

Wakefield Middle School Student Services

(919) 562-3509

Name	Assignment	Voice Mail	E-Mail
Elaine Harper Rm. 200H	Counselor—6 th Grade 504 Coordinator Homebound Co-ordinator SIT Representative	562-3511	charper@wcpss.net
Brenda Joyner Rm. 200F	Counselor—7 th Grade Lead Counselor	562-3512	bjoyner@wcpss.net
Laura Inscoe Rm. 200D	Counselor—8 th Grade Peer Mediation SST Coordinator	562-3515	linscoe@wcpss.net
Linda Anderson	Guidance Assistant	562-3509	landerson3@wcpss.net
Kory Whitfield Rm. 200J	NCWISE Data Manager	562-3507	kwhitfield@wcpss.net
Deana Bagley Rm. 200L	School Social Worker Homeless Co-ordinator	562-3584	dbagley@wcpss.net
Deborah Sowa Rm. 200I	School Psychologist	562-3586	dsowa@wcpss.net
Crystal McGregor Rm. 200I	Speech Pathologist	562-3586	cmcgregor@wcpss.net
Hollie Willis	Nurse	524-2484	hollie.willis@co.wake.nc.us
Ann Worley Rm. 200M	AG Coordinator	562-3514	aworley@wcpss.net

Student Services can help with the following:

- Registering/scheduling new students
- Individual and Small Group Educational, Personal/Social and Career Counseling
- Transitioning to Middle School
- Educational Planning
- Peer Mediation
- Conflict Resolution
- Referral to Community Agencies
- Study Skills/Time Management
- Course Information/ Registration
- Classroom Guidance Sessions
- Withdrawal/Transferring to a different school
- Liaison between parents and the school
- Concerns about a student's home/family situation
- Attendance concerns
- Information about private tutoring services
- Consultation/Collaboration with parents, teachers, and other professionals
- Referrals to alternative school settings (Wilderness Camp—Ms. Bagley, all WCPSS schools—counselors)
- Assistance in implementing the Pyramid of Interventions
- Facilitating parent concerns/complaints
- Homebound Instruction for regular education students
- Services for homeless families/students

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Scheduling New Students

When new students register, they will be scheduled to begin classes the following day. There are many considerations when scheduling a new student. We are aware of class sizes, team numbers, etc. We will attempt to always notify teachers who will have a new student in their class by emailing copies of the new student's schedule on the day prior to their enrollment. We will call for a student from 1st period to show the new student to his/her classes.

Withdrawal Process

Parents who wish to withdraw their student from enrollment at Wakefield Middle School must contact Linda Anderson (562-3509) prior to the withdrawal date. She will prepare the necessary form which the student will pick up from her on the morning of the last day of attendance. The student will present the form to each of his/her teachers for their signature and current grade. The completed form must be returned to Mrs. Anderson at the end of the day. The student will receive a copy of the form to be given to the new school upon registration. Students must return all textbooks and library books prior to withdrawal.

Teachers, if you become aware that a student is planning to move, please inform them of the withdrawal process. Sometimes a student will leave without informing us. In that case, Mrs. Anderson will request the withdrawal information from you directly. We will need a prompt return of the form in order to fax the information to the new school.

Student Records

Educational records for students are located in Room 200B. Records are arranged in the file cabinets by grade. New students whose records have not been received or processed are in the drawers labeled "New Students" by grade.

Teachers have access to the record of any student in their classes. There is a check-out book in the records room for teachers to sign records in and out. No records are to be kept out of the records room overnight. Records should be reviewed in the Student Services area unless needed for conferences, STARS completion, etc.

Homework Requests

Please encourage students to have a buddy contact list to use for missed assignments when they are absent. Your team might also consider posting your assignments online. (schoolnotes.com) Otherwise, if parents request assignments to be gathered through Student Services, we will honor requests made on the third consecutive day of absences. Parents will be told that they can pick up assignments/worksheets 24 hours after making the request. Teachers are asked to be prompt about responding to the request for homework so that the work is available when the parent comes to pick it up.

Sending Students to Student Services

Teachers are to use their discretion in sending students from their class to see a counselor. If you do not consider the request to be an emergency, have the student wait until his/her leaving will not interrupt instructional/testing time. Students must have a note or hall pass from a teacher to come to Student Services during the instructional day. Students who cannot be seen immediately will be sent back with a note and will be seen when their counselor is available. Counselors will attempt to limit intercom interruptions to the last 10-15 minutes of the class period.