



Wallace Middle School

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ATTENDANCE POLICIES & GUIDELINES

The following reasons are to be considered excused absences:

- A. Illness- **Requires parent/guardian or doctor's explanation**
- B. Death in the Immediate Family
- C. Recognized Religious Holidays or Events
- D. Required Court Appearance
- E. Approved School-Related Activity
- F. Extenuating Circumstances - Must be approved by principal.

ATTENDANCE POLICY

1. After **three** (3) unexcused absences, the principal or his designee will meet with the student and send a letter to the parent or guardian reminding them of the importance of good attendance.
2. After **five** (5) unexcused absences, the principal will have a School-Based Attendance meeting with the student, and parent or guardian to develop a written plan and take action. A record of the meeting will be maintained. If the parent or guardian refuses to attend or is uncooperative, the principal is directed to refer the case to the School Resource Officer for court charges.
3. After **seven** (7) unexcused absences, the case will be referred to the principal or his/her designee. The principal/designee will verify with the school attendance office the accuracy of the recorded absences. Following verification, the principal will notify the parent/guardian of the absences in writing and his/her intentions to enforce the compulsory attendance policy by referring the case to the School Resource Officer for possible charges in Juvenile Court. The parent notification shall also be forwarded to the Division Superintendent or his designee. If the parent/guardian disputes the attendance record, an appeal can be made to the building principal. If, after meeting with the principal, the dispute is not resolved, the case can

be appealed to the Area Wide Appeals Committee. If the appeal is overruled, the School Resource Officer will proceed with court charges. If discrepancies are found in the attendance, the case will be returned to the school for further review.

Parent Notes – The school will excuse seven (7) days of parent notes. After those seven (7) days, parent notes will be marked as unexcused absences, unless there are extenuating circumstances and approved by the principal.

MAKE-UP POLICY - Every student is expected to make up all work missed in each class regardless of the reason for the absence. Students are responsible for finding out from their teachers what work they have missed immediately upon returning to school. At no time is a student to miss additional class time or other classes to make up work. It is the student's responsibility to meet at the teacher's convenience for make-up work. Students have two (2) school days to make up work if they have been absent two (2) or fewer consecutive days. After two (2) consecutive days of absences, students have one (1) additional day to make up work for each additional day's absence. Failure to complete make-up work within the allotted time will result in a lower student's grade.

TARDIES TO SCHOOL - Once a student has accumulated three (3) unexcused tardies to school during a semester, he/she will be assigned a day of silent lunch. Once a student has accumulated four (4) unexcused tardies, he/ she will be assigned an after-school detention. Once a student has accumulated six (6) unexcused tardies, he/she will be placed in A.L.L. for one day. On the seven (7) unexcused tardy, the parents will be contacted about meeting with school officials about the matter. The following actions also may occur: suspended extra-

curricular privileges, in-school suspension, P.A.S.S., or referral to area-wide attendance committee.

EARLY DISMISSALS FROM SCHOOL – In order for students to reach their full academic potential, they must be in school for the duration of the school day. Students should not be dismissed more than **five (5)** times per semester. Students that are dismissed more than **five (5)** times per semester will be expected to make up time after the regular school day.

WITHDRAWAL FROM THE SCHOOL – To withdraw a student from WMS, the parent must come by the school and meet with the guidance counselor prior to the date of the withdrawal. All books must be turned in to the office. All debts must be paid.

DRESS CODE for Wallace Middle School

Students attending Wallace Middle School are expected to dress in an appropriate manner conducive to a positive learning environment for all. Students' dress attire should not interfere with classroom procedures. Students are expected to wear clothing, jewelry, and accessories that are not disruptive to the educational process and that do not violate a healthy and safe atmosphere. Students who come to school inappropriately dressed or in violation of the dress code shown below will be dealt with according to appropriate disciplinary actions.

Shirts/Tops/Blouses, etc.

- **UNDERGARMENTS** cannot be exposed.
- Midriff shirts, halter tops, spaghetti strap tops, and low-cut tops are not appropriate in the school environment. Chest, back, and shoulders must be covered.
- Shirts/Tops/Blouses worn outside the waist band must be of sufficient length that no flesh is exposed when standing or sitting.

- Boys' shirts must have sleeves.
- Clothing with slogans or advertisements that are disruptive, obscene, inflammatory, or promote drugs, alcohol, tobacco, violence, or profanity is prohibited.
- Students are prohibited to wear, carry, or display gang paraphernalia or anything associated with gangs or hate groups.

Pants

- UNDERGARMENTS cannot be exposed
- Pants must be worn at the waist and be size appropriate. NO SAGGING PANTS. No holes, tears, or rips are permitted in inappropriate places.
- Hip huggers can only be worn with a top that extends to the waistband of the pants and no flesh is exposed when standing or sitting.
- Pajamas are NOT to be worn.

Shorts, Skirts, Dresses

- The length of shorts, skirts, and dresses must be of sufficient length to be **no shorter than mid-thigh**.
- Slits must be no more than one inch above the length allowed.
- Backless dresses, low cut dresses, or dresses with spaghetti straps will not be permitted. Back, shoulders, and chest must be covered.

Jewelry

- Industrial chains, pet chains, and collars are NOT allowed to be worn around the neck, wrist, or waist.
- Chains attached to wallets must be **less than 6 inches** long.
- Chains worn as jewelry must be small enough that they would break if jerked by another individual.
- No face jewelry, needles, or pins through the flesh may be worn.

Shoes

- Shoes must be worn at all times.

Gloves

- Gloves should be kept in lockers during the school day.

Hair Dye

- Color must stay consistent and not be disruptive to the learning environment

Head Coverings

- No head coverings are permitted, unless authorized by a school administrator or prescribed by a doctor. These are to be placed in your locker or backpack upon arrival at school. Head coverings are not to be visible during the school day.
- Head coverings include, but are not limited to:
 - Hats, Scarves, Sweatbands, Stockings, Do-rags, Toboggan, Bandannas

Accessories

- May not be disruptive to the educational process. They must be free of offensive or suggestive words, graphics, contain no references to drugs, alcohol, tobacco, illegal/immoral substances, or activities.

Coats - Heavy coats and trench coats must be left in lockers.

Blankets – are not needed.

MEDICATION – No prescription medicines or medical treatment shall be given to students by school personnel unless prescribed by a licensed physician, and then only when written permission is received from a parent/guardian and specific directions are furnished by the physician. **ALL medications MUST be in the prescribed/original container and delivered to the school office by the parent/guardian** unless special permission has been obtained from the principal. All medications will be kept in and dispensed through the main office or clinic. NO student may have in his/her possession any medication or

prescription drug. The distribution of such items by students is in violation of State Law and local regulation.

CODE OF CONDUCT FOR STUDENTS

CONDUCT – Each student is a representative of the school in the larger community. Each person's actions reflect upon the individual, the school, and the community, thus creating positive or negative impressions of the school and the student body. Every student has the right to learn.

DISCIPLINARY VIOLATIONS – Following is a list of the many punishable offenses at Wallace Middle School:

1. **ALCOHOL** – Alcohol is prohibited by School Board policy and State Law.
2. **ASSAULT** – Persons who injure another intentionally may be charged with assault.
3. **BUS RIDERS** – Riding a bus is a privilege and students who continue to have this privilege must follow the rules and regulations outlined under bus conduct.
4. **LIGHTERS/MATCHES** – Students should not be in possession of lighters and matches. These items are prohibited in school, in lockers, and on school buses.
5. **COMMUNICATION DEVICES** – Use of a beeper or cell phone by students is prohibited on school grounds. Students are to keep cell phones in their book bags in their lockers, and have them turned off at all times. Appropriate exceptions are provided according to School Board policy.
6. **DAMAGE TO PROPERTY** – Defacing or destroying school property is positively forbidden. This includes the building, grounds, equipment, buses/vehicles, or textbooks.
7. **DISPLAYS OF AFFECTION** – In the interest of good taste and common sense, public displays of affection will not be permitted at school, on school buses, or at any school sponsored activity. Examples include kissing, sitting on laps, excessive body contact, or highly suggestive behavior.

8. **DISRESPECT/DEFIANCE** – Courtesy and respect must be practiced in all school relationships between teachers/administrators and students and among students. Any student who does not follow the direction of personnel relative to classroom standards and school policies will be violating this requirement and subject to suspension.

9. **DRUGS** – Washington County School Board policy prohibits any student to use, possess, distribute, give, sell, manufacture, or consume a controlled substance, an imitation controlled substance, an illicit drug, an intoxicant (including alcohol), or anabolic steroids on school property, including school buses, or within 1000 feet of the school or while engaged in or attending a school activity.

10. **FIGHTING** – Intentionally hitting, shoving, biting, scratching, blocking the passage of, throwing objects or liquid at another person or engaging in any actions that may incite or instigate an altercation or disturbances will result in appropriate disciplinary measures by the administration.

11. **LEAVING SCHOOL** – Students are by no means to leave school ground without permission by school administration.

12. **TOYS/ELECTRONIC GAMES** – cards, tape recorders, MP3 Players, iPods, laser pointers, or electronic games are not permitted at school. These devices will be confiscated by teachers/administrators and released only to parents.

13. **PROFANITY/PORNOGRAPHY** – Acceptable language is required. A student shall not use any form of profanity, written or verbal. Included are obscene gestures, pictures, or publications.

14. **SKIPPING CLASS** – Skipping class is defined as not being at the assigned place at the assigned time. This is forbidden. Offenders will be appropriately disciplined and parents/guardian will be notified.

15. **STEALING** – Stealing/possessing the property of another individual or institution such as the school is

forbidden and offenders shall be reported to law enforcement officials.

16. **THREATS** – Any and all threats shall be taken seriously and are to be reported to staff members immediately. A student shall not engage in any act which intimidates, threatens, degrades, disrespects, or disgraces a fellow student, teacher, administrator, visitor, or member of the school staff by written, verbal, or gesture means. Violators shall be subject to strict discipline.

17. **TOBACCO** – Use of all forms of tobacco, including smokeless tobacco, on school property or as part of any school activity is prohibited as it is against State Law for any person below the age of 18 to possess or use any tobacco product.

18. **WEAPONS** – Possession of firearms on school grounds, at school-sponsored activities or on a school bus is a Class 6 Felony, and expulsion is most likely to be recommended. A student shall not use or have in his possession any weapons (guns, knives, or any other object considered by school authorities to be a dangerous weapon) or any look-alike weapons. No form of ammunition shall be brought on school grounds. According to 1992 General Assembly legislation, persons ages 6 to 18 found guilty of unlawful use or possession of a firearm will have driving privileges revoked for one year on a first offense.

19. **OTHER** – Any other conduct, behavior, or action by a student which by tradition, reasonable judgment, experience, State Law or policies of local school board and State Board of Education is considered a disciplinary violation and shall be managed under the standard disciplinary procedures of the school. A student who acts as an accomplice to another in any violation of the disciplinary code will be subject to corrective action.

DISCIPLINARY ACTIONS FOR OFFENDERS

The school administration, with the assistance of faculty and staff, will thoroughly investigate all violations of school rules and regulations, State Law and school board policies. Students who violate State Law will be reported to the appropriate law enforcement agencies. All offenses will be subject to the following actions, depending upon severity and/or frequency of offenses as determined by an administrator:

1. Conference with student and parents/guardian
2. After-School Detention
3. Alternative Learning Lab (A.L.L.)
4. Revoke Extra-Curricular Privileges
5. Out-of-School Suspension
6. P.A.S.S.
7. Referral to the Behavior Intervention Committee
8. Referral to the School's Discipline Committee
9. Referral to Area-Wide Discipline Committee
10. Recommendation of expulsion to School Board
11. Referral to court

It must be understood that students must accept responsibility for their conduct and that the school administration will take reasonable, fair, and firm action to maintain a well-disciplined school and to protect rights and welfare of all students and teachers.

STANDARDS OF LEARNING TESTS – SOL tests are required by the state for certain subjects. Eighth grade students have the opportunity to earn three verified high school credits (Algebra I, World Geography, and Spanish) which can apply toward a student's high school diploma.

TEXTBOOKS – Textbooks are issued to students for their use during the year. Students shall be responsible for the

proper care of books and shall pay for lost, damaged, or destroyed books.

GENERAL PROCEDURES AND GUIDELINES

CELL PHONES – Students are allowed to have a cell phone at school and on the school bus. However, the device must remain in silent mode during the school day (8:05-3:00) unless needed for instructional purposes and given permission by a teacher. The device is not to be utilized for verbal conversation including placing or receiving calls except after school. Students are not allowed to use the device for photographing or videoing, or utilize the audio component unless the student utilizes ear buds/head phones. Evidence of not following these guidelines, disruptive use, or unlawful actions will result in disciplinary action and/or report to law enforcement authorities as warranted.

PHONE CALLS – Phones in the office areas are business phones and are to be used only for official school business. Students will be allowed to use the student phone in case of an emergency.

PERSONAL VALUABLES – The school cannot be responsible for personal valuables such as jewelry, purses, coats, band instruments, etc. The school does not carry insurance on these items and parents/guardians should consider carrying insurance on valuables through their homeowner's insurance or in some other way. Students are encouraged not to bring unnecessary valuables or large sums of money to school. Students using gym/locker rooms should leave valuables with teacher/coach.

LUNCHROOM RULES

1. Students will not at any time cut (get in front of others) in the lunch line.
2. Students will not leave food, trays, silverware, and/or other debris on the tables/floor. The trays must be emptied and placed in the designated place.
3. Horseplay, throwing of food, damaging furniture, and loud, abusive language will not be tolerated.

CAFETERIA PROCEDURES – Each student will be assigned an ID number by the food service department. This is a confidential number and will be used to keep a line of credit. If your child does not bring lunch money, he/she can charge a maximum of \$10.00 according to school board policy. Written notification or a telephone call will be made to the child's parent/guardian when their charges reach \$5.00. Once the \$10.00 limit has been reached and we have documented verification that the parent has been notified, no further charges will be allowed until the account has been cleared. *Please note that no child will be allowed to go hungry.* The Food Service staff will provide the student with a sandwich, fresh vegetables, and milk.

SCHOOL VISITORS – All visitors must report to the main office for permission to visit the building. All visitors must sign in and wear a visitor's badge. Parents who wish a conference should contact the school and arrange a suitable time and date for the conference.

LOCKERS – Students will be issued lockers upon payment of a fee of \$3.00. It is the student's responsibility to keep the locker locked at all times and to keep it clean and attractive. Do not give your combination to other students or trade lockers. If you have locker problems, contact the main office. At no time will illegal materials be

located in lockers – tobacco products, lighters, drug materials, weapons of any type, etc.

BUS PASSES – Written permission is required from both students when a student requests a pass to go home with another student. Students will not be allowed to call home for permission. Students must get a bus pass from the office to ride home on a different bus. Students should go to the office prior to 10:00 a.m. to request their bus pass.

CAR RIDERS – All car riders will be released at 3:10 p.m. to report to the back of the school (at the gym exit) to be picked up by parents/guardians. Students are not allowed to be picked up at the main entrance of the school. Students are to be alert and responsible to expedite our single-lane loading procedure. **All students must be picked up by 3:35 p.m.**

ATHLETIC POLICIES FOR STUDENTS

1. Students must conduct themselves as ladies and gentlemen at all times. Profanity, theft, destruction of property, unsportsmanlike conduct and any other undesirable behavior will not be tolerated and could lead to a suspension or dismissal from the team.
2. Participants in sports are students first and athletes second, and they are not awarded privileged status to bypass assignments due to participation in athletics.
3. Smoking, drinking, or possession of non-prescription drugs is grounds for dismissal.
4. Consultation among the coach, athletic director, and the principal will be necessary when dismissal is being considered.
5. A student must be in school for at least two (2) class periods to practice or participate.

6. Suspension from school automatically prevents a student from participation on an athletic team during the period of suspension.
7. Athletes and cheerleaders are transported to events on school buses accompanied by the coach. Individuals must return from an event on the bus. (Exception- Parents must meet with the coach at the event and provide a written request to take their child home.)

EMERGENCY PROCEDURES

FIRE & TORNADO DRILLS - Fire and tornado drills are held at irregular intervals throughout the school year. Remember the basic rules:

1. Students are to follow their teacher's instructions.
2. Students need to move quickly and quietly to their designated area.
3. Students need to take each drill seriously as if it were the real thing.

LOCK DOWN – Students will practice campus lock downs periodically throughout the school year. Remember, during a lock down you need to follow your teacher's directions, move quietly and quickly to your designated locations, and remain calm. **DO NOT** answer the door of your classroom until an announcement is made over the PA system.

COMPUTER NETWORK AND INTERNET – Students are responsible for good behavior on school computer networks just as they are in any other aspect of school life. The network is provided as privilege for students to conduct research, complete classroom tasks, and communicate with others. Students are responsible for their behavior and their communications over the network.

Failure to comply with district and school rules may result in a loss of network access, disciplinary action by the school administration, and referral to law enforcement agencies.

**JUNIOR WASHINGTON COUNTY COMMUNITY
SCHOLARS - (JWCCS)**

The JWCCS is a program sponsored by Washington County Public Schools whose goal is to produce highly qualified students who value the importance of citizenship and service to community. Service is a core component of the JWCCS program. To qualify, a student must perform eight hours of documented community service, maintain a minimum of a 2.5 G.P.A., no more than two office discipline referrals (cannot have any out-of-school suspensions), and have a school attendance record of 95% or above. Interested students should see the school counselor. Becoming a Junior Washington County Community Scholar means you are ready to succeed.