



Reedy Creek Middle School

2009-2010 Student Handbook and Agenda
Striving for On-going Amazing Results



Reedy Creek Middle School

930 Reedy Creek Road
Cary, North Carolina 27513
919-460-3504

Property of _____	Grade _____	Team _____
Address _____		
_____	_____	_____
City	State	Zip Code
Phone Numbers _____	_____	_____
Home	Parent Work	Cell
In case of emergency, please notify _____		Phone _____
Locker Number _____		

WCPSS DISCLAIMERS

English:

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.

Spanish:

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.

Principal's Message

Dear Students and Parents,

Welcome to a new school year at Reedy Creek Middle School. Our staff has enthusiastically and tirelessly worked to prepare for the new school term, which we hope will be filled with new successes and greater achievement for all students.

As a community of parents, teachers, administrators and other key stakeholders, let us recognize that our collaborative efforts will assist all students in achieving to their greatest potential.

The student agenda provides valuable access to important information to assist students throughout the year. As always, we suggest that parents and students review the contents of the agenda together. We encourage students to focus and prepare to **soar** to greater heights of achievement as you develop academically and socially.

We look forward with high expectations to a school year marked by amazing results for all students.

Sincerely

Lawrence Jackson

Lawrence Jackson
Principal

RCMS Mission Statement

The Reedy Creek Middle School Community will create a safe and positive environment that promotes high academic and social growth for all students.

SCHOOL CONTACT INFORMATION

MAIN OFFICE	460 – 3504
MAIN OFFICE FAX	460 – 3391
STUDENT SERVICES	460 – 3593
CAFETERIA	460 – 3516
MEDIA CENTER	460 – 3515
SCHOOL RESOURCE OFFICER	460 – 3519
ATHLETICS	460 – 3599

PLAN FOR SUCCESS

<u>R</u>espect:	Respect self, school, and others.
<u>E</u>ffort:	Always give 100% and do your best.
<u>S</u>elf-Discipline:	Control your words, actions, impulses and desires.
<u>P</u>unctuality:	Arrive on time, prepared, and ready to learn!
<u>E</u>nthusiasm	Enthusiasm makes the difference!
<u>C</u>ooperation	Cooperation makes it happen!
<u>T</u>eamwork	Together Everyone Achieves More!



Striving for On-going Amazing Results!

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. Attendance records will be maintained by the school and shared 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 Wake County Student/Parent Handbook for more information and policies related to attendance.

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
- Court when a student is under 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

When your child is absent, a phone call is not required. Upon returning from an absence from school, students must present a note from a parent/guardian to the Attendance Office.

The note must include:

- 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

Sample	9/10/09
Please excuse Jane E. Doe from school on Monday, May 10 and Tuesday, May 11. She was out with the flu.	
Thank you,	555-1234 (H)
John Doe	555-1234 (W)

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 classified as **UNEXCUSED.** This includes suspensions.

LATE ARRIVAL/CHECK-IN

Students who report to school after 7:30 a.m. are considered tardy. Students who miss more than half of the instructional day or period will be counted absent. The following procedures should be followed for late arrival:

- Students who arrive after 7:30 should report to the main office to sign in and obtain an admission slip. Admission slips will be marked “excused” or “unexcused” per policy 6000.3. Late arrival records (tardies) are kept by the Attendance office.
- Students who arrive on late buses will not be counted tardy. Students will be issued a late bus pass to present to their teachers upon arrival to school.

TARDY POLICY

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. All class changes occur without sounding bells. Students are required to monitor transition time between classes. Digital clocks that are synchronized via satellite have been posted in all hallways. The official school time is also displayed on TV monitors in classrooms. The following tardy policy will be implemented to avoid classroom disruption, maximize student learning, and to instill the basic principle of responsibility and common courtesy.

1 st Tardy	Teacher Warning
2 nd Tardy	Teacher Warning/Consequence
3 rd Tardy	Teacher Consequence/Parent Contact
4 th Tardy	Referral/Administrative Consequence
Students will receive one day of administrative lunch detention for each tardy beyond the 3 rd tardy.	
STUDENTS WITH EXCESSIVE TARDIES ARE SUBJECT TO SUSPENSION.	

MAKE-UP WORK

For all absences, the student shall make-up work in a timely manner at the convenience of the teacher. The make-up work may be specific material missed by the student, reinforcement, or enrichment.

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 Student Services by 8:00 a.m. of the third day. Assignments will be available in the Student Services office after 3:00 p.m.

EARLY DEPARTURE/CHECK-OUT

Reedy Creek Middle School requests that any student who must leave school before the school day ends, must sign out in the main office. Parents are asked to provide a note to the office. The note must include:

- Student's first and last name
- Date
- Reason for early departure
- Parent/Guardian signature
- Home, work, and/or cell phone numbers of parent/guardian

Due to main office demands and end of class activities, students will not be able to check out between 2:10 and 2:25 p.m.

Students must remain in the building until a parent/guardian arrives. Parents must come to the main office to sign students out of school. Students will not be allowed to leave with anyone other than a parent or guardian unless the school has prior parental approval.

Students who return after signing out should follow the check-in procedures.

EXPECTATIONS

Reedy Creek Middle School will be a place where students treat one another respectfully, where learning is a priority, where each of us feels safe, and where all of us strive to make good choices. To this end, we have developed an "Expectation Matrix" which all teachers will review with students. All students will know what SOAR means. The following is the RCMS Expectation Matrix:

Expectations	Cafeteria	Hallways	Restrooms	Bus
S <i>safety</i>	<ul style="list-style-type: none"> • Walk to and remain in assigned areas • Keep hands, feet, and objects to yourself • Place trash in cans and bins 	<ul style="list-style-type: none"> • Walk • Use hall pass • Keep all body parts to yourself • Watch where you are going 	<ul style="list-style-type: none"> • Wash hands • Keep surfaces dry • Use toilet correctly • Sign in and out of class 	<ul style="list-style-type: none"> • Remain seated in bus until released • Keep body parts and belongings inside bus • Keep hands, feet, & objects to yourself • Follow adult instructions
O <i>wnership</i>	<ul style="list-style-type: none"> • Keep your table and area clean • Talk quietly at your table • Purchase all vending items before sitting down 	<ul style="list-style-type: none"> • Look without touching or writing on displays or posters • Place trash in receptacles • Stay in grade level areas • Remain orderly 	<ul style="list-style-type: none"> • Keep restroom clean • Turn off water • Return promptly to class • Use restroom for the appropriate reason 	<ul style="list-style-type: none"> • Maintain dress code • Maintain clean environment • Talk quietly to your neighbors • Leave all electronics at home
A <i>chievement</i>	<ul style="list-style-type: none"> • Use good manners • Be kind to others • Be a positive role model 	<ul style="list-style-type: none"> • Go to your designated location without delay 	<ul style="list-style-type: none"> • Aim • Flush • Use a low, quiet voice 	<ul style="list-style-type: none"> • Show respect for driver and community members • Follow all bus rules
R <i>espect</i>	<ul style="list-style-type: none"> • Wait your turn in line • Keep conversations pleasant & appropriate • Take only items you purchase 	<ul style="list-style-type: none"> • Follow adult directions • Respond appropriately to everyone you encounter (tone, volume, language) 	<ul style="list-style-type: none"> • Put trash in receptacle • Give others privacy • Keep hands & feet to yourself • Respect time limit • Respect school property 	<ul style="list-style-type: none"> • Put food & drink away before entering bus • Interact positively with driver and peers

Expectations	Lockers	Sporting Events	Assemblies	Dismissal
S <i>afety</i>	<ul style="list-style-type: none"> Follow adult directions Keep hands, feet, and objects to yourself Allow class to exit before entering 	<ul style="list-style-type: none"> Enter/exit gym at appropriate times Stay in designated areas Walk at all times Use bleachers properly 	<ul style="list-style-type: none"> Sit in designated areas Keep hands, feet, and objects to yourself Follow adult directions Walk to and from assemblies 	<ul style="list-style-type: none"> Walk down all hallways and stairs Use appropriate side of hallway
O <i>wnership</i>	<ul style="list-style-type: none"> Use lockers at approved times only Use a quiet voice Lock your locker after each visit 	<ul style="list-style-type: none"> Eat food in designated areas Place trash in receptacles Maintain school dress code 	<ul style="list-style-type: none"> Treat property responsibly 	<ul style="list-style-type: none"> Keep track of all belongings Place trash in receptacles Use book drop for returning library books only
A <i>chievement</i>	<ul style="list-style-type: none"> Gather all needed materials during locker time Go to classroom without delay 	<ul style="list-style-type: none"> Demonstrate good sportsmanship by appropriately cheering, clapping, and standing 	<ul style="list-style-type: none"> Participate when appropriate Complete assigned tasks 	<ul style="list-style-type: none"> Keep the flow of traffic moving Go directly to your destination
R <i>espect</i>	<ul style="list-style-type: none"> Respond appropriately to others Wait until there is enough space for you to open your locker 	<ul style="list-style-type: none"> Show respect for the National Anthem Show respect toward officials and opposing team 	<ul style="list-style-type: none"> Sit straight and listen attentively Focus on presenter Thank presenter with applause 	<ul style="list-style-type: none"> Respect personal space of peers Respect all staff

CODE OF STUDENT CONDUCT

Reedy Creek Middle School is 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. This code applies to any student:

- Who is on school property or a school bus
- Who is in attendance at school or any school-sponsored activity
- Whose conduct at any time or place, on or off campus, has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students and staff in the school

Students are encouraged to report any serious violation of the Code of Student Conduct to school authorities. In addition to the RCMS Student Agenda, each student has been given a copy of the Wake County Student/Parent Handbook. This handbook outlines all board policies related to student behavior. Policies noted in the county handbook will not be repeated in this agenda. It is important to review policies in both the agenda and the handbook. Wake County Public School policies may also be accessed via the Internet at <http://www.wcpss.net/parent-handbooks/>.

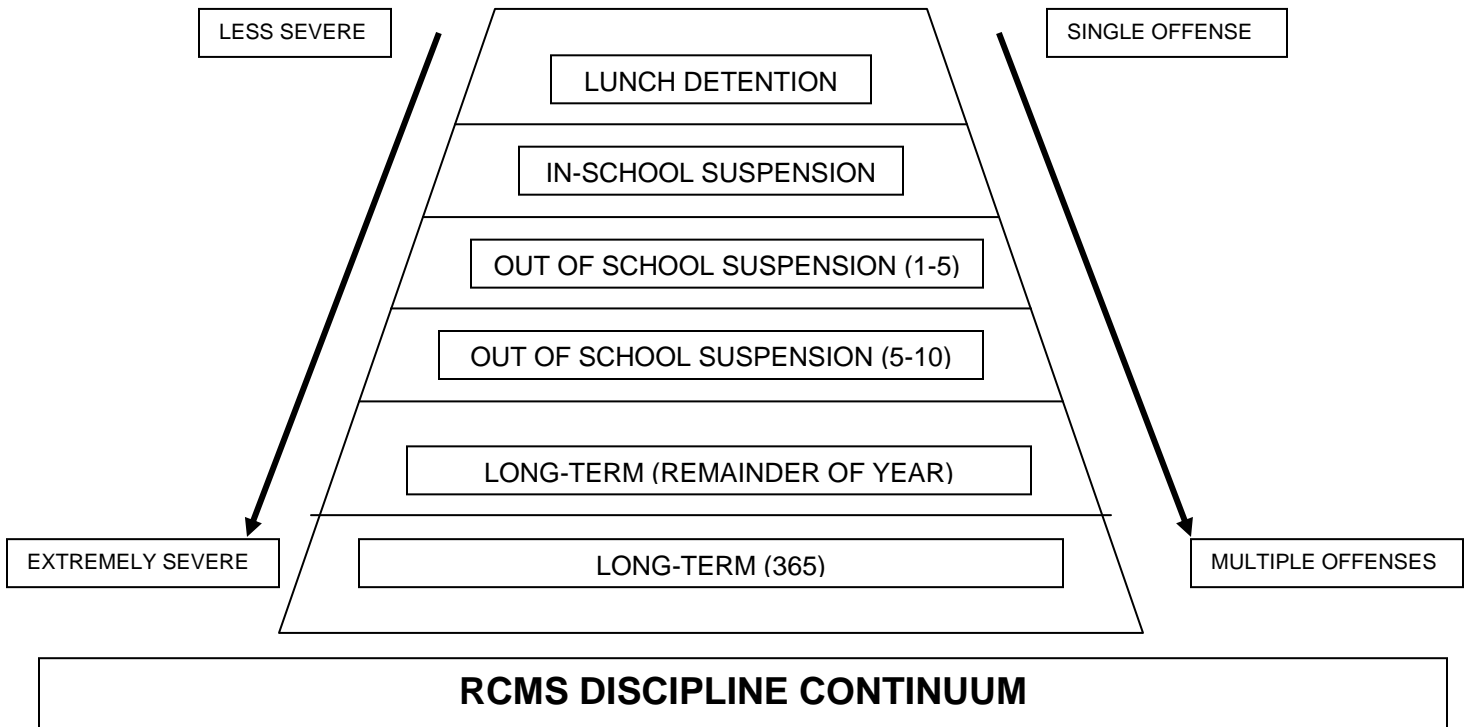
Policies may be modified on a case-by-case basis to conform to the procedures established for the discipline of students with disabilities.

RANGE OF CONSEQUENCES

Violations of the Code of Student Conduct may result in a range of consequences. Please review the list of infractions and consequences to understand the varying types of consequences that may be issued. This list does not include every possible violation of the Code of Student Conduct, but it does include the most common school infractions. 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. A serious violation of any of these policies may result in long-term (remainder of the year) suspension or expulsion. Repeated violations of less severe infractions may also result in long-term suspension.

Please note that some infractions carry a mandatory long-term suspension for students in grades 6 – 12. These infractions are described in the Wake County Student/Parent Handbook and should be reviewed:

- Policy 6420.4 Bomb Threat
- Policy 6425.1C Fighting/Physical Aggression
- Policy 6425.2 Assault on Student
- Policy 6425.3 Assault on School Employee or Other Adult
- Policy 6425.4 Assault Involving a Weapon
- Policy 6427 Weapons and Dangerous Instruments
- Policy 6429 Narcotics, Alcoholic Beverages, Controlled Substances...



CONSEQUENCES

INFRACTIONS	FIRST OFFENSE	MULTIPLE OFFENSES
ACTS OF TERROR	LONG-TERM SUSPENSION/POLICE INTERVENTION	
AIDING AND ABETTING	OSS (Out-of-School Suspension)	OSS
ASSAULT	LONG-TERM SUSPENSION/POLICE INTERVENTION	
BOMB THREAT	LONG-TERM SUSPENSION/POLICE INTERVENTION	
BUS MISCONDUCT	WARNING/BUS SUSPENSION	PERMANENT REMOVAL
CHEATING/PLAGIARISM	ZERO EARNED	
CHEWING GUM	ISS (3 DAYS)	OSS (3-5 DAYS)
CLASS/ACTIVITY DISRUPTION	LUNCH DETENTION/ISS	OSS
CONFRONTATION	OSS (1-3 DAYS)	OSS (3-5 DAYS)
DRESS CODE	ISS (3-5 DAYS)	OSS (1-5 DAYS)
EXTORTION	OSS (2-5 DAYS)	OSS (5-10 DAYS)/ LONG-TERM
FALSE FIRE ALARM	OSS (3-5 DAYS)/POLICE INTERVENTION	OSS (5-10 DAYS)/ LONG-TERM
FALSIFICATION	OSS (1-5 DAYS)	OSS (5-10 DAYS)/ LONG-TERM
FIGHTING /PHYSICAL AGGRESSION	OSS (3-5 DAYS)/POLICE INTERVENTION	OSS (5-10 DAYS)/ LONG-TERM
FIRE SETTING/INCENDIARY MATERIALS	OSS/LONG TERM SUSPENSION	OSS/LONG-TERM
GAMBLING	ISS/OSS	OSS
GANG RELATED ACTIVITY	ISS/OSS	OSS
HARASSMENT	OSS (1-5 DAYS)	OSS (5-10 DAYS)/ LONG-TERM
HAZING	LONG-TERM SUSPENSION	
HORSEPLAY/PUSHING/SHOVING	ISS/OSS	OSS
ILLEGAL SUBSTANCES	LONG-TERM SUSPENSION/POLICE INTERVENTION	
INAPPROPRIATE DRESS	ISS	ISS/OSS
INAPPROPRIATE LANGUAGE	ISS/OSS	OSS
INAPPROPRIATE LITERATURE/ILLUSTRATIONS	CONFISCATION/ISS/OSS	CONFISCATION/OSS
INTERNET VIOLATION	PRIVILEGES REVOKES/OSS	
INTIMIDATION/DISRESPECT	OSS (1-5 DAYS)	OSS (5-10 DAYS)/ LONG-TERM
NONCOMPLIANCE	ISS/OSS	ISS/OSS
PERSONAL OR SCHOOL PROPERTY DAMAGE	RESTITUTION/ISS/OSS/POLICE INTERVENTION	
POSSESSION OF NUISANCE ITEMS	CONFISCATION/ISS/OSS	CONFISCATION/OSS
PUBLIC DISPLAY OF AFFECTION	ISS/OSS	OSS
RESTRICTED AREA	LUNCH DETENTION/ISS	ISS/OSS
SCHOOL DISTURBANCE	ISS/OSS	OSS
SEXUAL ACTIVITY	OSS (1-5 DAYS)	OSS (5-10 DAYS)/ LONG-TERM
SKIPPING	ISS/OSS	OSS
TARDY	LUNCH DETENTION/ISS	ISS/OSS
THEFT	OSS (3 DAYS)/POLICE INTERVENTION	OSS (5-10 DAYS)
THREAT	OSS (1-5 DAYS)/POLICE INTERVENTION	OSS (5-10 DAYS)/ LONG-TERM
TOBACCO	OSS (1-5-DAYS)	OSS (5-10 DAYS)
TRESPASSING	POLICE INTERVENTION	
VIOLATION OF COMPUTER ACCESS	PRIVILEGES REVOKED	
VIOLATION OF SOFTWARE COPYRIGHT LAWS	PRIVILEGES REVOKED	
WEAPON AND DANGEROUS INSTRUMENTS	OSS/LONG-TERM SUSPENSION	LONG-TERM SUSPENSION

CLASSROOM MANAGEMENT SYSTEM (THE CARD SYSTEM)

Reedy Creek Middle School practices a school wide discipline plan, which is based on communicating clear behavioral expectations to students and following up with defined consequences. The result is a proactive, student-centered behavioral management plan that creates a safe and caring environment for the students and staff. Reedy Creek's school wide discipline plan is intended to protect the rights of our students and allows our teachers to focus on learning. Anytime a student has violated and/or threatened the rights of others, he/she will be disciplined.

Students are responsible for their own actions in the classroom. When students choose behaviors that are not consistent with a positive learning environment, they are subject to disciplinary consequences. The following proactive warning system has been established to provide an opportunity for students to make adjustments to their behaviors that will prevent administrative intervention.

Infraction	Card	Explanation
1 st disruption	Yellow	First warning for inappropriate behavior
2 nd disruption	Orange	Second and final warning
3 rd disruption	Red	Removal from class/Administrative referral
Severe Infraction	Immediate referral to administrator for immediate discipline action.	

STUDENT EXPECTATIONS

- Students will refrain from disrupting class to discuss why the warning has been issued.
- If the student wants to discuss the warning, he/she will wait until after class, then ask the teacher to discuss the matter privately.
- Students will not challenge or confront the teacher about a warning. A red card will be issued and the student will be removed if the student challenges, confronts the teacher, or throws the card.
- Students who receive red cards must report to ISS, (In-School Suspension, Room, 412) with all of their belongings and remain until the end of the period.

CONSEQUENCES FOR RECEIVING RED CARD REFERRALS

Students who receive red cards will immediately be sent to for the remainder of the class period. Administrators will document and monitor frequency of all red card referrals. The following consequences will be issued for red card referrals:

Red Cards Issued Per Year	Consequence
1 st	2 Lunch Detentions
2 nd	4 Lunch Detentions
3 rd	6 Lunch Detentions
4 th	8 Lunch Detentions
5 th	10 Lunch Detentions
6 th	Out-of-School Suspension

REMINDERS

- It is always the student's choice. Students can always choose behavior that will not lead to the red card.
- The yellow/orange card is for the entire period.
- Every day is a new day; a new beginning.

GENERAL POLICIES AND PROCEDURES

■ **BEFORE AND AFTER SCHOOL.**

School hours are 7:30.a.m. – 2:25 p.m. We will begin receiving students at 7:15.a.m. Students should enter and report directly to their designated areas.

- **Grade 6** Report directly to the gymnasium and sit in the middle.
- **Grade 7** Report directly to the gymnasium and sit on the right side.
- **Grade 8** Report directly to the gymnasium and sit on the left side.

Students should remain in designated areas until dismissal to first period. Failure to comply will result in discipline consequences.

All students should leave campus promptly at 2:30 p.m. unless they are under the direct supervision of authorized personnel. Students who are participating in after-school activities should immediately report to their assigned areas. Please coordinate pick-up times with your child. Call the school if you are going to be late picking up your child.

- **CARPOOL LINE.** All carpool students should use the rear traffic circle to drop off and pick up. To alleviate congestion in the mornings, students should exit vehicles as quickly as possible. Parents are encouraged to drop students off along the entire length of the sidewalk. This will allow students to exit 10 or more vehicles at one time. Students may enter through the side entrance. Parents are not allowed to enter the staff parking lot or bus loop to drop off or pick up students. Carpool students must be picked up by 3:00 p.m.

- **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. A pay phone is located outside the main entrance and is available for student use during non-instructional hours.

- **CAFETERIA GUIDELINES.** Breakfast and lunch are served daily. Students should adhere to the following procedures to help promote a more helpful and pleasing dining experience:

- Students must remain seated until dismissal.
- Students are responsible for leaving their eating areas clean and free of trash. Food or trash dropped on the floor or left on tables must be cleaned before exiting the cafeteria.
- Food and beverages must be consumed in the cafeteria. Food items will be confiscated if they are brought out of the cafeteria.
- Students must refrain from throwing food or other items while in the cafeteria.
- Students must refrain from entering a serving line ahead of students already in line.
- Students who receive lunch detention as a disciplinary consequence must eat lunch in the designated classroom. Students may purchase a bag lunch, which contains a peanut butter and jelly sandwich or bring lunch from home.
- Please make sure the school is aware of any food allergies.
- Using another student's lunch number is prohibited and will be treated as theft.
- **STEALING FOOD WILL RESULT IN A 3-DAY SUSPENSION.**

- **LOST & FOUND.** The lost and found is kept in a container located in the hallway in front of the cafeteria. All found items should be turned into the Lost and Found. Items may be claimed during regular school hours. After 30 days, unclaimed items will be donated to a charitable organization.

- **ELEVATOR USE.** Students are not allowed to use the elevator unless a documented medical condition warrants use. Students must see an administrator to access the elevator. Unauthorized use may result in disciplinary consequences.

- **SCHOOL-SPONSORED EVENTS/DANCES.** Attendance at after-school events is a privilege. Students must be in school for the entire day in order to attend and/or participate in after school activities. Students who attend school-sponsored events, such as dances, plays, club meetings, and athletic events must remain inside the designated area during the entire event. All students must be picked up within 15 minutes after the end of their event. Students who exhibit inappropriate behavior or who are not picked up promptly will lose this privilege.
- **HALL PASSES.** Each classroom is equipped with two clipboard hall passes with the room number displayed. Students must use hall passes when out of class during instructional time. Teachers will issue paper hall passes to students when they are excused to report elsewhere.
- **LASER POINTERS AND OTHER ELECTRONIC EQUIPMENT.** Except as permitted by this policy, **no student shall use, display, transmit or have in the “on” position** on school property any wireless communication device or personal entertainment device, including but not necessarily limited to, cell phones, pagers, two-way radios, CD/ MP3 players, and electronic games, or any laser pointer or similar devices until after the conclusion of the instructional day.

School principals may authorize individual students to possess and/or use for personal purposes wireless communication devices if, in the opinion of the principal, there is a reasonable need for such communication.

Wireless communication devices or laser pointers may be used by students for instructional purposes under the supervision of school staff.

If a student uses a laser pointer in a way that reasonably could or does cause physical harm, the laser pointer may be considered a dangerous instrument and the student may be charged with violation of Policy 6427 and disciplined accordingly.

Any device possessed or used in violation of this policy shall be confiscated and only returned to the student’s parents. Penalties for violation of this policy are set at the discretion of the principal, and repeated violations may result in short-term suspension.

- **LOCKERS.** Student lockers are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security of their lockers. Each locker is equipped with a combination lock. Students are responsible for memorizing their combinations. Students should report all locker problems immediately. School authorities may examine the contents of any locker for health, safety, or security reasons without student consent.
- **SEVERE WEATHER.** In case of snow, sleet, or other hazardous weather conditions, announcements regarding school closings and delays will be made on local radio and TV stations. There will also be a message on the main phone line and on the School System website at www.wcpss.net.
- **VISITORS.** 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.
- **EMERGENCY DRILLS.** School officials are required to conduct fire and tornado drills throughout the school year. The purpose of these drills is to ensure safe evacuation in the case of an emergency. Students should become familiar with the evacuation plan for each classroom on their schedules. Students should exit the building in an orderly manner and remain with their classroom teacher. Students should refrain from talking during emergency drills. Students who violate this policy will receive disciplinary consequences.

- **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 of academic work. Plagiarism includes copying the language, structure, or idea of another and representing it as one's own work.
- **FINES/FEES.** Failure to pay fines or fees in a timely manner may prohibit students from attending certain RCMS events.

DRESS CODE

Appearance or clothing that is disruptive, provocative, indecent, vulgar, or obscene, or which endangers the health or safety of the student or others is prohibited. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. The following are prohibited:

- Exposed undergarments
- Bandanas or scarves
- Beads
- Sagging pants
- Extremely short shorts
- Pajamas
- Excessively short or tight garments
- Bare midriff shirts
- Strapless shirts, tank tops
- Shirts with spaghetti straps
- Attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors
- Head covering of any kind
- See-through clothing
- Any adornment such as chains or spikes that could reasonable be perceived as or used as a weapon
- Any symbols, styles, or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified

We reserve the right to specify additional items of dress or appearance that may be disruptive to the school environment.

TRANSPORTATION

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. Students must ride the bus they are assigned. All requests for students to ride a bus they are not assigned will be denied. 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:

- Riding an unassigned bus
- 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

HOMEWORK

Homework is a necessary part of each student's educational program. Each student is expected to spend some time in addition to scheduled class instruction to achieve academic growth. Homework should help students become responsible, self-directed learners, improve achievement, and provide reinforcement opportunities. Homework should be used for instructional purposes and not for disciplinary purposes. 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 student services by 8:00 a.m. of the third day. Assignments will be available in student services after 3:00 p.m.

SPAN – Student/Parent Access Network

The SPAN system is designed to give students and parents up-to-the-minute access to their electronic records, including schedules, attendance, and grades. When a school fully implements the system, parents and students will be able to view academic progress reports online, as well as complete course requests online.

(SPAN) Frequently Asked Questions

What data will I be able to access?

When a school fully implements SPAN, students and parents can view the following information online: schedule, daily grades, academic progress reports for current classes, report card and historical grades, GPA/class rank estimates, attendance records, discipline records, fines and fees owed, locker and textbook information. Students in grades 8 – 11 will use SPAN to select courses online for the next school year. In the summer, students can view their fall schedule and submit schedule change requests online. Students will also have the ability to make appointments with their school counselor online.

Will my school use all of the features in SPAN?

Not necessarily. Schools will select which functions of SPAN works best for them. Schools will provide specific information regarding what data will be available to SPAN users.

Who has access to my data?

Students will have access to their own data. Any parent or legal guardian may also request access once the school begins to use the parent access component. If there is a situation where a parent or legal guardian SHOULD NOT receive access to student data, please notify the school immediately. Parents/guardians will be able to see who else has access to their student's data. WCPSS takes all measures to keep student data secure. Student data is not accessible by anyone who does not have the authority to do so as defined by the U.S. Family Education Rights and Privacy Act (FERPA).

Can I have an account for multiple students?

Parents/guardians will be given one account per student.

How do I register?

Student accounts will be distributed to each student at school. Parents may register by completing the SPAN application (one per student) and submitting it to the Student Services office. Once the account has been created, you will receive an email with instructions on how to activate your account.

Who should I contact if I can't log in, or if I lose my password?

The school designee will be able to diagnose and repair most login problems. Each school will have a designated contact person for SAM issues. Parents and students who have specified email addresses can have a one-time use password emailed to them by verifying their identity.

How long will my account stay active?

Parent and student accounts are automatically disabled when a student withdraws from school. Disabled accounts are held for 90 days and subsequently deleted. **Accounts not accessed at least once every 60 days will be disabled.**

Will my email address be shared with anyone outside of the Wake County Public School System?

No.

MEDICATION & HEALTH CONDITIONS

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 or if the parent sends a note requesting that staff administer antibiotics or other medications to be taken during the last days of an acute illness. In this case, the pharmacist or physician's label, which must be on the bottle, serves as the physician's order.

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 him/her.

It is the parent's responsibility each year at the beginning of school to inform the child's teacher 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 Wake County Student/Parent Handbook for more information regarding student health issues.

CO-CURRICULAR ACTIVITIES & ATHLETICS

The Wake County Public School System sponsors a variety of activities for all students enrolled in the secondary schools. Because certain activities, including athletics for students in grades 7-12, meet outside of the school day and require a significant amount of time on the part of students, there are eligibility requirements that are mandated per Board Policy 6860. Please refer to the Wake County Student/Parent Handbook to review policies regarding participation.

STUDENT SERVICES

Student Services encompasses the program areas of school counseling, school psychology, school social work, Student Support Team coordination, and Section 504 coordination and compliance. Some of the services that each area provides are:

- **COUNSELORS**. Counselors provide both individual and group counseling services to students, as well as crisis intervention. They provide support to parents regarding ways to better understand their child's developmental and academic needs and techniques to assist their child's educational progress. They work closely with teachers in consulting on students' behavioral and personal adjustment needs. In addition, counselors also work on student records and Student Support Teams.
- **SCHOOL PSYCHOLOGISTS**. Psychologists provide diagnostic assessments for students suspected of having a disability; the evaluations address the academic and behavioral-emotional functioning of students. They also collaborate closely with Student Support Teams, other school staff and parents on interventions targeting academic, behavioral, and social-emotional problems. In the aftermath of crises, psychologists take the lead in providing crisis intervention services at the schools affected. They also provide preventive services by consulting with teachers to develop strategies to assist students at risk for learning and behavior problems.
- **SCHOOL SOCIAL WORKER**. Social workers serve as liaisons between schools and families, serve on Student Support Teams, and work with other Student Support staff to provide intervention services. Social workers also play an important role with students who have attendance problems by helping parents be more accountable for their children's school attendance.
- **STUDENT SUPPORT TEAM (SST)**. Each school has a Student Support Team composed of school staff and students' parents who meet to gather resources and develop strategies to help children succeed in the regular education classroom.
- **SECTION 504 COORDINATOR**. Students who have disabilities that substantially limit their functioning at school and who are not in need of special education services are served through Section 504 plans. These plans address accommodations that are deemed necessary for the student to access his/her educational program.

LIBRARY MEDIA CENTER INFORMATION

Library/ Media Center – (919) 460-3515

Policies:

- ❑ The Library Media Center is available for students to do research, check out books, and read magazines.
- ❑ During the school day students are required to have a pass from their classroom teacher to come to the Library Media Center. This includes lunch period.
- ❑ Two books may be checked out at one time for a period of two weeks, however, this may vary according to curriculum needs.
- ❑ At the end of the school year, students must return all books before receiving their yearbooks.
- ❑ Lost books must be paid for.

Works Cited Information

When creating your Works Cited page remember to:

- Begin the Works Cited on a new page
- Alphabetize each entry by the first letter [disregard A, An, and The]
- Format your page - On the tool bar select the following: Format, Paragraph, Special: Hanging, click OK.
- Underline all titles of books, magazines, web pages, etc.
- Double-space within and between all entries...[*The examples which follow are single-spaced only to save space in your agenda book*].

MODERN LANGUAGE ASSOCIATION (MLA) Citation Examples

1. Book:

One Author

Last name, First name. Title. City of Publication: Publisher, Year.

Cleary, Beverly. A Girl from Yamhill. New York: Dell, 1988.

Two Authors

Last name, First name, and Second author's name (write as it appears). Title. City of Publication: Publisher, Year.

Lander, Patricia S., and Claudette Charbonneau. The Land and People of Finland. New York: Lippincott, 1990.

Editor

Last name, First name, ed. Title. City of Publication: Publishing Company, Year.

Untermeyer, Louis, ed. Stars to Steer By. New York: Harcourt, Brace, 1991.

2. Encyclopedia or Reference books:

Author if available. "Title of the article." Name of the Encyclopedia or Reference Book. Year. "**Belgium.**" **The World Book Encyclopedia. 2004.**

3. Pamphlet:

Last Name, First Name. Title of the Pamphlet. City of Publication: Publishing Company, Year.

"Teens Who Drink and Drive: Reducing the Death Toll." Elk Grove Village, IL: American Academy Of Pediatrics, 1985.

4. Magazine:

Last Name, First Name. "Title of the Article." Name of the Magazine Date of Publication (DD Mo YYYY): Page Numbers.

Abilock, Debbie. "Integrating E-mail into the Curriculum." Technology Connections Sept. 1996: 23-25.

5. WEB Document:

Author if available. "Page Title." Site Title. Publishing or last revision date. Organization. Date you visited the site. <URL in brackets>.

"Cambodia." The Worldfact Book. 15 March, 2008. US Government Central Intelligence Agency. 28 March, 2008 < <https://www.cia.gov/library/publications/the-world-factbook>>.

"Country name." Title of Product. Year. Sponsoring organization. Date you visited the site <URL>. "**Peru.**" **CultureGrams World Edition. 2008. ProQuest. 19 May 2008**

http://online.culturegrams.com/world/world_country.php?contid=7&wmn=South_America&cid=125&cn=Peru>

Magazine

Last Name, First Name. "Article Title." Name of Publication Publishing date. Database. Date you visited <URL in brackets>. Caples, Matt. "The Sun Never Set on this Empire." Calliope May 2008. Gale InfoTrac. 12 Mar. 2007 <<http://web5.infotrac.galegroup.com/k12/infomark>>.

Encyclopedia

Author if available. "Title of Article." Name of the online version of the encyclopedia. Publishing date. Name of the publisher. Date you visited <URL in brackets>.

Headrick, Daniel R. "Spain, history of." Grolier Multimedia Encyclopedia. 2008. Scholastic Library Publishing, Inc. 12 March, 2008 <<http://go.grolier.com/gol>>.

Consult these sites for additional examples of MLA Citations.

Citation Machine: <http://citationmachine.net>

Citation Maker: <http://www.openc.k12.or.us/citeintro/citeintro.php?Grd=Sec>

Electronic Resources:

- ▶ NC WISE OWL <<http://www.ncwiseowl.org/>>. Home Access Password: wiseowl
Resources: Encyclopedias, Lands and People, Popular Science, America the Beautiful, E Book Center, Magazines, Citation Maker, Dictionary
- ▶ La Nueva Enciclopedia Cumbre <<http://ncwiseowl.org/>>. [From any ZONE, click on the blue Grolier Online button – Click on the gold star near the bottom right for username and password Prompt.
Home Access User Name: wakeco Home Access Password: science
- ▶ Culturegrams <<http://online.culturegrams.com/>>
Username: reedycreek Password: eagles
- ▶ SIRS Decades: 20th Century American Sources <<http://decades.sirs.com>>. Home Access Username: sirsdecades Home Access Password: wake
- ▶ NovellList K-8 <<http://search.ebscohost.com>>. Home Access User Name: reedycreekms Home Access Password: ebsco
- ▶ United Streaming <<http://streaming.discoveryeducation.com/index.cfm>>. User Name: reedycreekms Password: eagles
- ▶ Reedy Creek Home Page <<http://reedycreekms.wcpss.net>>
- ▶ WCPSS Home Page <<http://www.wcpss.net>>

FREQUENTLY ASKED QUESTIONS

1. **What phone number do I call if my child will be absent from school?**
You are not required to call the school to report a student's absence. However, a note should be brought to the main office upon return to school to document the absence.
2. **If I want my child to ride the bus home with a friend, what approval is needed and how soon in advance?** Students must ride the bus they are assigned to ride. All requests for students to ride a bus they are not assigned will be denied.

3. **Where can I pick up homework for my child if I made a request for the absence?**
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 Student Services at 919/460-3593 by 8:00 a.m. of the third day. Assignments will be available in Student Services after 3:00 p.m.
4. **What is the procedure for dropping off and picking up my child?**
All carpool students should use the rear traffic circle to drop off and pick up. Drop off begins at 7:00 a.m. each morning. To alleviate congestion in the mornings, students should exit vehicles as quickly as possible. Parents should drop students off along the entire length of the sidewalk. This will allow students to exit 10 or more vehicles at one time. Students may enter through the side entrance. Use the same procedure for pick-up. Carpool students must be picked up by 2:45 p.m.
5. **Where can I find the required forms for medication?**
Forms are available in the main office. Contact the school nurse or school office for copies. You may also download the form from the school system website (www.wcpss.net/forms/index.html).
6. **How many locks should I purchase for my child?**
The school provides student lockers in the team area that are equipped with combination locks; however, PE lockers do not come equipped with locks. Students will need to purchase a lock to secure valuable items during PE classes.
7. **Where can I make payment to my child's lunch account?**
Wake County offers a convenient monthly payment option for school lunches. Sign up for the AutoPay Lunch Money Program to have your child's lunch money automatically deducted from your bank account or charged to a credit card at the beginning of each month. You may also make payments online by going to:
www.wcpss.net/child-nutrition/new_online_payment.html.
8. **Do I need to sign a permission form for my child if he/she wants to stay after school for an activity or athletic event?**
Parental permission is required for many of our after school events. Permission slips will be distributed prior to the event and will require parent signatures and contact information.
9. **Where can I find the applications for Free and Reduced Lunch?**
Applications are available in Student Services.
10. **Where can I learn about activities taking place in school?**
Students should listen to daily announcements or check the calendar on the school's website. The RCMS newsletter is another good source of information.
11. **Where is the "Lost and Found?"**
The lost and found area is located in the hallway in front of the cafeteria. All found items should be turned into the lost and found. Items may be claimed during regular school hours. After 30 days, unclaimed items will be donated to a charitable organization.
13. **How often will I receive a progress/interim report?**
Progress/interim reports are distributed to students during the weeks of September 21-25, December 7-11, February 22-26, and May 3-7.

14. **Where can I learn more about course offerings?**
The Middle Grades Program Planning Guide provides a complete list of courses and description for all traditional middle schools. The course offerings vary from school to school. A complete list of RCMS courses can be found in our Student Services.
15. **What are the general school rules?**
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 mutual respect. For this reason, we have three simple expectations:
 - Respect self
 - Respect others
 - Respect school
16. **What is SPAN?**
The SPAN [Student Parent Access Network] system is designed to give students and parents at WCPSS middle and high schools up-to-the minute access to their electronic records. When a middle school fully implements the system, parents and students will be able to view academic progress information, attendance, discipline and schedules online, as well as complete course selections for rising 9th graders online.
17. **How can I contact teachers? Where can I find teacher email addresses**
Each teacher will distribute contact information during the first week of school. Teachers can also be emailed directly from our website (<http://reedycreekms.wcpss.net>).
18. **What can students wear to school?**
Student dress should be appropriate for an effective learning environment. Students are expected and required to wear clothing that is not disruptive, provocative, indecent, vulgar, or obscene. Please refer to the Dress Code section of this agenda for a list of prohibited items.
19. **How can I arrange a parent-teacher conference?**
Please contact your child's counselor to arrange a parent-teacher conference. Counselors can be reached by calling Student Services at 919/460-3593.
20. **How can parents get more involved in school activities and events?** By joining the PTA or by volunteering. Please look for opportunities in the RCMS newsletter or visit our website. Volunteers must register each year using the WCPSS Volunteer Registration System.
21. **Where can I get information about athletic tryouts?**
Athletic information can be found on our website and athletic forms can be downloaded from the county website (www.wcpss.net). Students must have a current physical (within the last calendar year) and Middle School Athletic Participation form on file to participate in interscholastic sports.
22. **Who can I contact if I have questions about special programs or my child's IEP?**
Please contact your child's case manager or counselor for information regarding special programs.
23. **Who do I contact to discuss discipline issues?**
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.

24. **How can I find out my child's bus route?**

Copies of the bus routes are available in the main office and in Student Services. For more information, you may call Bus Transportation Office or online at wcpss.net.

25. **Who do I call if there is a problem on the school bus?**

If the problem is student-based (incident, behavior issue, etc.), please call the school at 919/460-3504. If the problem is bus related (late bus, assignment of seats, etc.), please call the Bus Transportation office.

Any questions not addressed here can be emailed to reedycreekms@wcpss.net or call the main office at 919/460-3504. Thank you and have a wonderful school year!

