

WAYNE MIDDLE SCHOOL

2017 - 2018

STUDENT HANDBOOK

This handbook is provided to the students and parents of Wayne Middle School to inform them of Wayne Middle School's mission, goals, policies, and procedures. This information is to help parents/guardians and students understand why and how the school operates. In producing and giving this handbook to the parents/guardians and students of Wayne Middle School, it is our goal to inform and allow for better communication between the school, students and parents/guardians. Therefore, we ask each student and a parent/guardian to read the student handbook entirely. Keep this document at home, so you can review it as needed.

We hope all members of the Wayne Middle School community, students, parents/guardians, faculty, and staff, have a positive, productive year. Please contact the school if you have any questions

PLEASE COMPLETE AND RETURN THIS FORM TO WAYNE MIDDLE SCHOOL.

I have read the WAYNE MIDDLE SCHOOL HANDBOOK with my child and have completed any forms needed for the educational progress and health and safety of my child. I am returning all necessary forms to the school, in addition to this signed page.

Parent/Guardian Signature _____

Date _____

I have read the WAYNE MIDDLE SCHOOL HANDBOOK and understand what is expected of me.

Student Signature _____

Date _____

At Wayne Middle School

We believe teachers...

- ✚ Need to provide leadership in the appropriate use of technologies to enhance teaching and the learning experiences of the students.
- ✚ Should hold high expectations, encourage, and facilitate the continued development of the students.

We believe the learning environment...

- ✚ Must afford be safe for all students and faculty.
- ✚ Must be civil and respectful of individuality.

We believe curriculum and instruction...

- ✚ Is data-driven, innovative, and collaborative.
- ✚ Enables students to communicate effectively with others in the written and spoken forms and in words as well as in numbers.

We believe students...

- ✚ Need to respect and understand themselves, their peers, and people of different backgrounds in today's diverse society.
- ✚ Need to take responsibility for their learning and behavior.

We believe citizenship...

- ✚ Is the result of education and plays a vital role in enabling students to become leaders, life-long learners, and socially responsible citizens.

We believe parents and community resources...

- ✚ Create a partnership for learning with the students and the school faculty and staff.
- ✚ Assist the school in promoting responsibility and understanding in the students.

VISION STATEMENT

RESPECT
RESPONSIBILITY
PRIDE
THE PIONEER WAY

All policies and procedures outlined in this document follow WVDE policies and procedures. For questions regarding policies and procedures outlined in this handbook, please contact the school.

ATTENDANCE POLICY

Regular attendance at school is required for all children of school age. The parent, guardian, or custodian of a child is responsible for the child's regular attendance at school. It is recognized that absences for various reasons such as religious holiday observances, failure of buses to run, family crisis, and illness may be necessary. However, daily attendance is necessary to do the best schoolwork. Those who have extended illnesses should be addressed through homebound instruction.

If your student must miss school, please report all absences to the school secretary no later than 9:00 A.M. in the morning. Parents/guardians can begin calling as early 7:05 in the morning to report absences. All absences that are not reported by the parent/guardian will be turned over to the school administration and/or the county attendance director. The school will attempt to personally contact someone concerning the student's absence using the contact information on file.

Upon return to school, a written note or doctor's excuse is required. Only 10 written parent notes (5 per semester) are allowed each school year. All excuses (doctor and other) will be kept in the main office in a student file.

Wayne Middle School will send a letter home notifying parents/guardians when a student has three (3) unexcused absences on record. The county attendance director will be notified at five (5), then ten (10) total absences during a school year. The county attendance director shall serve written notice to the parent/guardian that attendance at school is required. Within ten days of receipt of the notice, the parent/guardian will attend a conference with the administration to discuss and correct the circumstances of the absences.

TARDY POLICY

Upon arrival at school, the student must report to the office and sign-in so he/she will not be counted absent for the entire day. The student will be given an admit to allow him/her to go to his/her locker and then on to the appropriate class. The

office will determine whether the tardy is excused or unexcused.

Tardiness, both at the start of the day and for individual classes throughout the day, represents lost instructional time. Students who are tardy in the morning without a valid excuse (such as a bus incident or doctor's appointment) will be turned into the county attendance supervisor if the office considers the tardies to be habitual or excessive.

When a student is tardy for class, the teacher will record the tardy; this includes students signed in during first period because of a late arrival to school. An accumulation of unexcused tardies will follow the school discipline plan.

STUDENT ARRIVAL

When a student arrives at school, he/she should report to the following locations: All students report to the cafeteria until 7:20 a.m. Only when directed by an adult, students who are not in 6th grade will be dismissed to the gym or to morning organization meeting. 6th grade students will remain in the café. After 7:20 all students (grades 6, 7, or 8) who want to eat breakfast will go to the cafeteria before going to the gym or to scheduled morning meetings. They may eat in the cafeteria and go to the gym when finished or take a bagged breakfast to eat in the gym. Students will be released to go to lockers at 7:40 and report to class by 7:45.

STUDENT PICK UP AND DROP OFF

For safety reasons, students should be dropped off at the top of the steps in the morning and picked up there in the evening. We do not permit Picking up WMS students in the WMS parking lot, out back of either the high school or middle school, or in the bus area in front of the high school gym is extremely dangerous as these are areas of high traffic.

If a medical condition makes an alternate pick-up/drop-off location necessary, please contact the office.

Students who ride with a high school driver are allowed to walk out back to the high school student parking lot. A date note of permission with the student name, the driver name, and the parent/guardian signature needs to be on file in the WMS office.

Please do not park in the bus loading zones in the mornings or evenings as this creates a dangerous situation for students and causes delays in traffic. Also, when picking up and dropping off

students, students need to exit/enter vehicles as quickly as possible to allow traffic to continue moving.

EARLY PICK UP SAFETY PROCEDURES

Due to the increase in security, the individual picking a student up will be asked identify himself or herself. If the individual is not the legal parent/guardian or on the student's file as parent/guardian approved contact, the legal parent/guardian on record will be contacted for verification; a copy of the individual's identification will be copied for documentation purposes. Please be patient with school personnel during this process because it is for the protection of the students. If we cannot contact the parent/guardian on record, the child will not be allowed to leave the school until this contact is made.

There are academic classes throughout the day; therefore, if a student must leave for an appointment at the doctor or dentist, please check him/her back in to school for the remainder of the day. If at all possible, please vary the time of appointments so the same class is not missed. If you are picking your child up at the end of the day to go home, you should wait until 3:00 p.m. since they will be missing valuable class instruction time. Excessive instances of picking a student up at the same time each day will be referred to the county attendance director.

LEAVING SCHOOL GROUNDS

Students may not leave the school grounds until the end of the school day, unless excused through the office. This includes from the time the student gets off the bus or out of the car until the time he/she is dismissed and on the school bus or in the car. The only time a student is to be at Wayne High School is if they are in band class, have signed out to go to the health center, or have permission from the office. Being at Wayne High School without permission is leaving school property and will be addressed as such.

RIDING A DIFFERENT BUS

When a student rides another bus for any reason, he/she must have a note from his/her parent/guardian. Office personnel must talk to a parent/guardian by phone to verify permission. Only after this contact will the note be signed.

Unverified notes presented to bus drivers will not be honored.

Bus note arrangements need to be made prior to the start of school. Students will not be permitted to use the office phone or personal cell phones to call parents/guardians to get notes except in circumstances the office considers it necessary to do so.

CONDUCT ON THE BUS

Many of our students must ride the bus. The bus driver is the authority on the bus and is responsible for the students. While on the bus, each student is expected to be on his or her best behavior. Misbehavior by students will not be tolerated; the driver of the bus can suspend students from the bus (as well as request other action from school administration). If a student is suspended from the bus, it the responsibility of the parent/guardian to bring the student to school on time and pick him/her up on time at the end of the day. Suspension from the bus is not an excuse for missing school.

1st run bus riders will report directly to the buses at 3:00. 2nd run bus riders will report to the cafeteria until they are released. This may change due to changes in bell schedules; if this is the case, students and parents/guardians will be notified.

Bus issues should be directed to the Wayne County Schools bus garage by calling (304) 272 – 5164 or (304) 272 – 5165.

WEATHER

If the weather is such that it is necessary to cancel school (determined by the superintendent of WCS), the announcement will be made by television and all radio stations. If at all possible, WMS will also send a remind message and post it on official WMS social media accounts.

EARLY DISMISSALS

Wayne Middle School provides information to the Wayne County Board of Education concerning power/water outages, etc. It is up to the superintendent to make the determination to release school early in these circumstances. When this happens, the office phone is very busy or, potentially, unavailable depending on the situation. We do allow students to use cell phones and, if available, the office phones to attempt to contact parents/guardians. Please have an emergency plan that your child knows in advance in the event he/she

cannot contact you. Also, please make sure your contact information in the office is up-to-date and that your student either knows or has written down contact information (in the event we can't access it for him/her).

For up-to-date information from WMS...

- Text the message @wmsparentr to 81010 for texts from WMS administration.
- Follow the official WMS Facebook page **Official-Wayne Middle School**
- Follow the official WMS Twitter at @official_WMS

MEDICATIONS POLICY

AUTHORIZATION:

Medications will only be administered if the following requirements are met:

1. Written authorization from a licensed physician or other health care provider with the authority to prescribe medications
2. A review of all protocols with the parent or legal guardian – prior to any agreement or permissions for administration of medication at school
3. Written permission for administration of the medication in the school setting from the parent/legal guardian
4. The school nurse has the authority to determine if the administration of the medication may be delegated to a qualified individual.
5. The school nurse has the authority to contact the health care provider prescribing the medication to validate that the medication must or may be administered at school.
6. Two (2) emergency contact phone numbers (in addition to the parent/guardian) have to be provided for those students taking medication during the school day. All numbers must be working numbers that are kept up-to-date.

ROLE OF THE PARENT/GUARDIAN:

The parent/guardian is responsible for:

1. Administering the first dose of a new medication at home
2. Replenishing the school's supply of medication prescribed by the qualified health care provider

3. Ensuring that the medication arrives safely at school in a properly labeled container and is given to the school nurse or designated school personnel
 - a. Parents/guardians should bring medicine to school – students should not bring it on the bus
4. Authorizing unused or outdated medicine not retrieved by the parent/guardian to be disposed of by school personnel no later than thirty (30) days after the authorization to give the medication expires, when the medication expires, or on the last day of school.
5. Signing a release for emergency medical treatment (Emergency Procedures Card).

MEDICATIONS:

The medication shall be in the originally labeled container from the pharmacy* which includes...

- a. The child's full legal name
- b. Name of the medication
- c. Directions for administering the medication
- d. Dosage
- e. The date the prescription was filled
- f. The date the prescription expires
- g. The date the medication expires, if applicable
- h. Reconstitution directions, if applicable

*The parent should request two containers from the pharmacy when obtaining the medication so one container can be provided to the school.

NON-PRESCRIPTION / OVER-THE-COUNTER (OTC) MEDICATIONS

Non-prescription medications should be administered at home. In the rare event that it is necessary for over-the-counter (OTC) medications to be given at school, the medication must be accompanied by the same documentation required for prescription medications.

TEXTBOOKS

Each teacher has a set of textbooks for classroom use that may or may not be assigned to the student; some teachers may, additionally, assign textbooks for home use. If textbooks are not assigned, students may check textbooks out when necessary. Students are not to write in or deface textbooks in any way. If books are damaged beyond use, lost, or stolen, students will be charged

the replacement cost of the book. If a lost or stolen book is found, the amount paid for the replacement will be refunded.

HOMEWORK

Homework is used to...

1. Reinforce/practice the work done in class
2. Allow students extra time to complete assignments
3. Encourage independent reading
4. Provide opportunities to make-up or redo work
5. Teach students responsibility

Teachers have classroom policies regarding homework that are explained in their introductory letters. Some evenings, homework will simply consist of studying for a test, reviewing notes from class, or working on independent reading requirements.

NO ZERO ZONE

The No Zero Zone is a designated classroom students use to complete work during lunch. Students are allowed to take their lunch to the NZZ and eat while they work. Students can choose to use NZZ if they need additional time/help or can be sent to NZZ by a teacher to finish/do incomplete/undone work.

CREDIT RECOVERY

When a student fails a core academic class for the six weeks or is identified as being at risk for failing prior to the six weeks mark by a teacher, he/she will be assigned to credit recovery to work on mastering missed skills and to earn back the credit lost.

TUTORING

Evening tutoring is part of the tutoring program for Wayne Middle School students. Tutoring is held at WMS from 3:00 through 5:00 P.M. Monday – Thursday. Students will be provided with a snack through the Nutrition Program from 3:00 – 3:15 p.m. Students who are staying for tutoring are expected to be in the cafeteria at 3:00 p.m. whether they are participating in the snack program or not. Parents are responsible to make arrangements for students to be picked up after tutoring. No bus service is available.

All school policies and rules apply during tutoring. Parents/guardians will be contacted by

WMS with concerns/issues with student behavior or academics.

GRADING POLICY

WMS issues a subject area grade report every six weeks to all students. Each report will reflect the student's academic progress toward the mastery of the content standards of the state of West Virginia and Wayne County. Upon completion of the course, a final grade will be issued with the recorded year-end grade being used to determine promotion, eligibility, and credit fulfillment as set forth in the state code and county policy.

REPORT CARDS

The standard of grading is based upon the recommendation of the Wayne County Board of Education.

A (93-100) B (85-92) C (75-84) D (65-74)
F (64 and Below) I (Incomplete)

RETENTION

At the point when retention becomes a possibility, parents/guardians will be notified by mail. Parents/guardians will be asked to set up a conference with teachers. If there is no contact made by the parent/guardian, the school will make every reasonable effort to contact parents/guardians. In the event no contact is made, the student will still be retained.

SCHOOL COUNSELING

School Counselors are certified and trained professionals who work with students, parents, staff, and community agencies in order to help students succeed in school. School counselors offer short-term individual counseling sessions, classroom character education lessons, small support groups on various topics, crisis response services, and collaboration with staff and parents in order to help students succeed. Please note that school counseling services are short term and educational in design rather than therapeutic. It is not intended to be a substitute for diagnosis or treatment for any mental health disorder. However, school counselors are an important first step in identifying the mental health needs of students and seek to connect students and families with appropriate resources.

Parents and staff members may refer a student to the school counselor and students may

request to speak with the school counselor at any time for a variety of reasons. Staff and students are encouraged to use referral forms available in the counseling office. The school counselor may be contacted at 304-272-3227.

FACILITIES

LOCKER ASSIGNMENTS / PERSONAL PROPERTY

The office assigns all lockers. Lockers are the property of the school and are subject to inspection by the administration as deemed warranted and necessary. Lockers and locks will be rented at the school for a fee of \$10. The lock will be returned by the student to Wayne Middle School at the end of the school year. In order to keep personal belongings as safe as possible:

- Lockers may not be changed without permission from the office.
- Students may not share lockers.
- Locks may be removed or cut off **ONLY** with permission of an administrator.
- Pictures and other objects are not to be attached to any locker so that they cannot be removed.
- No writing or marking of any type on/in the lockers.
- Only school issued locks will be allowed on the lockers – others will be cut off.
- All lockers must be closed and locked after use.
- Locks must not be “set” to open.
- Students are strongly encouraged to place their names on all items – books, notebooks, shoes, jackets, etc.
- Students should notify the office when locker problems arise.
- Book bags/backpacks should be kept in lockers; these items are not allowed in classrooms.
- Large purses (anything large enough to hold a laptop or binder) should also be kept in lockers.
- Bulky bags (such as those for sports equipment) can be kept in classrooms with permission from that teacher.
- WMS is not financially responsible for lost, damaged, or stolen items kept in lockers or brought to school.

LIBRARY / MEDIA CENTER

All students will be given access to our library / media center during designated times. Books checked out to a student become the responsibility of the student. The student must return the book on time or risk losing check out privileges. Students may come to the library to use computers with teacher permission/supervision. Students may also use the library for research or to work on projects with teacher permission/supervision.

COMPUTER LABS

The computer labs are available to all students through classroom activities and projects. A teacher/instructional aide must be with the students in the labs. The agreement for computer lab and Internet use (Acceptable Use Policy) must be on signed and on file.

Students who do not follow the rules or abuse the use of the computers will lose their computer privileges. These students will be given written activities to perform while the class conducts its assignment in the computer lab. A loss of computer usage privileges during the school day will extend to after-school activities as well.

HEALTH CENTER

The Wayne Middle/High School Health Center will be open on certain days. Once school begins, more information will be sent home about times and days. Students under 18 years of age must be enrolled in the Health Center and have consent from a parent/guardian to receive treatment. If they are not enrolled, telephone consent can be obtained from the parent or guardian if the need arises. Only services that would normally be charged for at a clinic will be billed to insurance companies and other third parties, such as Medicaid. A sliding fee based on family income is available for families with need. Charges to students and parents will be minimal. No student will be denied needed care due to inability to pay.

ILLNESS / INJURY OCCURRING AT SCHOOL

If students become ill or injured at school, he/she should report to their assigned teacher, and then to the office. Parents will be notified when necessary. Students are to call home from the

school office if the situation is serious enough to leave school.

HALL PASSES

All students will receive 12 hall pass tickets at the beginning of each six weeks. Students should be out of the classroom during class time without a hall pass; those who are out without a hall pass will be escorted back to class. Teachers have the right to prohibit or restrict hall pass usage with reasonable cause.

Wayne Middle has a fifteen-minute rule. No students are allowed out of class during the first fifteen (15) minutes of class except in an emergency. Students who do not use all of their hall passes can possibly turn them in for extra credit. Teachers will have specific policies concerning this system explained in individual class policies.

TRANSFERRING TO ANOTHER SCHOOL

When a student is transferring to another school, he/she must obtain the forms required to transfer from WMS and transfer to another school from the WMS office. This is to be done whether transferring to another school in county or a school out of county or state. All textbooks and school owned supplies are to be returned at the time of transfer.

PAYING SCHOOL RELATED BILLS

When paying a bill at the school, money must be turned in to the office or appropriate person before 1:00 p.m. All money sent to pay bills at school should be in an envelope labeled with the name and lunch number of the student, the bill to be paid, and to whom it is to be paid. WMS cannot cash checks nor can it give cash back for a check written over the amount due.

FIRE / CRISIS DRILLS

Throughout the year, fire and various crisis drills are held. Students receive instructions in each classroom about what to do and how to handle themselves. During these drills, students cannot be checked out.

BAND / CHOIR

Students are encouraged to join the band and/or choir. A student may not be able to take Spanish, band, and choir in any combination because of the mandated classes students need to take during the year.

A student can only withdraw from band with a parent/guardian phone call.

LOST AND FOUND

WMS is not responsible for lost/stolen articles. Found articles should be turned in to the office. Students losing or leaving articles should first look where they have been and then check with the office. Do not leave any valuables, including money, in your locker. If students have money for fundraisers, turn that money in at the beginning of the day.

NON-CURRICULAR MATERIALS

Students and parents/guardians assume responsibility for non-curricular items, such as electronics, when they are brought to school. The school is not responsible for lost, damaged, or stolen items. WMS does not encourage students to bring non-curricular items to school.

PHONE USE

Students are **not** to make or receive phone calls or text messages on cell phones during the school day unless permission is given by the office staff. Parents/guardians can call the office and leave a message, which will be delivered promptly to the student.

It will be up to the discretion of individual teachers whether or not personal technology is used in classrooms. Cell phones and other electronics are permitted before and after school **ONLY** unless otherwise given permission. Inappropriate use of cell phones at school is addressed specifically in the school behavior policy.

VISITORS

Parents and other visitors to the school must check in the office. All school personnel and visitors must wear an identification badge. Students may not bring "guests" to school!

DRIVING PERMITS / PROOF OF ENROLLMENT

Students who are old enough to apply for a driving permit or seek employment and need a proof of school attendance must:

1. Give the office a minimum of two (2) weeks' notice.
2. Write on a full sheet of paper and turn into the secretary:
 - His/her full legal name
 - Complete address
 - Social Security number
 - Complete date of birth.

At the end of the year, a student who will need the proof of school attendance during the summer must notify the office and turn in the information at least a month before the end of the school year. This will allow time for the completion and return of the necessary papers before the end of school.

DRESS CODE

Per state policy 4373...

“A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others. A student will not dress in a manner that is distractive or indecent, to the extent that it interferes with the teaching and learning process, including any apparel that displays or promotes behavior and/or items prohibited by this policy [4373].”

Dress code violations will be handled by school administration.

BREAKFAST/LUNCH INFORMATION

Breakfast and lunch are offered free to every student. Students are welcome to bring a packed lunch from home as well.

Parents/guardians can bring lunch to their students. These need to be brought into the office – not taken directly to the student or given to the student on the sidewalk. Only parents/guardians on the student information file are permitted to bring food to students.

MEETINGS WITH ADMINISTRATORS OR TEACHERS

Unless an emergency situation arises, we will only be meeting with those that have scheduled appointments.

DISCIPLINE

Please refer to WVDE Policy 4373.

DISCLAIMERS

Child Abuse Notification

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. Schools will report suspected child neglect as well.

NOTICE

We have on file at each school and the Wayne County Board of Education Office the most recent inspection, operations, and maintenance plan for the control of asbestos in accordance with the Asbestos Hazards Emergency Response Act of 1986. (Public Law 99-519).

The documents for each school are in the "Red Book" at the principal's office, while a composite of the entire document is located in the office 212 North Court Street, Wayne, West Virginia.

Any questions regarding these documents are to be directed to:

Wayne County Schools
Wayne, WV (304) 272-5116

INTEGRATED PEST MANAGEMENT

Our school has adopted an Integrated Pest Management (IPM) Plan. An IPM Plan is a system of controlling pests in which pests are identified, action thresholds are considered, all possible control options are evaluated and selected controls are implemented. Control used to prevent or remedy unacceptable pest activity or damage. Choice of control options is based on effectiveness, environmental impact, site characteristics, student/staff health and safety, and economics. The goal of an integrated pest management system is to manage pests and the environment to balance benefits of control, costs, public health and environmental quality. Integrated pest management takes into account site-specific factors and takes advantage of all pest management options. Pesticides shall not be applied unless monitoring indicates pests are present.

There will be notification 24 hours prior to any pesticide spraying in our building. Please complete and return the form included in the appendix if your child suffers from severe allergic reactions/conditions.

NO-DISCRIMINATION POLICY STATEMENT

It is policy of Wayne County not to discriminate on the basis of sex, marital status, race, color, national origin, religion, age, and handicapping condition against its students and employees in its schools' educational programs and activities and in employment as required by these laws: Title IX Of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964; Executive Order 11246 (as amended by E.O. 11375), 1968; Federal Policy Interpretation No. 2 (religious objection to participation in coeducational classes) of 1978; Section 504 of the Rehabilitation Act of 1973; P.L. 94-142 of 1976; and other State and Federal statutes that deal with equity to students and employees.

If you, as a student, believe you have been discriminated against on the basis of sex, marital status, race, color, national origin, religion, age, and handicap condition, you may make a claim that your rights have been denied. This claim or grievance may be filed formally with Mary Lou Perry, Coordinator Title IX, Wayne County Board of Education, and PO BOX 70, WAYNE, WV 25570. (304) 272-5116.