

POLICIES AND PROCEDURES

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 policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all student and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

Todos los estudiantes son responsables de cumplir con y familiarizarse con el Código de Conducta Estudiantil de WCPSS y las políticas de la Junta de Educación que gobiernan el comportamiento y la conducta de estudiantes. Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS del 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.

ATTENDANCE POLICY

Oberlin Magnet Middle School instructional day is from 8:15 a.m. until 3:00 p.m. Regular attendance is essential for student achievement and success. State law requires school attendance for all students.

ABSENCES

A parent must send a note to the attendance office explaining the absence within 2 days of when the student returns to school. Upon returning to school after an absence students should present a note to the main office that includes:

- Date(s) of Absence
- Reason for Absence
- Phone Number
- Parent Signature

Students will be issued a slip from the office to show to their teachers.

All requests for educational trips must be approved at least **five (5) days in advance.**

A. Excused Absences

- Student illness
- Emergency medical or dental appointment or an appointment approved in advance
- Death in the immediate family
- Isolation ordered by the State Board of Health
- Religious holidays
- Court summons or subpoena
- Participation in a valid educational opportunity, such as travel, with **prior** approval by the principal

The responsibility for securing and arranging makeup work lies with the student.

B. Unexcused Absence

Any absence not meeting the requirements of an excused absence will be an unexcused absence.

C. Checking Out

Any student who needs to leave school before 2:30 p.m. must bring a signed note from the parent to the office upon arrival at school. At the designated time, the student will use a pass to come to the office where the student will wait for 15 minutes. Students not picked up within 15 minutes will return to class. The parent must sign the student out in the main office. **Parents must show identification to check out students.** Only parents are allowed to check a student out of school early. Parents must be in person for check out. Student check-out ends at 2:30 each afternoon.

SCHOOL ARRIVAL

Students can begin arriving on campus, exiting from carpool and exiting buses at 7:45 and will report directly to homeroom classes or the cafeteria for breakfast. There is no supervision before 7:45. **Please do not drop your student off at school before 7:45.** Students are not permitted in any part of the building or outside without permission. Failure to comply could result in disciplinary consequences. Students should not

leave campus after arriving at school for any reason.

AFTER-SCHOOL SUPERVISION

All students should leave campus immediately at the end of the school day unless under the direct supervision of a staff member (clubs, athletics, etc.).

CARPOOL

We have worked with the City of Raleigh, The Wake County Sheriff's Department, the Wake County Department of Risk Management, and Wake County Security to develop a plan that ensures the safety of our students. ALL PICK-UP and DROP-OFF must be on the Oberlin Campus. Parents must enter from Sanderson Drive. Drop-off and pick-up is along the sidewalk next to the football field. Afternoon carpool pick up requires carpool tag. Those without a carpool tag will need to park and wait for an administrator to check ID when available.

HEALTH AND MEDICATION

In the event of illness during school hours, students should receive permission from their classroom teacher to go to the main office. In the main office, students will be able to call home to communicate the illness to parents.

School officials will administer medication to students if the "Parent Request and Physician Order for Medication" (Form 1702) is completed and in the possession of school officials.

No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the student's name, name of medication, the date the prescription was filled, and the directions clearly marked with completed Form 1702.

At the beginning of the year it is the parent's responsibility to inform school staff if there are medical conditions that require special measures or activity restrictions at school for the student.

Our school nurse is available for health consultation.

Over the counter medications, vitamins, and supplements are not permitted to be on campus without Form 1702 being approved with a medication plan in place. Students taking and / or sharing medications, vitamins, or supplements may face disciplinary consequences in concordance with Board Policy.

Please refer to the Wake County Student/Parent handbook for more information regarding student health issues.

GRADING

Students should:

- Make note of the homework assignments in their agendas.
- Complete all homework assignments on time.
- Turn in completed work.
- Advocate for themselves if they are missing work.

Parents should:

- Help ensure that their child has a system for keeping track of his or her assignments and whether they have been turned in.
- Create a Parent Portal account and monitor it and the student agenda frequently.
- Update current demographic (phone) information in PowerSchools.
- Advocate for their child and ask for help if they are seeing frustration on the part of the child or homework is exceeding the maximum time.
- **The first point of contact for concerns should be the classroom teacher.** After that, the next point of contact is the counselor and child's administrator.

Teachers will:

- Update grades biweekly in PowerSchool.
- Provide interims at the midway point of the quarter.

- Contact the parents of students who are failing to explain the student's current grade and opportunities to improve.
- Homework will count no more than 15% of a student's grade each quarter.
- Students will have no more than 90 minutes of homework assigned per night.
- Cheating will be addressed through the discipline process. Students will utilize the retake procedure to retake the assessment.
- Missing work is recorded as a zero until it is submitted.

ACADEMIC PERFORMANCE

Grading Scale

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

Interim Reports

September 26
December 4
March 4
May 13

Report Cards

November 13
February 5
April 22
Mailed Home end of June

HONOR ROLL

An honor roll will be celebrated following the end of each nine-week grading period. A student must receive A's **in all classes, cores and electives**, for that nine weeks to qualify for the A honor roll. A student must receive a combination of only A's and B's for that nine weeks **in all classes, cores and electives**, to qualify for the A/B honor roll.

HALL PASSES

Students are expected to be in assigned areas at all times and follow established team transition routes. When transitioning outside of the daily schedule, students will receive a pass to the bathroom, main office, etc.. Students without a hall pass will be escorted back to class, and repeated instances of students being out of place will likely result in disciplinary action.

MESSAGES

We understand parents may need to get in touch with students during the school day, but we cannot stop the instruction of other students except in emergency situations. Please address routine transportation, after school arrangements, medical appointments, and other personal matters at home prior to school. If a parent chooses to send a text message to the student, please do not expect an immediate response as this is a disruption to learning.

TELEPHONES

The office telephone may be used by students for emergencies or illness. During the school day, students must have a note from a teacher to use the office phone.

PERSONAL DIGITAL DEVICE POLICY

Students may not have cell phones / ear buds / tablets out during the school day. Should an urgent situation arise where students need to check in with parents / guardians, students will receive permission to use personal cell phones if they have one, or they can utilize school phones to contact families for urgent updates such as buses without drivers or canceled athletic practices.

- Students with personal digital devices out during the school day will initially receive a warning, be asked to put the personal device away, and parents will be notified by email.
- Students with a personal digital device out during the school day for a second offense will power off their personal device and check it into the office for the remainder of the school day. At dismissal, the student can pick up the personal device, and parents will be notified.
- Students with a personal digital device out during the school day for a third or more offense will power off their cell phone, check it into the office, and will likely receive disciplinary consequences. A parent / guardian will need to pick up the personal device during office hours.

CAFETERIA

Accounts may be established in the cafeteria through MySchoolBucks.com with more information found here: <https://www.wcpss.net/Page/1848> and we highly recommend that parents set up an account for their child rather than send cash each day. Make checks payable to Oberlin Magnet Middle School Cafeteria. **Please write the student's name and student ID at the bottom of the check.** Payment can also be made online at the Wake County Public School System's website. There is no lunch money loan program. Students who do not bring lunch money will be served fruits, vegetables and water for two days.

Outside food is only accepted when delivered by a parent and must be eaten during the assigned lunch period. Time constraints may necessitate that students eat late arriving food in the office. Students may not order food to be delivered to the school. School staff are unable to accept any food deliveries for students.

MEDIA CENTER

Media center hours are 7:45 a.m. to 3:30 p.m. Books may be borrowed for two (2) weeks. They may be renewed. Reference books may be borrowed overnight only. These items should be returned to the circulation desk before first period. Magazines may be checked out for one week. Students may check out two (2) books from the media center at one time. All students will be notified of overdue books during homeroom. Books should be returned to the media center or to the book drop located in the front hall of the Bates Building.

SCHOOL SPONSORED EVENTS

Students who attend school sponsored events such as dances, concerts, and athletic events should remain inside the designated area during the entire event. Attendance at after school events is a privilege. Students who exhibit inappropriate behavior may lose this privilege.

Students who have served in either In School Suspension or have had an Out of School

Suspension may lose the privilege to attend school dances, athletic events, or other Oberlin Magnet Middle School events.

Oberlin prioritizes sportsmanship for students athletes, visitors and spectators. Students using unsportsmanlike words, gestures or those who impede the safety of others will be asked to leave the event and will not be permitted as spectators for the remainder of the season.

Students should be picked up promptly after any after school activity. Failure to promptly pick up a student may result in the student not being able to attend future events.

VOLUNTEERS AND VISITORS

Students from other schools are not allowed to visit during the school day.

All visitors must check in at the main office and show photo identification prior to entering. Visitors must wear a visitor badge for the duration of their visit.

All volunteers must be cleared through the WCPSS Volunteer System to ensure the safety of students and staff.

In an effort to provide consistent instruction without interruptions, Parent / guardian observations of classrooms are typically not permitted, however individual requests for consideration can be submitted to the principal. We value our partnership with parents and community members, and we look forward to welcoming volunteers, per teacher discretion, for classroom, schoolwide, and PTA events.

LOST AND FOUND

A Lost and Found area is located in the Cafeteria. Students who find books or other items are required to turn them in to a staff member. All unclaimed items will be donated to a charity at the end of each month. Students in possession of items belonging to others will be in violation of WCPSS board policy addressing theft.

Students and parents are not permitted to return to classrooms outside of instructional hours to retrieve items.

DRESS

Appropriate dress for an educational environment is expected. Below is a list of dress that are prohibited.

- exposed undergarments
- see-through or excessively short, tight or revealing clothes
- Students must wear clothing that covers their skin from chest to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides.
- clothing with lewd, indecent or vulgar messages or illustrations
- clothing that advertises products or services illegal to minors
- head coverings are allowed if they are an expression of a sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).
- chains, spikes or other accessories that could be perceived as or used as a weapon
- clothing that violates the school system's policies against gang and gang-related activities
- blankets shall not be worn during the school day - students in need of coats / jackets may contact school social worker
- Pajamas / costumes / slippers are not permitted unless there is a designated theme / school spirit day.

Students wearing inappropriate dress will be given a set of alternative clothes until a parent can bring a change of clothing.

COMPUTER/INTERNET USE

Internet privileges on school computers are allowed unless a guardian signs a form to deny use of all internet / Chromebooks. Students should only access teacher-directed sites. If a student violates any part of this policy, consequences will be implemented as outlined in the Student Code of Conduct.

TARDY

Students are required to arrive at class on time. There is sufficient time between classes and staff will support transitions.

INTEGRITY

Any student who engages in or attempts to engage in plagiarism, falsification, violation of software or copyright laws, or violations of computer access may be subject to disciplinary action and may forfeit membership in honor societies or clubs with ethical standards. 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.

THEFT OR VANDALISM

To help prevent stealing, students should follow these procedures:

- Place your name on personal items
- Do not bring expensive items to school
- Makes sure that valuable items are on your person

DISCIPLINE

Our approach to discipline emphasizes success and a positive approach rather than a negative and punitive one. At Oberlin we believe ALL students can be successful. To help guarantee this success, students need to know and understand the following three general classroom policies:

1. No behavior will be allowed that keeps the teacher from teaching.
2. No behavior will be allowed that keeps a student from learning.
3. No behavior will be allowed that is not in the best interest of the school.

LIST OF POSSIBLE VIOLATIONS

For a comprehensive list of violations please review WCPSS Board Policy.

https://boardpolicyonline.com/bl/?b=wake_new#&&hs=208219.

WCPSS STUDENT/PARENT HANDBOOK

The WCPSS Student/Parent handbook was created to help you understand the rules and expectations in school, on the way to and from school and at school-sponsored activities. We encourage parents and students to discuss those rules and document with one another.

- [2023-24 Student/Parent Handbook \(English\)](#)
- [2023-24 Student/Parent Handbook \(Spanish\)](#)