



Lufkin Road Middle School
1002 Lufkin Road
Apex, NC 27539
Main Office: (919) 387-4465
Fax: (919) 626-4465
www.wcpss.net/lufkinroadms

Administration		
Karen Sindere	Principal	ksinders@wcpss.net
Keith McLendon	Assistant Principal, 6th Grade	kmclendon@wcpss.net
Stacie McGuirt	Assistant Principal, 7th Grade	smcguirt@wcpss.net
Lisa Adcock	Assistant Principal, 8th Grade	ladcock2@wcpss.net
School Counselors		
Brittany Egan	Counselor, 6th Grade	Effective August 1, 2022
Cynthia Alcorn	Counselor, 7th Grade	lbodek@wcpss.net
Laura Nickels	Counselor 8th Grade	lfont@wcpss.net

TABLE OF CONTENTS

Attendance

Student Attendance/Absences
Tardies

Communication

From Principal
From Teachers

Field Trips

Field Trips
Field Trip Refunds

Procedures

Bookbags
Cell Phones
Checking In/Out
Lockers in the Pod Areas
Meals

Healthful Living/PE

Clothes
Lockers

Issues and/or Concerns

School-Wide Grading Practices

Student Activities

Clubs
Honor Roll
NJHS
School Sports

Student Conduct

Concerts/Assemblies
Dress Code
Dismissal from Extra-Curricular Activities
Fire Drills
ISS/OSS
Nuisance Items
Physical Aggression/Fighting

Student Life

Student Support Services (Guidance)
Media Center
Medication
Lost and Found

Parent/Guardian Information

Conferences
Interruptions During the School Day
Parent/Guardian Portal
PTSA
Visitors
Volunteers

Transportation

Morning Arrival Procedures
Afternoon Departure Procedures
Carpool Procedures
Misconduct on a School Bus
Consequences for Bus Violations

Bell Schedule

2021 - 2022 Bell Schedule

Period	6th Grade		7th Grade		8th Grade	
1	8:15 - 8:45	Lightning Time	8:15 - 8:45	Lightning Time	8:15 - 8:45	Lightning Time
	<i>30 Minutes</i>		<i>30 Minutes</i>		<i>30 Minutes</i>	
2	8:45 - 8:48	Homeroom	8:45 - 8:48	Homeroom	8:45 - 8:48	Homeroom
	<i>3 Minutes</i>		<i>3 Minutes</i>		<i>3 Minutes</i>	
3	8:48 - 9:46	Core 1	8:48 - 9:46	Core 1	8:48 - 9:46	Core 1
	<i>58 Minutes</i>		<i>58 Minutes</i>		<i>58 Minutes</i>	
4	9:50 - 10:34	Elective 1	9:49 - 10:47	Core 2	9:49 - 10:47	Core 2
	<i>44 Minutes</i>		<i>58 Minutes</i>		<i>58 Minutes</i>	
5	10:38 - 11:22	Elective 2	10:50 - 11:48	Core 3	10:51 - 11:21	Lunch
	<i>44 Minutes</i>		<i>58 Minutes</i>		<i>30 Minutes</i>	
6	11:26 - 12:24	Core 2	11:52 - 12:22	Lunch	11:25 - 12:09	Elective 1
	<i>58 Minutes</i>		<i>30 Minutes</i>		<i>44 Minutes</i>	
7	12:28 - 12:58	Lunch	12:26 - 1:24	Core 4	12:13 - 12:57	Elective 2
	<i>30 Minutes</i>		<i>58 Minutes</i>		<i>44 Minutes</i>	
8	1:01 - 1:59	Core 3	1:28 - 2:12	Elective 1	1:01 - 1:59	Core 3
	<i>58 Minutes</i>		<i>44 Minutes</i>		<i>58 Minutes</i>	
9	2:02 - 3:00	Core 4	2:16 - 3:00	Elective 2	2:02 - 3:00	Core 4
	<i>58 Minutes</i>		<i>44 Minutes</i>		<i>58 Minutes</i>	

Attendance

Student Attendance/Absences: Daily attendance in school is important to academic success. Parents/Guardians are encouraged to keep students home from school only when necessary and for those reasons which are approved and excused by Board Policy (see WCPSS Parent/Student Handbook). Upon return to school from an absence, a note explaining the absence, signed by the parent/guardian, should be turned in to the Data Manager, located in the main office. An email is also acceptable. The note/email is to be presented within two days. Students are responsible for getting work from teachers and making up all missed assignments per School Board Policy 6000. Requests for **planned absences** for religious are to be made on Form 1710 and submitted in advance to the Principal.

Virtual Academy students must be logged in, present, and responsive during each class to prevent being recorded as tardy and/or absent. Absences may be excused for issues with technological devices or internet access if a parent informs the student's teacher(s).

Tardies: Students have sufficient time between classes to attend to their personal needs without being late to class. Students who are tardy to class repeatedly will develop a plan with the grade level counselor and administrator. Tardies start over at the beginning of each new grading period.

Communication

Communication from the Principal: Every Sunday Mrs. Sinderson communicates information and upcoming events to our parents/community via School Messenger and our website (<https://www.wcpss.net/Domain/12393>). The weekly message is updated on our website and then emailed to every address we have on file for our students. A text message is also sent to parent/guardian cell phones alerting them that the weekly message is available. Phone messages are only used in the event of an emergency or other situations in which it is critical to get information to parents/guardians right away. If your contact information changes during the year, please let the office know so that we can keep you informed and up-to-date. You can also follow Mrs. Sinderson on Twitter: @LufkinPrincipal.

Communication from teachers: Teachers will update a Weekly Preview document with pertinent team-specific information, which will be linked in the Principal Communication. Every staff member's email is available on our website in case parents/guardians need to contact us. Please note that the expectation for staff is to return e-mail communication within two school days. Per School Board policy, school staff will only communicate with students via email if the communication comes via the student's WCPSS email account. You may also receive communications from teachers through the TalkingPoints platform (app or text messaging).

Field Trips

Field Trips: Our students have opportunities to take part in field trips at various times during the year. Teams often establish rules and guidelines for who is eligible to go on a field trip in order to encourage students to make good choices and to ensure that students on field trips represent our school in a positive manner. Therefore, it is important to pay careful attention to permission forms and written information regarding field trips in order to be aware of the expectations and procedures.

Field Trip Refunds: Our school-wide policy regarding field trip refunds is that we will refund the full amount unless the school has already paid the company/vendor. After that point, refunds are issued after the trip has been taken and we know exactly how much, if any, money remains. Many trips require the school to pay a certain amount even if a student does not go; therefore, the full amount may not be able to be refunded once the school has submitted payment.

Procedures

Bookbags: Students are not allowed to carry their book bags with them from class to class during the day. Bookbags are to be kept locked in student lockers.

Chromebooks: All students have been or will be issued a WCPSS Chromebook. Students should bring these devices with them to school, charged daily. Devices may be kept in the locker during class periods when they will not be used.

Cell Phones: Students are not permitted to use their cell phones during the school day, except for during lunch time. This includes phone calls as well as texting; therefore, parents/guardians are asked not to text their student during the day as this puts students in a difficult situation if they are using their phone without permission from a teacher. Parents/Guardians who need to speak with their student immediately should call the office, and we will be happy to deliver a message or get the student to the phone if it is an emergency. Students caught using their phones without permission might have their phone confiscated. Confiscated items are sent to the office and held for the parent/guardian to pick up. The main office is open from 7:30-4:00 during every school day. We will provide as much security as possible for confiscated items, but **we are not responsible for their loss.**

Students are expected to follow the WCPSS Student Conduct Policy and Student Acceptable Use of Electronic Resources Policy. Any violation is considered unethical and may result in the loss of technology privileges at school, as well as other disciplinary action.

Checking-In and Checking-Out of School:

Check-in: Students must present a signed, written note from a parent/guardian listing the student's name, grade, track, date and reason for tardy or the parent/guardian may accompany the student and sign him/her in. A doctor's note, with the student's name written on it, is also acceptable.

Check-out: A parent/guardian must sign the student out in the main office. In order to check your student out please be prepared to show your photo ID. A check-in/out slip will be issued to the student as appropriate. We do not call students to the main office to check out after 2:30 PM to avoid disrupting classes and congestion in the carpool line.

Lockers in the Pod Areas: Students will be assigned a locker each time they track in. Students will need to purchase a lock from the school. Students must keep their locker locked at all times. For security reasons, students should not exchange combinations or lockers with other students. Only school essential items should be brought to school; other valuables (i.e. money and jewelry) should be left at home. Students must clean out their lockers before track out. Student lockers are the property of the school. School authorities have a responsibility and a right to examine the contents of student lockers for health, safety, or security reasons.

Meals: Students are responsible for sharing in the clean-up of the cafeteria after they eat. Students are not permitted to have food from fast food restaurants in the cafeteria (McDonalds, Bojangles, etc). If parents/guardians wish to bring fast food to their child, space will be provided for the student to eat. All students will be able to eat breakfast and/or lunch for free this year. Lunch accounts may be opened with the cafeteria manager for students to purchase additional items. Checks may be made to Lufkin Road Middle School Cafeteria. The cafeteria will stop serving breakfast at 8:15, unless there is a late bus.

Healthful Living/PE

PE clothes: The physical education program is dedicated to improving the health, fitness, and skill level of all students. Instruction is also provided in personal health, safety, first aid, and nutrition. LRMS students are not required to change clothes for PE, although it is recommended. However, students must wear sneakers for PE (boots, heels, sandals, flip flops are not safe for students to wear for participation in PE). During cool weather sweatpants or sweatshirts or a jacket is recommended as students will go outside frequently unless there is inclement weather. The basic PE shirt may be purchased through the PE department. No aerosol cans are permitted at school – bring roll-on deodorant only.

Lockers in the Gym: Students may purchase an additional combination lock from the school to use during PE if they would like to do so. Students may lock up clothes and other belongings during their PE class. Students should not bring expensive personal belongings (i.e., cell phones) with them to the PE locker rooms. Book bags are not permitted inside classrooms. Students may use drawstring bags for gym clothes. Students should remove all items from the locker and remove their lock at the end of PE class.

Issues and/or Concerns

Issues and/or Concerns: There will be times when issues arise that need to be addressed, and we always want to be responsive to our students and parents/guardians. Most of the time, the issues involve miscommunications or a lack of communication, and are quickly resolved once the parties have a chance to speak. If a parent/guardian or student has a concern about a policy or an employee, the following procedures should be followed in order to resolve the issue as quickly as possible:

- Contact the person with whom the problem exists first and make them aware of the concern and give them an opportunity to address it.
- If the problem has not been resolved at that point, contact an administrator or counselor and make them aware of the concern and give them an opportunity to address it.
- It is encouraged to make an appointment. If you make an unscheduled visit to the office, the person with whom you wish to speak may not be available, and we do not interrupt instructional time for unannounced visits.
- Concerns regarding safety or threats should immediately be reported to an administrator.

Please remember that choosing not to report an issue or concern when it happens can prevent us from fully addressing the issue later.

School-Wide Grading Practices

[Lufkin Grading Practices 2021-22](#)

Student Activities

Art Club: It is the mission of the Lufkin Road Middle School Art Club that by creating art together we will support our school and community. One of our main goals is to learn about art and how it influences, and is influenced by, the world around us. We shall strive to partner with local businesses that offer us an opportunity to provide real-life design solutions and exhibit our artwork. As a result, we intend for our community to benefit from what we have created and hope that our club's actions will have long-lasting effects. We wish to improve our school, as well as to maintain its positive atmosphere. Link to Art Club website: www.lufkinart.weebly.com

Battle of the Books: Battle of the Books is a reading club open to all LRMS students and will meet virtually once a week during Lightning Time and/or lunch. The purpose of the club is to encourage reading and expose students of all ability levels to quality literature representing a variety of genres and viewpoints. At the end of the year, members of the team will compete in a quiz bowl style competition that tests the team's knowledge of the books they read in a fun competition.

FCCLA: FCCLA is a student leadership organization that focuses on youth, peer education and family. FCCLA empowers young women and men to be active leaders in their family, school and community by addressing important personal, family, work and societal issues.

Fellowship of Christian Athletes (FCA): The Fellowship of Christian Athletes is for any student looking to learn more about applying their faith to their sport, or to their life in general. Information on the date and time of meetings will be posted on the school website.

Gay-Straight Alliances (GSA): The Gay-Straight Alliance (GSA) at Lufkin Road Middle School provides a safe and welcoming space for any student who wants to talk about issues related to the LGBTQ Community. The GSA seeks to create greater awareness about the issues and unique experiences faced by the LGBTQ community. Members of the GSA hold regular discussions on a variety of topics, talk about what's going on in their lives, have the opportunity to meet with like-minded peers, and create informative displays for the school. Everyone is welcome to come, regardless of identity. Join us!

Geography Bee: Lufkin Road Middle School provides all students the opportunity to participate in the National Geographic Geography Bee. A toolkit is provided to help students learn more about our world.

Math Counts: Lufkin Road Middle School is providing opportunities for students to participate in both of the premier middle school math competitions: the AMC 8 and Math Counts. Participating in and preparing for these competitions helps students to broaden and deepen their understanding of mathematics, improve their problem solving skills, and socialize with similarly interested peers.

National Junior Honor Society (NJHS): Seventh grade students who have attended Lufkin Road Middle School for at least one full semester and who have maintained a cumulative GPA of 3.8 or higher are candidates for the LRMS NJHS. Students who wish to be considered for induction are required to submit additional information to be reviewed by the Faculty Council. The selection process is based upon five principles: character, citizenship, service, leadership, and scholarship.

Spelling Bee: Lufkin Road Middle School provides all students the opportunity to participate in a spelling bee at our school, and the winner moves on to the regional competition.

Student Council: Representatives to the Student Council are elected from each team. The purpose of the Student Council is to involve students in activities and projects in the school and community.

Technology Student Association (TSA): Are you looking for something extra? Do you enjoy solving problems in different scenarios? Do you want to develop skills that can make you a leader in our technological society? If so, consider joining Lufkin Road's chapter of the Technology Student Association (TSA).

School Sports: Lufkin Road offers a variety of interscholastic sports for 7th and 8th grade students. Our 6th grade students are eligible to be managers. Fall Sports include: Cheerleading, Football, Girls' Soccer, and Volleyball. Winter Sports include: Boys' Basketball, Girls' Basketball, and Cheerleading. Spring Sports include: Boys' Soccer, Boys' Track, Girls' Track, and Softball. All student athletes are required to meet minimum eligibility standards for participation (see our website for details). Student athletes who are tracked-out should not be dropped off for practice prior to 3:00.

Students wishing to help create a new club should complete this [Google Form](#).

Student Conduct

We expect Lufkin Road Middle School to be a safe, positive learning environment. We foster a climate in which students develop self-discipline and have the opportunity to practice responsible citizenship. 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. Parents/Guardians and students must read the handbook and submit the receipt form, which states that you have read it.

Students are expected to exhibit Lufkin Road Middle School's core values, known as BOLTS.

- Be kind (kindness)
- Own your actions (accountability)
- Lead the way (high expectations)
- Together we can (relationships)
- Support each other (inclusion)

Teachers will work together with students in teams to discuss expectations and create team rules, which will be posted prominently.

The consequences for violating any of the policies/expectations may include, but are not limited to, teacher/student conferences; student/parent/team conferences; lunch detention; referral to Counselor, psychologist, social worker, referral to administrator; in-school suspension; out-of-school suspension; and other interventions deemed appropriate by the student's teacher, team, or

administration. In the case of serious or continued/constant violations, a student may be recommended for long-term suspension or expulsion.

Concerts/Assemblies: Assembly programs will occur regularly for information, recognition, and cultural arts presentations. Students will sit with their class/team and will be expected to display appropriate behavior in order to enjoy this privilege.

Dress Code: The WCPSS dress code was revised in 2019. Please see the WCPSS website (<https://www.wcpss.net/domain/50>) for a copy of the district's new dress code.

Dismissal from extra-curricular activities and athletics: Students are encouraged to attend athletic events, concerts, play, dances, etc. and make prior arrangements to be picked up in a timely manner. Students are not permitted to leave campus and then return for an extra-curricular event unless they are accompanied by a parent/guardian. Students who have not been picked up thirty minutes after the conclusion of the event might not be permitted to attend future events and/or activities.

Fire drills: In order to maintain a safe and secure environment, students are expected to remain completely silent during a fire drill. Students who choose to talk during a fire drill are subject to disciplinary action.

In-School Suspension (ISS): Student misbehavior may result in a student being assigned to in-school suspension (ISS). ISS is an intervention/consequence that allows students to remain at school and continue their academic work in a small group setting. While in ISS, students are isolated from their regular classroom environment and are expected to complete their classwork or ISS assignments. Students may not participate in or attend the next extracurricular and/or after school related activity the day of or following the day(s) they are assigned to ISS. Inappropriate behavior in ISS will result in Out-of School Suspension (OSS).

Out-Of-School Suspension (OSS): In accordance with WCPSS Student Code of Conduct, students may receive OSS for more severe infractions. It is the student's responsibility to read and follow the Student Code of Conduct in the WCPSS Student/Parent Handbook to avoid any confusion and to learn of due process for students.

The Board of Education of Wake County Public School has identified infractions, which carry mandatory long-term suspension for students in grades 6-12. Please refer to WCPSS Board Policies and R&P in the WCPSS Student/Parent Handbook for detailed information.

Nuisance items: Skateboards, roller blades, roller skates, etc. are not permitted on campus at any time. Students are not permitted to bring basketballs, footballs, soccer balls, etc. to school.

Student Life

Student Support Services: Lufkin Road's student support staff provides a number of services for students. These include: academic counseling, scheduling, personal/support counseling, testing, and referral to community agencies. In addition to our school counselors, itinerant support is provided in the form of a psychologist, social worker, speech therapist, and audiologist, as needed.

Media Center: The media center will be open for student use prior to school, 7:45-8:10 AM, with a pass from a teacher. Teachers are encouraged to use the media center frequently for instruction and to send students regularly to research and circulate books.

Medication: Middle school students are permitted to self-medicate with over-the-counter medication, but this must be in the original packaging. Students are not permitted to share medication with other students. All prescription medication should be given to the office in a labeled pharmacy bottle along with Form 1702, signed by a physician. Students are not permitted to carry prescription medication with them unless it has been directed by a physician and Form 1702 is on file in the main office.

Lost and Found: Lost and Found is located in the main office. Students who find items or books are expected to turn them in to Lost and Found. (Money and jewelry are to be turned into the main office.) It is advised that all articles of clothing and equipment be plainly marked with the owner's name. Any items not claimed will be given to charity after 30 days. Students should not bring valuables or large sums of money to school or leave any personal items unattended.

Parent/Guardian Information

Conferences: Parent/Guardian conferences may be arranged directly with the team/teacher or through Student Services. Teachers cannot leave their classes for unscheduled conferences, so an appointment should be made. Upon arrival to school for a conference, parents/guardians are required to sign in at the main office. Please have a photo ID to show staff.

Interruptions during the day: In order to protect our instructional time, we will not call students out of class except for an emergency. We will take a message and deliver it to the student as soon as possible.

Parent Portal Accounts: Parents/Guardians can monitor their student's grades and attendance, in real time, throughout the year with a Parent Portal account. In order to create a Parent Portal account, parents/guardians submit an access request form to the main office. Forms are available on our school's website under the Quick Links for parents or in the main office. Once the school processes the request form, the parent/guardian is given a letter with the necessary instructions for creating their account. Families with multiple students can set up their accounts to view all of their students with one log-in.

PTA: Annual dues to join the Lufkin Road PTA are \$6.50 per person for the 2021-22 school year. The PTA supports all teachers and students, and parents/guardians are encouraged to join. Meeting dates/times can be found on the calendar on our website. More information regarding PTA is available on our website under the Parents tab.

Visitors: Parents/Guardians and visitors must enter the building through the front entrance. Please report to the main office, with picture ID, to sign in and receive a visitor's pass, which must be visible (worn) while on campus, and exit by signing out in the main office. Parents/guardians who would like to meet with teachers or observe a class are asked to call in advance (a 24-hour notice is requested). Visitors are not permitted on campus for transacting anything other than school business. Students are not to invite friends/relatives to attend school with them. Visitor access is limited to the classroom or offices where meetings or observations are taking place.

Volunteers: Parents/Guardians are encouraged to complete the online registration process to volunteer. The online registration form must be done on a WCPSS computer. There are multiple opportunities to volunteer at Lufkin Road. All volunteers are required to be approved by WCPSS before they can begin, including field trip chaperones, so make sure you complete the volunteer registration process if there is any chance you plan to volunteer this year.

Transportation

Morning Arrival Procedures: Carpool is at the front of the school. Students should not be dropped off prior to 7:45 AM, unless the student has a pass to meet with a particular teacher. Students should remain in vehicles until school personnel start unloading carpool. Adult supervision of carpool begins at 7:45 AM. Bus riders will be dropped off at the back of the school. Students will proceed to their first period classroom unless eating breakfast in the cafeteria.

Afternoon Departure Procedures: Dismissal is at 3:00 PM. All students must exit quickly. Students will load buses at the back of the school once the bus is listed on our dismissal chart. Carpool is at the front of the school. Carpool students must be picked up no later than 3:20 PM. Students that miss their bus must be picked up by 4:00 PM in the bus loading area. Students who stay after school for any after-school activities should be picked up in the bus loading area after 3:45 PM. All students returning to school for practice, tutoring, etc., must be dropped off in the carpool area 3:00-3:15 PM only.

Carpool Procedures (Morning/Afternoon):

- Get in the designated carpool lane.
- Drop off or pick up students in carpool lane only.
- For afternoon pick-up, please have your child's first and last name displayed on the dashboard.
- Follow the instructions of staff.
- Students are not to walk across traffic areas.
- Students must exit or enter their vehicle quickly from the passenger side of the vehicle.
- For everyone's safety, there is NO left-hand turn into the main entrance or off of campus onto Lufkin Road during carpool in the morning and afternoon.
- Carpoolers have the right of way. Please do not park in the lot if picking up or dropping off a student between 7:45-8:15 AM or 3:00-3:20 PM.

Misconduct on a School Bus

School transportation is a privilege, not a right. Students are expected to: enter/depart the bus in an orderly manner, sit in assigned seats without being reminded, face the front at all times, sit with feet on the floor, keep a bookbag and hands in lap, and be respectful to the driver and other students. The following conduct is specifically prohibited and may result in temporary or permanent suspension from all WCPSS school bus transportation.

1. Delaying the bus schedule, crowding the bus door,
2. Getting off at an unauthorized stop or riding bus without authorization from the school administrator,
3. Not sitting in seat facing forward with feet in front of them, flat on the floor,
4. Not sitting in assigned seat, (assigned by bus driver or administrator),
5. Standing or moving on bus while it is in motion,
6. Throwing/putting anything out of the window,
7. Disorderly conduct (loud, horseplay, etc.),
8. Fighting or smoking (at bus stop or on bus),
9. Tampering with or willfully damaging the bus,
10. Disrespect to bus driver (profane words and gestures, refusing to obey driver),
11. Possession or use of unauthorized drugs or intoxicating beverages on a school vehicle or at bus stop.

Consequences for Bus Violations

Consequences will range from a verbal warning to permanent removal from the bus. NOTE: Additional consequences will be given for infractions 9-11. Students removed from the bus must be brought to school by 8:07 AM and picked up by 3:30 PM.