

Pre-approved (Non-illness related)

If work or tests are assigned by the teachers in advance of the absence, all make-up assignments will be collected and all scheduled tests will be required to be taken on the day of return.

CHECKING OUT OF SCHOOL EARLY

If a student must leave school (no student may be checked out from 2:45-3:00; 1:45 to 2:00 on Wednesday) for a medical/dental appointment or some other vital reason, please adhere to the following procedure:

- The student’s parent or guardian must come to the office to sign the student out. The student will be called to the office only when the parent arrives at the office.
- If returning to school the same day, students must check in at the office to get a pass to return to class.

WITHDRAWALS OR TRANSFERS *(See your guidance counselor for the appropriate form.)*

CAFETERIA

- Students will sit in designated areas in order to assist with student management and cleanliness.
- All students share the responsibility for keeping the cafeteria clean & will be asked to help clean up.
- Students should make purchases of food when they go through the line the first time and should then remain seated until dismissed.
- The cafeteria can make substitutions for students with food allergies if there is a letter from the child's doctor stating the allergy and the recommended substitutions.
- Students must know and use their designated ID number and make purchases only for themselves.
- Students should not combine containers of food or remove containers from their tray until after paying. Theft of food items from the cafeteria will result in a referral to the office and disciplinary consequences.
- No food or drink, including items from vending machines, may be taken out of the cafeteria for any reason. (Bottled water is the only exception; see the guidelines on page 23.)
- Talking at a reasonable level is encouraged. Yelling & loud noises are unacceptable.
- Students may not use the vending machines in the cafeteria except during their assigned breakfast or lunch times. Students in ISS may not use the vending machines.

ELEVATOR USE POLICY

No student may use the elevator without permission from a staff member. Students with permanent or temporary disabilities may use the elevator if deemed appropriate by an administrator. Students assisting those with disabilities **may not** use the elevator.

GUIDELINES FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Students' participation in extracurricular events will be linked to their behavior in the following manner:

- On the day students are in ISS or OSS, they will not be allowed to participate in or attend ANY extracurricular activities (athletic games, dances, plays, band concerts, clubs, practices, rehearsals, etc...) Participation in any assemblies or events is prohibited (pep rallies, guest speakers, team meetings, etc...)
- Participation in school dances or socials will be denied to any student who, in the period designated by the dance committee, has served the following: two or more ISS days, two or more bus suspension days, one ISS day with one bus suspension day, or one or more OSS days.
- Eligibility and continuous participation in after-school sports and activities (athletic teams, scholastic teams, National Junior Honor Society, etc.) are affected if a student is in ISS or OSS.

LOCKERS

Students are expected to use their locker for storing items not needed during classes. School locks are required for hallway lockers but students may use any lock on gym lockers. Students must use only their own locker and sharing lockers is not allowed.

MEDICATION; PRESCRIPTION AND OVER-THE-COUNTER DRUGS

If medication is necessary for a student's well being and ability to function in school and cannot be scheduled outside the school day, school officials may administer the medication if the following criteria are met:

- A WCPSS form 1702 must be on file with the school office before staff can administer any short term, long term, or over-the-counter medicine to any student. (Including cough drops)
- The label on prescription medicine must match the data on the WCPSS form 1702.
- Students may self-medicate with non-prescription drugs. The drugs must be in the original manufacturer's package, original label intact, and contain not more than one day's dosage.
- Students are not allowed to share drugs.

PHYSICAL EDUCATION

Students are expected to dress out for physical education unless they are physically unable to change clothes. "Dressing Out" means changing into acceptable clothes for activity & changing back into school clothes after activity. Failure to change clothes for PE class may result in the student losing points for that grading period. Consistent failure to change clothes for PE may result in class failure and/or disciplinary action. Other PE rules are:

- WLMS is not responsible for lost/stolen items in the locker room. Students are required to lock up all belongings during PE and are strongly encouraged to buy a separate lock for gym lockers.
- Aerosol sprays may not be used in the locker rooms.
- Students may not wear jewelry during PE class.
- If a student must be excused from physical education due to illness or injury, a written note from a parent/guardian is required. Students who have a medical condition that will prohibit their participation in physical education for over two consecutive days must have a doctor's written statement.

REPORT CARDS AND INTERIMS

Report cards are issued at the end of each quarter. Dates vary depending on the student's track. Interim reports are distributed to the student four to five weeks into each track's quarter.

STUDENT USE OF SCHOOL TELEPHONE S

Students must have permission to use the telephone in the office. The telephone in the lobby may be used by students **ONLY after** 3:30 PM.

- Arrangements for travel, after school activities, and needed materials should be made before school so that all students can have uninterrupted classroom instruction.
- Messages - If it is necessary for a parent to get a message to a student during the school day, a member of the office staff will relay it. We do not accept messages for students from anyone other than parents or guardians. Only in case of emergency will a message be delivered while classes are in session. Parents who wish to leave a message should call the school prior to 1:00 P.M.

VISITORS AT SCHOOL

Parents are welcome at West Lake Middle School & are required to check in at the Front Office upon arrival.

- Please use only the main entrance & follow the procedure for signing in & out as directed by front desk staff.
- Visitors must display a "Visitor's Badge" at all times.
- If parents wish to speak with any teacher(s), an appointment must be made in advance.
- ***No one is allowed to visit a class or teacher without permission.***
- Students are not permitted to invite friends to visit during school hours.
- Students who are tracked out are not allowed on campus during the school day.
- Persons visiting students at lunch in the cafeteria must follow the procedures listed above.

ATHLETIC ELIGIBILITY REQUIREMENTS

Players must meet all requirements to tryout, practice, or participate in interscholastic athletic contests and:

- Must give the WLMS Athletic Director a complete WCPSS Middle School Athletic Participation Form.
- Must, if miss five (5) or more days of practice due to illness or injury, receive a medical release from a licensed physician before practicing or playing.
- Must not turn 15 years old on or before October 16th of that school year.
- Must meet promotion requirements for the previous school year to be eligible for the fall semester.
- Must earn passing grades (D or better) each semester. Passing grades must be earned in language arts and mathematics. In addition to the core courses, at least 50% of all remaining courses must be passed.
- Must not have more than 14 total absences (85% attendance required) in the semester prior to athletic participation.
- Must not practice OR play if ineligible.
- 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.
- Must not, as an individual or a team, practice or play during the school day.
- Must not play, practice, or assemble as a team with your coach on teacher workdays, Saturday (includes year round school), Sunday, holidays or vacation days.
- To participate in the event, must be present 100% of the academic day on the day of athletic event (unless tracked out).
- Upon first entering grade seven (7), must be academically eligible for competition on middle school teams. All academic and attendance requirements must be met the first (fall) semester in order for a student to be eligible for athletic participation during the second (spring) semester.
- Students are eligible only for a total of four (4) semesters during middle school, beginning with their first day of 7th grade.

Medical policy:

The student must receive a medical/physical examination once every 365 days from a duly licensed medical practitioner. The completed form must be submitted **prior** to the first day of tryouts.

Insurance policy:

The student must purchase regular school accident insurance or present a waiver form signed by a parent or guardian. Insurance information must be on file at the school.

Student Athlete School Discipline Policy

Student Athletes are ambassadors of West Lake Middle School. As the game performance of student athletes is held before the community, so is their behavior. The school has behavioral expectations for student athletes that affect their privilege to participate on a team. For purposes of this policy, a season is defined as lasting from the first day of tryouts to the date of the last game and/or any associated season celebration.

- Any student who during a sports season is assigned out-of-school suspension shall immediately forfeit participation on any WLMS team for remainder of the season.
- In compliance with Wake County Public School Board Policy 6860.8, a student shall not attend or participate in any extra-curricular activities or a practice on the day a student serves an ISS or bus suspension. If a student is assigned an in-school suspension or a bus suspension s/he shall be suspended for the next game. If games are missed while serving the consequence, then those missed games shall be a part of and not in addition to the game suspension. Any student who accumulates a total of 5 days of ISS shall immediately forfeit participation on any WLMS team for remainder of the season.
- After school detentions (ASD), lunch detentions (LD), time-outs (TO): Coaches have discretion in assigning additional consequences when a student athlete is assigned one of these consequences.

COMPUTER USE POLICY

1. Do not give your login or password to another student or use another student's login.
2. Students should use the same computers each time in the lab. Classroom teachers will assign computers.
3. Respect equipment, hardware, software, and computer station materials. Any misuse will be subject to consequences.
4. **Magnets** may damage computers and monitors, and are strictly prohibited. Bringing magnets into the computer lab will result in serious consequences.
5. The keyboard must remain on the computer station table and monitors should not be adjusted.
6. Keep your computer workstation clean. All books, notebooks, purses, etc. should be placed under your chair, **not on the computer tables**.
7. Use only the appropriate software as directed by your teacher.
8. Non school related internet sites, images or programs such as **e-mail**, games, music downloads, etc...are **prohibited**.
9. Storage medium may not be used without direct and express permission from your teacher, including floppy disks, flash drives, or CD's.
10. Access and print only from your own documents. **Do not print from the Internet** .
11. Obey all copyright laws when using information obtained from any source.
12. Always close all programs and log off before leaving your computer station.
13. Be respectful of other students' printed work when removing your hard copy from the printer.
14. Respect other students' computer workstations. (Touching or using another student's keyboard or mouse may cause that student to lose his or her work.)
15. Always push in your chair at the end of class to "ready" the room for the next period.
16. Recycle unwanted printouts instead of putting the paper in the trash. Do NOT crumple these printouts.
17. **Do not bring any food, drink or gum into the lab.**
18. Listen, read, and follow the directions of the instructor.
19. **Do NOT remain in a computer lab that is unsupervised by an adult.** You must return to your classroom if an adult is not present in the computer lab.

Violation of software copyright laws is defined in Board Policy 6445.4 as, "unauthorized duplication of computer software (computer piracy), printed material related to computer software, and/or the use of pirated computer software". Some examples of violations of software copyright laws are:

- making copies of school software or programs.
- making copies of software manuals or user guides.
- downloading unauthorized programs on school computers.

Violation of computer access is defined in Board Policy as, "willfully, directly, or indirectly accessing or causing to be accessed any computer, computer system, computer network, or any part thereof without proper authorization or otherwise violating Policy 6446. Some examples of violation computer access are:

- accessing inappropriate internet sites.
- accessing unauthorized software programs.

Students who violate any of these rules may be subject to a loss of computer privileges and/or other disciplinary action.

USING THE COMPUTER LABS

The computer labs are to be used only by student groups supervised by an adult. When you use the lab in room 214 next to the library, please enter and exit from the hallway.

WEST LAKE MEDIA CENTER

VISITING THE MEDIA CENTER

The media center is open from 8:00 AM until 4:00 PM for students to check out materials or for quiet reading, research, or study. Students who stay after school must have a ride ready to pick them up by 4:00 P.M. each day. Students will also come to the media center with their language arts classes every three weeks for book circulation. In addition, most core and elective teachers bring students to the media center to use research materials for major assignments and projects. Students who come to the media center without a teacher should present their agendas and sign in at the circulation desk as soon as they enter the media center.

The media center has an online card catalog and circulation system. Computers for accessing the Internet are also available. Students will be shown how to use them during their media center orientation and through their research classes. Any students, who need to print research materials, must see a media staff member for permission to print. Ten cents per page will be charged for lengthy printing jobs. Students who do not follow these computer rules will lose their privilege to access media center computers.

CHECKING OUT AND RETURNING BOOKS

To check out a book, place a “date due slip” in the book pocket; then give the book and your last name to the librarian. Books may be returned at the circulation desk or at the book return near the media center entrance. Students are limited to checking out three books at one time for a 3-week loan period. Reference books and periodicals may be checked out on an overnight basis. Overnight materials must be returned by 8:30 each morning to keep them from becoming overdue.

FINES

Students may lose circulation privileges if they neglect to return books or pay overdue fines, charged at a rate of \$.05 per day, beginning after a 5-day grace period from the regular book collection day. Five cents per class period will be charged for overnight materials, and there is no grace period for these items. Fines will not be charged over weekends or holidays. Students who have been absent due to an extended illness may present an absence slip to exempt them from fines. All students receive \$5.00 in coupons to help cover fines during the year. Overdue fine coupons are in this Student Agenda. Students may not use coupons to pay for a lost or damaged library book. Damaged book fees will be assessed on a case-by-case basis. The fees for lost books are rounded up to the next dollar to help defray the cost of processing and replacing books.

READING DURING TRACK-OUT

The media staff encourages students to check out books just before leaving for track-out. Since books are checked out for 3 weeks and all students have a five-day grace period, everyone should have plenty of time to return books before they become overdue. Before tracking out, students should also return/renew any books that will become overdue during their break.

HOME ACCESS TO WLMS ONLINE CATALOG - DESTINY

Students have the opportunity to access our online card catalog from home by visiting <http://destiny.wcpss.net> and selecting West Lake Middle, students and parents can check on the availability of print resources from our collections as well as access web resources through WebPath Express.

WEST LAKE MIDDLE MEDIA CENTER

OVERDUE BOOK COUPONS

Most media center books will be circulated for a 3 week loan period. Reference books and magazines may be checked out on an overnight basis only. Overnight materials should be returned before 1st period each morning to keep them from becoming overdue!

Overdue fines will be charged at a rate of \$.05 per day after a five day grace period from the regular book collection date. Overnight materials will be charged at \$.05 per period. There is no grace period for overnight materials. Fines will not be charged on weekends or holidays. Students who have been absent from school for an extended illness may present an absence slip to exempt them from fines. Students who have \$1.00 or more in overdue fines will lose their circulation privileges.

The following coupons may be used for your overdue fines!

- Only one coupon sheet will be given to you this year!
- The value of each coupon is \$.50
- A total of 10 coupons valued at \$5.00 may be used each school year.
- You must present your coupon(s) to the Media Staff at the circulation desk in order for the coupon to be honored!
- Media Staff will initial coupons when redeemed.
- Please do not cut coupons!

This WLMS Media Center Coupon may be redeemed for up to \$.50 of overdue book fines.	This WLMS Media Center Coupon may be redeemed for up to \$.50 of overdue book fines.
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This WLMS Media Center Coupon may be redeemed for up to \$.50 of overdue book fines.	This WLMS Media Center Coupon may be redeemed for up to \$.50 of overdue book fines.

Works Cited Examples—MLA Format

Book with single author

Berlage, Gail. *Women in Baseball: The Forgotten History*. New York: Farrar, 2002.

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Coleman, Laurie, et al., eds. *Southern Writers*. Atlanta: Farrar and Rinehart, 1995.

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Multivolume works (When using more than one volume of a multivolume work, cite the total number of volumes.)

Blanco, Richard L., ed. *The American Revolution, 1775-1783: An Encyclopedia*. 2 vols. Hamden: Garland, 1993.

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Hanks, Patrick. "Do Word Meanings Exist?" *Computers and the Humanities* 34(2000): 205-15.

Films or Video Recordings

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Sound Recordings (CD)

Holliday, Billie. *The Essence of Billie Holiday*. Columbia, 1991.

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Interview (name of person interviewed, type of interview, date)

Overby, Sara. Personal interview. 24 March 2004.

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Personal Web Page

Lancashire, Ian. Home page. 28 Feb. 2004. 24 March 2004 <<http://www.chass.utoronto.ca:8080/~ian/>>.

If you have any questions, see your media specialist/librarian who will be glad to help you.

Honor and Integrity at West Lake Middle School

An important part of growing up is the development of personal values. Society as a whole and schools in particular place a high value on honesty and integrity. Students are encouraged to think about their actions and how those actions affect others and their own reputation. There are several categories of behaviors that come under the umbrella of honesty and integrity. Below are the specific Board Policies, school rules, and expectations for students. Violations of these policies may result in academic and/or disciplinary consequences.

Board Policy 6445: “Any student who engages in or attempts to engage in cheating, plagiarism or falsification...” is subject to disciplinary actions.

Cheating is defined in Board Policy 6445.1 as, “giving or receiving of any unauthorized assistance on academic work”. Some examples of cheating are:

- copying or allowing the copying of work from another student.
- giving or receiving answers on assignments, tests, quizzes, etc...
- turning in someone else’s work as your own or allowing someone to do so.

Plagiarism is defined in Board Policy 6445.2 as, “copying the language, structure, or idea of another and representing it as one’s own work”. Examples of the proper and accepted method for citing sources are on the following page. Some examples of plagiarism are:

- using information from an un-credited source; i.e. internet, magazine, book, etc...
- putting information in your work that is copied directly from another source or with very little changes.

Falsification is defined in Board Policy 6445.3 as, “verbal or written statement of any untruth”. Some examples of falsification are:

- lying to a teacher or staff member.
- not telling the whole truth when reporting an incident or when asked.
- writing or saying things about others that are not true.
- knowingly repeating or passing on information that is untrue.

Theft is covered under Board Policy 6410.9. That policy states, “No student shall steal, attempt to steal, or knowingly be in possession of stolen property. “Borrowing” or using someone else’s property without permission is considered a violation of this policy.

NATIONAL JUNIOR HONOR SOCIETY

- The West Lake Middle School – National Junior Honor Society is a club that recognizes excellence in academics and character. Students may apply to join the NJHS in their 7th grade year. In order to be eligible, students must maintain a 3.5 GPA for their 6th grade final average and their 7th grade semester average. Students are considered only if they have a “clean” disciplinary record without having served ISS or OSS.
- Students are inducted into the NJHS in the spring of 7th grade and serve in 8th grade. Students are required to complete a variety of school and community service projects in eighth grade. Students accepted to WLMS-NJHS are expected to maintain a 3.5 GPA and not be assigned ISS or OSS!!!!

WEST LAKE MIDDLE SCHOOL DISCIPLINE PLAN

Our primary objective at West Lake Middle School is to educate students in a safe climate that permits each student to achieve and to develop his/her maximum potential. Every student has the right to an education without disruption or interference from other students and each student must accept responsibility for his/her own actions. Therefore, we expect students to follow WCPSS policies and WLMS rules, show proper respect for teachers, staff, and fellow students, and cooperate with all staff members. Furthermore, we ask and expect parents to support the school, its mission, and the procedures outlined in this handbook and in the Wake County Student Handbook. By working cooperatively, home and school can advance the education of students.

West Lake Middle School has devised a discipline plan that helps ensure early intervention in addressing most inappropriate student behaviors. The cornerstone of the plan is the belief that students should learn to be accountable for their actions. The school believes that early intervention by teachers can have a positive impact on student behavior. Referrals to the administrative team may be made for students whose behaviors have not improved through their team's discipline plan. Once the student has a discipline referral, the consequence of his/her action(s) will be based on the severity, frequency, and duration of the offense. Records are kept of all offenses, and a white copy of the referral is given to the student to take home to the parent. Referrals may result in school or bus warnings, bus suspensions, After-School Detentions (ASD), In-School Suspensions (ISS), Out-of-School Suspensions (OSS), Time-Out (TO), or any other consequence deemed appropriate by the administration.

Not all consequences work with all students in all situations. Administrators must make decisions, not match formulas. Every student is special, and the school's objective is to have that student behave responsibly while increasing his/her commitment to learning. **Therefore, consequences will vary in order to best address the unique needs of each individual.**

TIME-OUT POLICIES AND PROCEDURES

Time-out may be assigned at the teacher's discretion for low level inappropriate behaviors. Time-out is served in the ISS room and lasts only for the remainder of the period. Time-out is designed to give the student an opportunity to be separated from the situation in which s/he has been acting inappropriately, calm down if necessary, and prepare him/herself for going on to the next class. Time-out also gives the rest of the class the opportunity to continue learning.

ASD POLICIES AND PROCEDURES

After-School Detention (ASD) is held Tuesday and Thursday, from 3:20 P.M. to 4:15 P.M. Students who are assigned to ASD are responsible for making travel arrangements prior to arriving at detention. Attendance will be taken, and those students who are absent, tardy, or display behavioral difficulties will receive additional detentions and/or be referred to an administrator. A student who does not show up for ASD may be assigned a day of ISS. Parents will be notified by a referral sent home with the student.

ISS POLICIES AND PROCEDURES

In-School Suspension (ISS) is a serious consequence reserved for behavior that violates WLMS or WCPSS policy. ISS is an academic but not instructional environment. Because we want students to keep up with their studies when out of class, the following procedures will occur when the administrator assigns ISS:

- Parents will be notified by a referral sent home with the student.
- Students will complete work while in ISS and give the completed assignments to their teachers the following morning.
- Students' grades are not penalized when serving ISS if the work returned is accurate and complete.
- ISS is offered to give students an opportunity to continue learning. If students display inappropriate behavior in ISS they may be suspended out of school.

OSS POLICIES AND PROCEDURES

Out-Of-School Suspension (OSS) is a serious consequence reserved for behavior that violates WLMS or WCPSS policy, or for students with repeated referrals who have been unable to change their problem behavior with other interventions. Because we want students to keep up with their studies, the following procedures will occur when the administrator assigns OSS:

- Parents will be contacted using the contact information from student records and notified of the OSS.
- Parents will be notified of the policy violation and asked to monitor the student at home to ensure all work is completed.
- Teachers will be notified of the student's suspension.
- Teachers are given 24 hours after notification to send assignments to the office.
- Parents may pick up work in the office the following day after 3:00 P.M.
- Work must be turned in by the student his/her first day back at school in order to receive credit. More time may be allowed if deemed necessary by the teachers or administrators.

WEST LAKE MIDDLE SCHOOL CODE OF STUDENT CONDUCT

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 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.

STUDENT EXPECTATIONS

Every student is expected to:

- Follow all policies and rules of Wake County Public School System and West Lake Middle School.
- Demonstrate responsible behavior as s/he develops self-discipline.
- Cooperate with staff at all times and show proper respect for all adults, fellow students, and self.
- Be punctual and prepared for each class with assignments, books, and materials.
- Communicate/deliver all school messages to parents.


SECURITY OF PERSONAL ITEMS




Students are discouraged from bringing cash to school other than that which is necessary for lunch or school purchases. Items stolen from an unlocked locker or left in an unsecured location are the student's responsibility. A school lock must be purchased for lockers in the hall. Lock cost is \$5.00. Students may purchase an extra lock or bring their own locks for gym lockers. Expensive purses, backpacks and personal items are targets for theft and should not be brought to school. We strongly encourage students to lock up valuable items as the best way to prevent theft.

Positive Behavior Support (PBS)





PBS is a systematic approach for establishing the social culture and individualized behavioral supports needed for schools to be effective learning environments for all students. This research based approach is proven to increase student achievement and is used in systems across the United States. The features of PBS are: 1) clearly defined expectations, 2) a teaching component for demonstrating appropriate actions, 3) reinforcing appropriate behavior, 4) correcting problem behavior, and 5) interventions for challenging behaviors. Below you will find the WLMS matrix of expected behaviors in various settings.

WLMS-SHOW US YOUR PAWS!!!

Expectations	Cafeteria Expectations	Hallway Expectations	Restroom Expectations	Arrival Expectations
<p>PREPARE For SUCCESS</p> 	<ul style="list-style-type: none"> • Have your lunch number, money or lunch with you when you leave your pod. • Collect your food and all necessary condiments and utensils in one trip through the line. • Visit the vending machine only once immediately after exiting the serving line. 	<ul style="list-style-type: none"> • Move purposefully through the hallways to arrive at class on time. • Collect all needed materials for class during designated locker breaks. 	<ul style="list-style-type: none"> • Use the restroom at appropriate times and for the appropriate reasons. 	<ul style="list-style-type: none"> • Keep your belongings close at hand at all times. • Be alert to your surroundings. • Go directly to your locker and store your book bag before reporting to your first period class. • During inclement weather, students are to remain in the following designated locations and use the appropriate stairwells when the bell rings 6th (Gym lobby and hallway toward 6th grade hall) 7th (Auditorium lobby and hallway toward 7th grade hall) 8th (end of elective hallway and exit up 8th grade steps)

Expectations	Cafeteria Expectations	Hallway Expectations	Restroom Expectations	Arrival Expectations
<p>ALIGN your attitude and actions with RESPECT</p> 	<ul style="list-style-type: none"> Follow all adult directives Accept your place in line and at the table Say please, thank you and excuse me when necessary Demonstrate good table manners. 	<ul style="list-style-type: none"> Follow all adult directives Respond to other students with appropriate words, tone, and actions. Control the volume of your voice by using inside voices during class changes. When traveling during class times, travel silently. Respect outdoor and mobile classrooms by controlling the volume of your voice when passing these areas 	<ul style="list-style-type: none"> Follow all adult directives. Give others privacy. Keep areas clean and dry. Control the volume of your voice by using inside voices. 	<ul style="list-style-type: none"> Follow all adult directives Enter building only when directed Remove hats, hoods and other head coverings inside the building Use sidewalks only Respect landscaping and other areas
<p>WORK RESPONSIBLY</p> 	<ul style="list-style-type: none"> Pay for all food items that you select. Consume all food and drink in the cafeteria Clean your area when dismissed. Perform all duties as assigned. 	<ul style="list-style-type: none"> Carry your agenda at all times Help keep hallways clean by throwing trash in proper receptacles. Keep a lock on your locker and locked at all times Use class change time efficiently. 	<ul style="list-style-type: none"> Carry your agenda at all times Avoid traveling in groups to the restroom. Leave the restroom clean and orderly. Place all trash in trashcans 	<ul style="list-style-type: none"> Report directly to breakfast, if necessary, using the correct entrance Obtain a pass to class after breakfast and report promptly to your first period teacher.
<p>STAY SAFE</p> 	<ul style="list-style-type: none"> Enter and exit the cafeteria safely Remain in your designated areas Keep hands and feet to yourself at all times. 	<ul style="list-style-type: none"> Travel the hallways in a straight line with your class. Keep to the right at all times. Keep hands and feet to yourself at all times. Keep book bags, books and other materials out of the flow of traffic. When traveling to mobile classrooms, walk on sidewalks and paths only. Walk on mobile classroom ramps only; do not jump over railings. 	<ul style="list-style-type: none"> Report inappropriate behaviors to an adult 	<ul style="list-style-type: none"> Walk at all times Avoid standing on tables, benches, and retaining walls Enter and exit the building in an orderly manner Follow designated traffic patterns Keep your book bag in your locker at all times.

WLMS-SHOW US YOUR PAWS!!!

Expectations	Dismissal Expectations	Bus Area Expectations	Carpool Area Expectations
<p>PREPARE For SUCCESS</p> 	<ul style="list-style-type: none"> • Keep your belongings close at hand at all times. • Be alert to your surroundings. • Take your necessary school supplies home for the day. 	<ul style="list-style-type: none"> • Wait in your bus room until you see your bus number displayed on the monitor • Take your necessary school supplies home for the day. 	<ul style="list-style-type: none"> • Report directly to carpool at 3:00 • Take all necessary supplies home for the day • Stand with your fellow riders in one location
<p>ALIGN your attitude and actions with RESPECT</p> 	<ul style="list-style-type: none"> • Follow all adult directives • Remove hats inside the building • Use sidewalks only • Respect landscaping and other areas • Be in your seat and silent during afternoon announcements. 	<ul style="list-style-type: none"> • Follow all adult directives regarding dismissal • Be in your seat and silent during afternoon announcements. 	<ul style="list-style-type: none"> • Follow all adult directives regarding dismissal • Be in your seat and silent during afternoon announcements.
<p>WORK RESPONSIBLY</p> 	<ul style="list-style-type: none"> • Report to ASD on time with all of your materials. • Report to after school events promptly at 3:15 • Avoid using the vending machines; they are disabled during this time. 	<ul style="list-style-type: none"> • Check your agenda for all homework assignments before packing up your book bag. • When your bus is posted, report directly to your designated area. 	<ul style="list-style-type: none"> • Check your agenda to all homework assignments before packing up your book bag. • Continue to follow all school rules while waiting for your ride to arrive
<p>STAY SAFE</p> 	<ul style="list-style-type: none"> • Walk at all times • Avoid standing on tables, benches, and retaining walls • Enter and exit the building in an orderly manner • Follow designated traffic patterns 	<ul style="list-style-type: none"> • Stay in your designated area at all times • Walk on sidewalks and in hallways 	<ul style="list-style-type: none"> • Walk on the sidewalk to your car and enter the car from the sidewalk • Avoid crossing between or in front of cars • Keep hands and feet to yourself at all times.

RULES FOR BEHAVIOR

These rules are in effect at all times at WLMS, on school buses, at bus stops, at any school activity whether on school property or not, and on any campus or property of the Wake County Board of Education.

When determining consequences, the frequency, intensity and duration of any misbehavior is considered, as well as the number of previous misbehaviors a student has exhibited. Students who violate a combination of regulations during one incident may be held accountable for these violations as if they were separate violations.

Students who habitually violate rules and disrupt the educational process may be recommended for long-term suspension or expulsion as outlined in the “Range of Disciplinary Actions” section in the WCPSS Code of Student Conduct. The numbers following the examples refer to the section in WCPSS Policy.

Rule #1: Comply Courteously, Respectfully, and Promptly to Directives Given by Staff

(This means, “Quickly do what the teacher says and be nice while doing it”.)

Violations of this rule include:

- Not complying courteously with teacher or staff directions 6410.7
- Exhibiting disrespectful action, response, or gestures directed toward teacher or staff 6410.4
- Using vulgar, abusive, or threatening behavior toward a staff member 6410.4
- Not providing name when requested 6410.7

Rule #2: Exhibit Proper Verbal Behavior

(This means, “Talk Nice”.)

Violations of this rule include:

- Use of profanity, vulgar language, vulgar gestures, offensive or degrading language including, but not limited to, remarks that demean a person’s race, religion, sex, national origin, disability, intellectual ability or physical attributes directed toward another student or staff 6410.8
- Threatening, hazing, teasing or taunting, name calling, or bullying other persons 6420.1
- Extortion: Taking money or property from another using threat of violence 6420.6
- Threats, overt or implied, spoken or written, are no JOKING matter! We will take them seriously.
- Inciting or instigating conflicts or fights between or among peers
- Class or activity disturbance: Any disturbance that interrupts or interferes with teaching or learning

Rule #3: Exhibit Proper Physical Behavior:

(This means, “Be Nice”.)

Violations of this rule include:

- Public Display of Affection (PDA): Kissing, hugging, holding hands 6410.6
- Touching in an inappropriate manner 6410.6
- Harassment: Unwanted and uninvited behavior that demeans, threatens, or offends and results in a hostile environment for the victim 6415 and 6420.1
- Horseplay: jumping, tripping, throwing, sticking with sharp objects, “shanking,” etc...
- Skipping school/class or being off limits: defined as any area not assigned by schedule or staff member
- Running: except in staff organized activity
- Fighting: hitting, slapping, shoving, scratching, biting, blocking the passage of, or throwing objects at another person in an aggressive manner or taking action, making comments, or writing messages that might reasonably be expected to result in a fight or physical aggression 6425.1
- Assault: behaving in a manner that could reasonably cause serious injury 6425.2 and 6425.3
- Disruption of any class, function or process of the school

Rule #4: Respect the Property of Others:

(This means, "Leave other people's stuff alone".)

- Vandalizing or defacing school property: walls, buildings, buses, furniture, fences, etc... 6420.9
- Stealing from students, staff, and school 6410.9
- Hiding, playing Keep-a-Way, borrowing or using without permission the property of others
- Keeping for own "found" property.
- Bringing magnets into any computer lab or placing them on or near any computer.

Rule # 5: Avoid Impermissible or Illegal Activities.

(This means, "Don't do at stuff to school that is not allowed".)

- Using a cell phone to make calls/recordings, take pictures, or any other activity during the school day.
- Gambling, playing cards or dice 6410.2
- Integrity violations: cheating, plagiarizing, falsification, or violation of copyright laws 6445
- Selling or distributing merchandise, literature or other items that are not approved 6820
- Displaying any symbols or styles associated with gangs, intimidation, violence, or violent groups 6410.3
- Emergency hoaxes or threats: Including, but not limited to pulling false fire alarm, creating biohazard hoax or threat, or bomb hoax or threat 6420.1, 6420.3 and 6420.4

Rule # 6: Avoid Impermissible or Illegal Items.

(This means, "Don't bring stuff to school that should not be here".)

Violations of this rule include:

- Possessing gum or candy
- Possession of or bringing radio, tape, CD, or MP3 players, pagers, laser pointers, or other electronic devices; cameras, skateboards, skate shoes, skates, playing cards, magnets, toys and any other items not necessary to the educational process. The school is not responsible for the loss of any personal items.
- Bringing, handling, or possessing tobacco products, matches, lighters, etc... 6410.10
- Drugs: Possession, selling, distributing, transmitting or handling, or bringing drugs or alcohol, or items represented as such 6429
- Weapons: Possession and/or use of a weapon, weapon like item, gun, explosive device, or facsimile to threaten, intimidate, or fight. Possessing, handling, transmitting, or discharging firecrackers, ammunition, "stink bombs," "poppers," or other explosive device 6420.5, 6425.4, & 6427
- Inappropriate literature and illustrations: The possession of literature or illustrations which significantly disrupt the educational process or which are obscene is prohibited.

- **Cell phones must not be turned on, visible, or used at any time during the school day 8:00 AM to 3:00 PM, or on buses. 6426**

West Lake Middle School Dress Code

WLMS adheres to the school dress code for Wake County to help students better focus on their education. If a student's clothing is inappropriate, staff may have the student change into clothing provided by the school, or parents may be called to bring an appropriate alternative. Consequences may be given for each offense. Students who repeatedly violate the dress code will receive an increased penalty for each act of non-compliance and may include school suspension. The following are examples of inappropriate attire. The list is not conclusive:

- Garments that are see-through, expose underwear, bras, or show cleavage
- Sagging pants (low riders)
- Pajamas or boxer shorts as outerwear
- Oversized clothing; too long or too large, including belts
- Excessively slit, tight, or short garments
- Tank tops with large underarm openings
- Clothing that permits the stomach, back, or upper or lower buttocks area to be exposed when standing, bending, sitting, kneeling, or stretching or shirts/halters with bare midriffs, "spaghetti" or no straps
- Garments with messages or illustrations that are written across the buttocks area, or are lewd, indecent, vulgar, or advertise any product not permitted by law to minors
- Clothes or items with language/symbols associated with gangs, intimidation, violence, or violent groups
- Clothing or items worn in a manner not intended by design, manufacture, or original purpose.
- Any adornment such as chains, spikes, dog collars, hanging from neck, belt loops, pockets or clothing or items that tend to distract students from their academic responsibilities
- Head coverings of any kind, such as hats, do-rags, bandanas, headbands, or sunglasses
- Bedroom shoes or slippers, shoes with wheels, or footwear that creates safety issues
- Designs/messages/graffiti tattooed or written on visible body parts
- Visible body piercing ornaments except in ears

Daily Hydration Policy

Recognizing the need for students to stay properly hydrated, and acknowledging the requirements for safety and security, students may have personal water bottles on campus under the following guidelines.

- Water only is allowed. No supplemented or flavored water is allowed. No other beverages are allowed.
- All water must be in a clear, re-sealable bottle.
- Water may be consumed only in classrooms or the cafeteria. Drinking water in the classroom is at the discretion of each teacher. Water is not allowed in the computer labs. Unless a student is drinking water from a fountain, all other beverage consumption in the hallways is prohibited.
- All water bottles must remain in pockets, book bags, lunch boxes and bags, or purses etc... and must never be visible during the day except in the cafeteria or classroom if the teacher permits. Any water purchased in the cafeteria during the day must be completely concealed while moving through the hallways.
- No food or drink may be taken from the cafeteria except for water purchased from the cafeteria.
- The gym lobby beverage machines are not turned on during the academic day.
- The beverage machines in the cafeteria are for use during assigned lunch times only. No other beverages purchased during lunch may be taken out of the cafeteria. Students may not enter the cafeteria at any other time to purchase beverages.
- Children may not use the machines in the teachers lounge or work rooms. Children may never enter the teacher work rooms, lounge or mail room for any reason.
- Any violation of these policies may result in confiscation of the beverage and disciplinary consequences for the student.

Bus Regulations

The following rules are to be observed by all students riding buses. Please read these rules carefully and adhere to them, or you may be suspended from the bus. The bus schedule (time, place, etc.) will be assigned by the regional transportation office. In order to make our buses as pleasant and safe as possible, all students must follow these rules:

- Keep arms and head inside windows.
- Do not throw any object out of the windows.
- Do not engage in horseplay with nor verbally aggravate any other students.
- Refrain from unnecessary conversation with the driver.
- Remain silent at all railroad and street crossings.
- Talk quietly.
- Obey the driver, who is in complete charge of the bus and its riders at all times.
- Sit in the seat assigned to you by the bus driver and remain seated at all times.
- Do not eat, drink, or smoke on the bus.
- Stand off the roadway while awaiting the bus.
- Walk 10 feet in front of the bus when crossing the roadway. Wait for the driver's signal before crossing.
- Be at your bus stop in the mornings 10 minutes before the bus is scheduled to arrive. The bus cannot wait for those who are tardy.
- Do not transport large projects, poster boards, or animals on the bus.
- All school rules apply on the school bus.

Students who violate bus rules are subject to a bus discipline referral that may result in bus suspension. For safety reasons, stops are assigned to buses within state guidelines. Students should not board or exit a bus anywhere other than at their assigned stop. The number of students on each bus is monitored closely, and routes are adjusted to eliminate overcrowding.

Regardless of personal, social, or recreational activities, students may not ride any bus other than that to which s/he has been assigned. School administrators are not able to change a student's bus even with a parental note. Any request to ride another bus must be approved by the Regional Transportation Office.

PROMOTION AND INTERVENTION POLICY

END-OF-GRADE EOG) TESTING LEVELS

The following descriptions explain the level of performance on the EOG tests.

- **Level I** – Does not exhibit sufficient mastery of grade level knowledge & skills to complete most assignments.
- **Level II** - Is inconsistent in demonstration of mastery of knowledge and skills on-grade level.
- **Level III** - Demonstrates mastery of basic grade level concepts and skills.
- **Level IV** - Consistently performs grade level requirements/expectations and works independently on tasks that are at a higher level of difficulty, integrate personal experience, and involve critical judgments.

MIDDLE SCHOOL PROMOTION / INTERVENTION OPTIONS

- A student is promoted.
- A student is promoted with required interventions.
- A student is retained (failed) with required interventions.

PROMOTION IS BASED UPON MANY FACTORS:

- Daily work
- Assessments in reading, writing, and mathematics
- Attendance
- NC End-of-Grade tests
- Passing grades in language arts and mathematics
- Passing grades in science or social studies
- Passing grades in half of the other courses

MINIMUM GRADE LEVEL STANDARDS FOR PROMOTION ARE AS FOLLOWS:

Grade 6

- Passing grades in language arts AND mathematics
- Passing grades in science OR social studies
- Passing grades in HALF of the other courses
- Level III on End-of-Grade Reading Test
- Level III on End-of-Grade Mathematics Test

Grade 7

- Passing grades in language arts AND mathematics
- Passing grades in science OR social studies
- Passing grades in HALF of the other courses
- Level III on End-of-Grade Reading Test
- Level III on End-of-Grade Mathematics Test

Grade 8

- Passing grades in language arts AND mathematics
- Passing grades in science OR social studies
- Passing grades in HALF of the other courses
- Level III on End-of-Grade Reading Test
- Level III on End-of-Grade Mathematics Test
- 1.5.1.1.1 on NC Writing Test or evidence of proficiency or improvement

WEST LAKE MIDDLE SCHOOL GRADING SCALE

A 93 – 100

B 85 – 92

C 78 – 84

D 70 – 77

F 69 AND BELOW

Students absent *more than 20 days* may be referred to a review committee to determine if retention with interventions is appropriate. Middle school students in Wake County must meet promotion standards in order to pass to the next grade. Standards ensure that students are working at grade level before being promoted. WCPSS promotion standards are based on the North Carolina Student Accountability Standards. If your child scores Level I or II on the EOG test, extra help is provided during the school day through the Accelerated Learning Program (ALP). *Students are permitted to re-take the EOG tests if necessary.*