

# **WAYNE MIDDLE SCHOOL**

## **2012 - 2013**

### **STUDENT HANDBOOK**

This handbook is provided to the students and parents of Wayne Middle School to inform them of Wayne Middle's mission, goals and rules. 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 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 Wayne Middle School students, parents, guardians, faculty, and staff will have a positive, productive year. Please contact the school if you have any questions

*PLEASE DETACH AND RETURN FORM BELOW TO SCHOOL.*

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

Parent 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 and disciplined for all students and faculty.
- ✚ Must be civil and respectful of individuality.

## **We believe curriculum and instruction...**

- ✚ Is goal-oriented, dynamic, innovative, supportive of new ideas, and technologically enriched.
- ✚ Enables students to communicate effectively with others through reading, writing, speaking, the arts, and technology.

## **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 learning and behavior.
- ✚ Need to properly maintain and use educational materials provided.

## **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.
- ✚ Is practiced daily.

## **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.
- ✚ Ensure faithful student attendance to facilitate maximum learning opportunities.

## **VISION STATEMENT**

*One School – One Goal – One Focus...Student Success*

## **MISSION STATEMENT**

*The administration and faculty are committed to providing a rigorous and inspiring education in order to prepare students to meet the challenges of the future.*

## **MOTTO**

*Joining Others in Nurturing Students*

## ATTENDANCE POLICY

Regular attendance at school **is required** for all children. The parent, guardian, or custodian of a child is responsible for regular attendance. 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. Those who have extended illnesses should inquire about homebound instruction. Parents should not keep students out of school to go shopping, for the student's birthday, vacation or other such activities. These absences are unexcused.

Schools will follow a uniform reporting procedure for daily absences, which should minimize confusion. Parents should **report all absences to the school by no later than 9:00 A.M. daily.** This will allow parents without home phones to make other arrangements to report the absence. All absences not reported by the parents will then be turned over to the school administration and/or the County Attendance Officer. Every effort will be made to personally contact someone concerning each unexcused absence.

Upon return to school, a written note or doctor's excuse will be required. Only 10 parent notes are allowed for each school year. All written and doctor's excuses will be kept in the student's file. Excuses over 3 days old will not be accepted.

The school office will send a letter home notifying parents that the student has three (3) unexcused absences on record. The County Attendance Officer will be notified of five (5), then ten (10) total absences of a child during a school year. The County Attendance Officer shall serve written notice to the parent, guardian, or custodian that attendance of the child at school is required. Within ten days of receipt of the notice, the parent, guardian, or custodian will attend a conference with the administration of the child's school (with the child in attendance) to discuss and correct the circumstances of the absences.

Tardiness represents lost instructional time. Therefore, as an interpretation of the definition of truancy, students will receive verbal warnings for 1 ó 3 tardies. Tardies in excess of 3 will result in disciplinary action. **Excessive tardiness will be reported to the County Attendance Officer. The principal will involve the County Attendance Officer, the court system, the Department of Health and Human Resources, or other government agencies when necessary.**

### **Student Arrival at School**

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.** At 7:20, **only when directed by an adult**, students who are in 7<sup>th</sup> and 8<sup>th</sup> grade will be dismissed to the gym or to morning organization meetings. Six graders and 8<sup>th</sup> grade band will remain in the café. After 7:20 only six graders and 8<sup>th</sup> grade band will go to the café. All 7<sup>th</sup> and 8<sup>th</sup> grades must report to the gym. This is where the student will remain until released to go to the locker or Pioneers for Christ meetings. At 7:40 a.m., students will be released to go to their lockers and report to class by 7:45. **NO loitering at the high school is permitted.**

### **Student Pick-up and Drop Off (Morning and Evening)**

If you arrive by car, get out and come in; do not remain in or beside the car. Students who have driver's permits may not drive to middle school.

For safety purposes, **parents are to drop their children off at the top of the steps in the morning or at the edge of the sidewalk between the high school and middle school, and pick them up at the end of the day at the upper level.** Students meeting parents on the upper level must wait on the sidewalk in front of the school. **DUE TO TRAFFIC CONGESTION, NO ONE IS PERMITTED TO PICK UP / DROP OFF A STUDENT IN THE TEACHER LOT UNLESS A MEDICAL CONDITION DEEMS IT NECESSARY!**  
**Please do not be upset with the enforcement of this rule. It is for the safety of all staff and students.**

## Late Arrival

**Upon arrival at school, the student must report to the office and sign-in.** He/she will be given an admit slip to allow him/her to go to the locker and the appropriate class. The assistant principal will determine whether the tardiness is excused or unexcused.

When a student is tardy for class, the teacher will mark down the tardiness; this includes students signed in during First Period for arriving late to school. An accumulation of such tardiness will be turned in to the office for administrative procedures.

## Early Pick-up Safety Procedures

Due to the increase in security, the individual picking a student up may be asked their relationship to the student. If the individual is not the legal parent / guardian, the legal parent/ guardian on record may be contacted for verification and a copy of the individual's identification may 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 are 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/out of the car through the time he/she is dismissed and on the school bus. The only time a student is to be at Wayne High School is if they are in band class or have signed out to go to the health center. **Wayne High School is OFF LIMITS.**

## Riding a Different Bus

When a student rides another bus for any reason, he/she must have a note from his/her parent/guardian. **An administrator must talk to a parent/guardian by phone to verify permission. Only then will the note be signed.** *Notes MUST be signed before 1:00. Unverified notes presented at the bus will not be honored.* When a student leaves school to go any place other than home, an excuse is required. To be excused with someone other than the parent/guardian, written permission must be on file in the office.

## Conduct on the Buses

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 abide by all rules while in transit. Misbehavior will not be tolerated, and the driver may take students off the bus. **If the suspension is only from the bus, it is the parent/guardian's responsibility to bring the student to school and pick them up on time at the end of the day.** Suspension from the bus is not an excuse for missing school. Parents/guardians are ultimately responsible for getting the students to school on time.

**Bus issues must be directed to the Wayne County Schools Bus Garage.**

**272 – 5164 or 272 – 5165**

## Weather/Emergency Dismissal

If the weather is such that it is necessary to cancel school, the announcement will be made by television and all radio stations, as early as possible. Parents may call the Wayne County Schools Office switch board at 272-5116

## **MEDICATIONS POLICY**

### AUTHORIZATION:

Medications shall not be administered unless the following requirements are met:

1. Written authorization from a licensed physician or other health care provider with the authority to prescribe medications.
2. Written permission of administration of the medication in the school setting from the parent or legal guardian, with review of the protocol with the parent or legal guardian prior to obtaining their signed permission.
3. The school nurse has the authority to determine if the administration of the medication may be delegated to a qualified individual.
4. The school nurse has the authority to contact the health care provider prescribing the medication to validate that the medication must be administered at school.
5. Two (2) emergency phone numbers should be provided for those students taking medication during the school day, whenever possible.

### ROLE OF THE PARENT:

The parent/guardian is responsible for:

1. Administering the first dose of a new medication at home, except emergency medications.
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 given to the school nurse or designated school personnel.
4. Authorizing unused or outdated medicine not retrieved by the parent to be disposed of by school personnel no later than thirty (30) days after the authorization to give the medication expires or 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 name
- b. Name of the drug
- c. Directions for giving 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 may 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 in the school setting, the medication **must be accompanied by the same documentation required for prescription medications.**

## TEXTBOOKS, AGENDAS, MATERIALS

All students are provided with textbooks. It is the responsibility of the student to take care of and keep up with the textbooks. Since lost textbooks result in lost of learning opportunity and, therefore, possibly lower grades, students and parents/guardians need to **report lost books immediately**. The name of the student is to be written in the appropriate area of each book, in ink, on the day of issue.

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.

## WAYNE MIDDLE SCHOOL AGENDAS

Each student is given an agenda at the beginning of the school year (or when they enter WMS) to help develop good basic organizational and study skills. The agenda is a method of communication between the home and school. A replacement agenda will cost \$5.00.

Students are to write work completed and due dates for each class in the agenda daily. Parents / guardians are asked to **check the students agenda daily** to keep informed of the work done in school, any upcoming tests or projects, any homework the students may have that evening and the due date, and any notes of commendation or information from the teachers. Parents / guardians can use the agenda as a way to inquire about the work and/or progress of the students. It is the student's responsibility to present agendas to their teachers if this is to be used as a means of parent / teacher communication.

## HOMEWORK

The educational process operates throughout our waking hours; and, although the schools provide an essential part of the student's education, the home also plays a vital role. Homework in education is important. Children learn what they live and then live what they have learned.

It is recommended that there be some home study assignments at all instructional levels. The type and amount may vary with the grade and subject. ***Teachers use good judgment in the amount of work assigned so the child can finish the assignments in a reasonable time.*** All work is planned so pupils can complete it with minimal parental assistance or independently.

If you have questions concerning the amount or lack of homework, please use live grades to message teachers when possible.

## TUTORING

The Evening Tutoring Sessions are part of a peer/teacher/parent tutoring program for Wayne Middle School students. Tutoring sessions are located at Wayne Middle School. Sessions are held two days each week from 3:05 through 4:30 P.M. Students will be provided with a snack through the Nutrition Program at 3:05 to 3:20 p.m. Students who are staying for tutoring are expected to be in the cafeteria by 3:05 p.m. whether they are participating in the snack program or not. Staff will not be held responsible for rounding up students. Parents are responsible to make arrangements for students to be picked up after tutoring. No bus service is available.

## GRADING POLICY

Wayne County middle and secondary schools will issue 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 grade being used to determine promotion, eligibility or credit fulfillment of the graduation requirements as set forth in the state code and county policy. Percentages will be used to determine all letter grades.

Assessments will be equally distributed over the entire term to insure a fair and equitable assessment of the student's mastery in the subject area. The same uniform grading policy is used for calculating the percentage for each six-week grading period.

## **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)**

### **Dates for End of Six-Week Grading Periods:**

*(Report cards will go home one week later.)*

**September 18 October 31 December 21 February 13 April 8 May 29**

## **PARENT CONFERENCES**

Parents may be requested to attend a conference with a student's team of teachers and, possibly, the administration at times other than the countywide parent conference dates. Unless notified otherwise, scheduled conference dates will be:

**September 27, 2012 February 26, 2013**

*(Conference times: 4:00 – 6:30 p.m.)*

## **ISE / EARLY RELEASE DATES**

### **ISE dates:**

*(Students will be released at 10:00 a.m. on these days. Breakfast is provided.)*

**October 19 December 21 February 18 April 15 May 23**

### **Early Release dates:**

*(Students will be released at 1:00 p.m. on these days. Breakfast and lunch are provided.)*

**September 14 November 16 January 18 March 18**



# How To Calculate Your G.P.A.

Grade Point Averages are used to determine your eligibility for advanced programs in middle and high school, college or university entrance, your standing on the honor roll, and participation in school activities such as band, sport teams, etc.

To calculate your G.P.A., set up three columns. In the first, list your subjects. In the second column, after your subject, write your letter grade. In the third column, record your points as follows:

GRADE	POINTS
A	4
B	3
C	2
D	1
F	0

Add up the points in the third column, and divide this by the number of subjects you have listed. This will give you your G.P.A.

**Note:**

Make note of your weaker areas and what you will do to improve the grades. Though scores on tests, quizzes, projects, or essays are important indicators of student performance, are there other areas that need improvement in order to excel? Read the comments of the teachers and make adjustments where necessary.

**Track your G. P. A.**

4						
3.5						
3						
2.5						
2						
1.5						
1						
0.5						
0						

Keep track of your G. P. A. by grading point using a line or bar graph.

Overall G.P.A. is not used for promotion / retention. County policy states that a middle school student who fails 1 core class will be advanced. Failing 2 core classes causes the student to be retained unless the student successfully completes summer school. If, however, a student fails more than 2 core classes, the student must repeat their current grade.

**SAMPLE:**

Shana Jones (1<sup>st</sup> nine weeks grades)

Subject	Grade	Points
Language Arts	B	3
Reading	B	3
Mathematics	C	2
Social Studies	A	4
Science	C	2
<b>Total Points</b>		14

Shana's G.P.A. =  $14/5 = 2.8$

Date/Six Weeks						
G. P. A.						

## RETENTION

At the point that retention becomes a possibility, parents/guardians will be notified by mail. The parents will be asked to set up a conference with the school personnel. If no response from the parent, the school will repeat the notification periodically.

## TESTING SCHEDULE

The state of West Virginia and Wayne County require a testing program that is performed on a yearly basis. All students, unless stated otherwise in an Individual Educational Plan, will participate in the test/s scheduled for the appropriate grade in attendance.

The tests include:

1. **ACT Explore** - Eighth graders take this test in the fall. Parents will be requested to come to school during a specified time to learn the results of the test and what the results indicate.
2. **West Virginia Writing Assessment** - This test is administered online during the second semester of the school year.
3. **WESTEST** - Sixth through eighth grade students take this test in May.  
*(WESTEST Dates: May 6– 17, 2013)*
4. **NAEP** - National Assessment of Educational Progress testing of eighth graders. The students for the testing are chosen at random by the company.

## ACCELERATED READING

In an effort to promote a lifelong love of reading, Wayne Middle School students participate in the Accelerated Reading Program. The students are given the STAR Reading Assessment Test to guide them in choosing a book at the level they can most enjoy and understand the book. After a book is read, he/she will take the computerized quiz on the book, 70% is required to pass the quiz; as students progress through the middle school, they will have both higher scores and more books required of them. It is our goal to have the students reading the equivalent of 25 books each year; the Accelerated Reading Program will help them reach that goal. Students are required to read and test on at least two (2) AR books per grading period. The AR test scores are calculated into the six-weeks grade average.

## GUIDANCE COUNSELING

Counseling and testing are the primary guidance services. Counseling is a student and counselor relationship in which the student has the freedom to express his /her ideas and feelings and seek advice. Students are urged and encouraged to talk to the guidance counselor. Students planning to transfer from the school **must** go through a checkout process in the counselor's office.

Under guidance, the eighth grade students will be receiving information about the various clusters and the common strands Wayne County high schools offer. Parents/guardians should review the information with the students and encourage the students to select options that build upon their interest, abilities, and aptitudes. Parents/guardians will be sent notification from the high school concerning choosing a cluster and a major.

## FACILITIES

### LOCKER ASSIGNMENTS / PERSONAL PROPERTY

The assistant principal 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 \$8. 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 assistant principal that handles reassignment.
- Students **may not share lockers**.
- Locks may be removed or cut off ONLY with permission of an administrator.
- Under **no** circumstances are pictures or objects to be attached to any locker so that they cannot be removed.
- **NO writing or marking** with any type of pen or pencil is to be placed on/in the lockers.
- **Only school issued locks will be allowed on the lockers.**
- All lockers must be **closed and locked after use**.
- Locks must not be **ōsetō** to open.
- Students are strongly encouraged to place their names on all items ó books, notebooks, shoes, jackets, etc.
- Expensive coats, jewelry, shoes, large amounts of money, and other items should not be brought to school.
- Students should see an administrator when locker problems arise
- Coats, jackets, hats, and book bags must be locked **in the locker throughout the school day**.
- Staff members are not financially responsible for lost items nor will time and effort be expended to find items that are lost or stolen when students are told to leave them at home.

### LIBRARY / MEDIA CENTER

All students have access to our library / media center during scheduled reading classes. Books are checked out to the students and become the responsibility of the student. The student must return the book on time or risk losing check out privileges. If a book is lost, the student is responsible for paying for the book. As with text books, if a missing book is recovered, the replacement cost paid by the student will be refunded.

### COMPUTER LABS

The computer labs are available to all students through classroom activities and projects. A trained adult must be with the students in the labs. The agreements for computer lab and Internet use must be on file by Monday, September 10, 2012.

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.

### WAYNE MIDDLE/HIGH SCHOOL HEALTH CENTER

The Wayne Middle/High School Health Center is open certain days during the week. The staff includes: Office Coordinator, Registered Nurse, Physician Assistant, and Pediatrician. Students under 18 years of age must be enrolled in the Health Center and have consent from a parent or guardian to receive treatment from the physician or physician assistant. If they are not enrolled, telephone consent can be obtained from the parent or guardian if the need arises. Any student may receive care and services from the nurse, such as: first aid, vision and hearing screenings, information, education, and referrals. The Health Center does **NOT** provide contraceptives, condoms, or abortion counseling. Only services that would normally be charged for at a clinic will be billed to insurance companies and other third party payers, 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 whenever necessary. The Health Center will be utilized for most illnesses and injuries before the student is permitted to call home. Students are to sign out in the office before going to the health center. The student is to call home from the school office if the situation is serious enough to leave school.

## INSURANCE

Student Assurance Services, Inc., an excellent plan of accident insurance coverage, is offered to all students for a very nominal fee for the school year or year around. All students participating in sports must have school insurance; others are advised to take out the insurance due to possible injury in physical activities. Completed forms are to be turned in to secretary in the school office.

## OTHER GENERAL INFORMATION

### HALL PASSES

All students will be required to sign the teacher's hall pass log and carry the hall pass with them while out of class. NO student should be out of the classroom during class time without a hall pass; those who are out without a hall pass will be disciplined and escorted back to class. Teachers have the right to prohibit or restrict hall pass usage. A written excuse from a doctor is necessary if you child must have frequent breaks.

No students are allowed out of class during the first fifteen (15) minutes of class, except in an emergency.

### TRANSFERRING TO ANOTHER SCHOOL

When a student is transferring to another school, he/she **must** obtain the forms required to checkout of this school and prepare to leave to another school through the guidance counselor's 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 issued supplies are to be returned.

### SCHOOL LUNCH PROGRAM

The school cafeteria is operated for the convenience of the students, not to make a profit. Therefore, students will find good food at minimal cost. All students are urged to eat in the cafeteria. Misconduct in the cafeteria can result in detention or suspension.

We encourage all of our families to complete the lunch forms since the funding of many other programs is based on the number of lunch forms returned, as well as the number of people qualifying for assistance. ***Any lunch forms completed must be returned to the Wayne Middle School office as soon as possible.*** If you do not get a response by mid-September concerning the lunch forms, contact the Wayne Middle School office.

The school does not cash checks. Make sure the student has only money needed during the day, since the office does not carry change. The school lunch program is on a charge basis. The school encourages the weekly or monthly prepayment for meals; however, cafeteria bills will be mailed home monthly. If the parent/guardian believes there is a problem with the cafeteria bill, please contact the school immediately, so any discrepancy can be dealt with in a timely manner.

### PAYING SCHOOL RELATED BILLS

When paying a bill at the school for lunches or any other items, turn the money in to the office or appropriate person before 1:00 p.m. Lunch payments may also be turned in to the person taking lunch count at the computer in the cafeteria. All money sent to pay bills at school should be in an envelope with the name and lunch number of the student and the bill to be paid.

### FIRE / CRISIS DRILLS

From time to time through the year, fire and various crisis drills are held. Students receive instructions in each classroom 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, but a student cannot be in Spanish class and Band due to scheduling conflicts. A student can only withdraw from the band during the first two weeks of school. After that, the student will have to wait until the beginning of the next school year to withdraw. A meeting with the student, parents, band director and administrator will be held.

## LOST AND FOUND

The school is **not** responsible for lost/stolen articles. Found articles should be turned in to the principal's office. Students losing or leaving articles should first look where they have been and then check with the office. Do not leave any valuables in your locker. **DO NOT keep large amounts of money at school.** If you have money for fundraisers, turn that money in at the beginning of the day.

## NON-CURRICULAR MATERIALS

Students are **NOT** to have the following items at school: cell phones, pagers, lasers, CD players or CD's, MP3 players and disks, electronic games and other such equipment. Also, items such as cards of any kind should not be brought to school. Students are busy with classroom activities through the day, and there is no time for these leisure-time items. **When a student brings such equipment or items to school, they will be confiscated, turned in to the office, and returned only to the parent/guardian.**

## PHONE USE

Students are **not** to make or receive phone calls during the school day unless permission is given by office staff. Parents/guardians can call the office and leave a message, which will be delivered promptly to the student. Contacting your student, or having them contact you, using their cell phones may result in disciplinary action for your child.

## VISITORS

Parents and other visitors to the school **must** check in the office. **All school personnel and visitors must wear an identification badge.** Guests are not allowed to accompany students to classes.

## 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 principal a minimum of two (2) weeks notice.
2. Write on a full sheet of paper:
  - His/her full proper name
  - Complete address
  - Social Security number
  - Complete date of birth.
3. Give the information to the secretary.

At the end of the year, a student who will need the proof of school attendance during the summer must notify the principal 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.

## DISCIPLINE GUIDELINES / EXPECTATIONS

Students in West Virginia Public Schools, in order to have the opportunity to reach their potential, shall:

- Help create an atmosphere free from bullying, intimidation and harassment.
- Demonstrate honesty and trustworthiness.
- Treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
- Demonstrate responsibility, use self-control and be self-disciplined.
- Demonstrate fairness, play by the rules and not take advantage of others.
- Demonstrate compassion and caring.
- Demonstrate good citizenship by obeying laws and rules, respecting authority, and cooperating with others.

Teachers may exclude from class for one class period or school day any student who fails to abide by the "Student Code of Conduct." Students excluded or suspended from class or school will:

- Be provided assignments by teachers to include the number of days excluded or suspended.
- Complete all assignments, which will be considered as daily work for grading purposes.
- Be allowed to make up any test after adequate review.
- After (3) exclusions from class the student may be removed from the class at the discretion of administration.

One issue that arises yearly concerns student dress. The student dress / personal grooming policy will be:

Students should wear clothing appropriate to the activity / environment. No sleeveless shirts will be worn by male or female students, and should not reveal stomach, chest, or back. Clothing cannot display advertisements / slogans for tobacco, drugs, alcohol, or establishments unsuitable for children. Additionally, no profanity or suggestive slogans can be displayed. Pants / skirts / shorts must be at the natural waistline and be free from holes above the mid-thigh level. Shorts and skirts no more than 2" above the knee (NOT FINGERTIP LENGTH). Body piercing should be reasonable and should not be displayed if it is not readily visible. Any student wearing jewelry or clothing deemed unsafe or inappropriate will be asked to remove it, turn it wrong-side-out, or call home for a change of clothing. Hats are permitted as long as they are not a distraction. However, it will be the teacher's option to ask students to remove the hat during class time. For safety reasons, hoods on sweatshirts, coats, and jackets will not be permitted inside any building. Students are required to wear proper clothing, including shoes, for gym classes, open toed shoes of any kind are discouraged while at school due to an increasing number of injuries. This policy will carry over for ALL school-sponsored functions.

## RESPECT AND PROTECT PROGRAM

Wayne Middle School is implementing the **Respect and Protect** program this year. This is a system of positive behavior rewards paired with a rigorous, uniform discipline process. Rewards will be given to students throughout the year for maintaining a 98% or higher in their conduct grades. However, should a discipline issue arise; the process will be as follows:

Our discipline guidelines follow State Policy 4373. Please consult the WV Board of Education website for additional information. See attachments.

# 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 of Clinton Burch Assistant Superintendent of Schools, 212 North Court Street, Wayne, West Virginia.

Any questions regarding these documents are to be directed to:

Wayne County Schools  
Clinton Burch, Assistant Superintendent  
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.

## NON-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 handicapping 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.