

# **White Station Middle School**



**Student / Parent Handbook**

## **Message from the Administration**

**It is our goal that all stakeholders will take ownership in providing the highest level of instruction for the students at White Station Middle School. We believe TEACHING and LEARNING should be evident at all times. As a result, instructional time is closely guarded. The following information is provided to help you help us keep teaching and learning our number one priority.**

**Parents and students should review and refer to the SCS Student-Parent Handbook that was distributed during registration. Our White Station Handbook has information that is specific to our school site.**

### **Vision**

- **White Station Middle School will be a place where all students will be challenged to reach higher levels of learning and develop the skills needed to become productive perpetual learners, who are respectful, contributing citizens.**

### **Mission Statement**

- **Our mission at White Station Middle School is to provide a mutually respectful atmosphere that is conducive to learning, and to promote the healthy pursuit of each student's intellectual, social, emotional and physical development.**

### **Beliefs**

**The faculty and staff of White Station Middle School believe:**

- **The cultural diversity of the student body enhances the school's programs, increases exposure to and the knowledge of different nationalities and cultures.**
- **The community, parents, teachers, and students must share in the responsibility of developing productive citizens in our community, state, and nation.**
- **Through the use of technology, students are given opportunities to enhance their learning experiences.**
- **All students are given the opportunity to learn and develop their strengths and talents to the highest potential.**
- **Teaching strategies must be varied to meet the needs of the young adolescent student in a diverse society.**
- **Curricular and program decisions must be student-centered and promote academic achievement.**
- **Instructional time must be utilized to produce quality student work and promote student-centered learning.**
- **Projects and assignments must address specific goals as they relate to content presented in class.**
- **Assessment and evaluation techniques must be based on sound research and utilized to develop modifying instruction that enhances individual student progress.**

- **Classroom management must promote a safe and physically comfortable environment that encourages students to attend school and take ownership of their learning.**
- **Effective communication for policy implementation by administrators, teachers, parents, and students is essential for reaching higher levels of student achievement for promoting a student-centered program, and taking each educational entity to the next level.**
- **Meaningful professional development is essential to continuous improvement.**

## **ATTENDANCE**

**Tennessee State law requires that all students between the ages of six (6) and seventeen (17) attend school. Regular and punctual attendance is imperative if students are to achieve their maximum potential. Higher academic achievement occurs when students attend classes regularly.**

- **STEPS TO FOLLOW WHEN ABSENT**

- 1. Parent or guardian must write and sign an excuse indicating the date, days of absence, and reason for absence.**
- 2. Submit the excuse to the homeroom teacher.**
- 3. Ask for make-up assignments. Assignments that are not made up could be reflected in academic grades.**

- **EXCUSED ABSENCES**

**Pupils shall be permitted the opportunity to make up all work and tests missed as a result of an absence. Work and tests should be made up as soon as possible, but no later than one week after the student returns to school. If a pupil fails to make up the work and tests within the current nine weeks, the deficiencies shall be averaged with the other grades.**

**Student absences shall be excused for the following reasons only:**

- 1. Illness or hospitalization of student. The district may require a parent conference and/or physician verification to justify the absences after the accumulation of ten (10) days of absences during a school year. Notes must be date specific and will be required for subsequent absences beyond ten (10) days.**
- 2. Death or serious illness within the student's immediate family.**
- 3. When the student is officially representing the school in a school sponsored activity.**
- 4. Special and recognized religious holidays regularly observed by persons of their faith.**
- 5. Legal court summons not as a result of the student's misconduct.**

6. Extenuating circumstances over which the student has no control as approved by the principal.

- **UNEXCUSED ABSENCES**

When excessive unexcused absences occur, SCS will seek assistance and support from school-based and community-wide agencies to restore attendance. SCS will also use effective interventions with students and parents to restore and maintain a student's regular attendance. Referral to Juvenile Court or to the District Attorney General will be the final option.

A student who does not receive prior approval from the principal for an excused absence must submit a note from a parent/guardian or other appropriate person (e.g. a physician) describing the excused absence immediately upon the student's return to school, but, in any event, no later than two (2) school days after the absence was taken. If no documentation justifying the absence as excusable is submitted within two-day period, the absence will become an unexcused absence.

Pupils shall be permitted the opportunity to make up all work and tests missed as a result of an absence. Work and tests should be made up as soon as possible, but no later than one week after the student returns to school. If a pupil fails to make up the work and tests within the current nine-weeks, the deficiencies shall be averaged with the other grades.

- **TARDIES**

Students reporting to 1<sup>st</sup> period after 7:15 A.M. are marked tardy. Any student reporting to school after 7:25 A.M. must report to the office and be accompanied by a parent. Students are expected to transition from class to class within 5 minutes. If a student reports to class after the tardy bell, they will be marked tardy. Continued tardies may result in a parent conference, detention, ISS, and/or suspension. TARDIES AND ABSENCES CAN AFFECT A STUDENT'S OPTIONAL STATUS. Lastly, a student who is absent from school or class without permission will be considered truant and will be subject to disciplinary actions.

## **GRADING AND ASSESSMENT**

- **CRITERIA FOR GRADING**

The assessment of a student's academic achievement is used to determine a grade for the student. The grading criteria shall include some combination of the following as determined by the teams/teachers.

10%	Homework
25-40%	Class Participation/Class Work
50-65%	Assessments (Tests, quizzes, and projects)

The second semester averages in mathematics, language arts, science, and social studies shall also include the score on the corresponding section of the state test weighted at 15%. Each quarter counts 42.5% and the state test counts 15%.

- **CALCULATION OF GRADES**

<b>A = 100 – 93</b>	<b>Excellent</b>
<b>B = 92 – 85</b>	<b>Good</b>
<b>C = 84 – 75</b>	<b>Average</b>
<b>D = 74 – 70</b>	<b>Low Average</b>
<b>F = below 70</b>	<b>Failure</b>

- **CALCULATION OF CONDUCT**

Conduct will be graded based on a “check” system. If a student is not actively engaged, distracting others, not prepared, or displaying inappropriate behavior, a check will be given in the teacher’s grade book. The conduct grade will reflect the number of these checks. The individual teachers and teams will set and communicate their expectations.

<b>E = Excellent</b>	<b>N = Needs Improvement</b>
<b>S = Satisfactory</b>	<b>U = Unsatisfactory</b>

## **REPORT CARDS**

Report Cards are sent home each nine-weeks grading period.

- **PARENTCONNECT**

Parent Connect is a district online system for parents. Parents can view grades, attendance and conduct for their child. Teachers update grades on a regular basis in the system. The school will need a correct email address for parents to access the program.

- **PARENTLINK**

Parentlink is an automated calling system that will communicate pertinent school and individual student information to parents. The following are examples of what type of information to expect: progress report dates, when a student is not present at school, report card dates, district-wide announcements, etc... To ensure that all messages from Parentlink are received, it is imperative that all parent/guardian contact information not only be up to date, but also correct.

- **PROGRESS REPORTS**

A progress report will be sent home with the students after the fourth week of each nine week period.

- **TEACHEREASE**

The primary method of communication with parents at WSMS is our TEACHEREASE email system. Teachers and parents can communicate through email through the use of this program. Teachers post a brief online message each week outlining assignments and other important information. The principal also sends out a weekly email to all parents with upcoming events and activities. The school will need a correct email address for parents to access and utilize the system.

- **PLAGIARISM POLICY**

*This policy is designed to enhance and enrich the academic and ethical education of students at White Station Middle School. The information outlined in the following policy is intended to provide students with guidelines to enable academic judgment, develop integrity, and preserve honor.*

**Plagiarism/Cheating includes:**

1. Directly copying the work of another person without using all of the following: quotation marks, proper credit immediately following the quote, and listing any sources on the “works cited” page at the end of the assignment.
2. Paraphrasing the ideas of another person without using all of the following: proper credit immediately following the paraphrase and listing the source on the works cited page at the end of an assignment.
3. Using and failing to properly credit any work or answers that have been written, created, or developed by another person. This includes work or answers that have been generated through electronic translation engines, literary summary sources, and inappropriate collaboration with other students.
4. Recycling previously submitted work. *Recycling* an assignment is the resubmission of academic work that has been previously submitted by oneself or another student.
5. Using artwork or pictures without proper citation. Students may not use artwork or pictures, including clip art that was created by another person, without proper citation.

**Consequences of Cheating/Plagiarism on quizzes, tests, exams, and research papers:**

1. For quizzes, tests, exams, and research papers, the student will earn a 0.
2. Removed from consideration and/or membership in National Junior Honor Society/Beta Club.

**Consequences of Cheating/Plagiarism on all other assignments will be at the discretion of the teacher and/or administrator.**

- **HOMEWORK**

**Homework is defined as meaningful and quality work assignments to students which is intended to be completed during non-instructional hours. Homework helps students**

develop self-discipline and a feeling of self-satisfaction and accomplishment. It also serves to reinforce learning that has taken place during the school day.

- **HONOR ROLLS**

The honor roll is determined from student report cards and is set by Shelby County School Board of Education policy.

Principal's List

Academic Subjects  
Conduct

Numerical equivalent of all A's  
E or S

Honor Roll

Academic Subjects  
Conduct

Numerical equivalent of all A's and B's  
E or S

No Grade below 85

Citizenship

Conduct

All E's

White Station Middle School awards High Citizenship.

- **HONOR SOCIETY**

The National Honor Society membership is based upon a 7<sup>th</sup> or 8<sup>th</sup> grade student's outstanding performance in the areas of Scholarship, Service, Leadership, and Character. Information and requirements will be distributed during the first semester.

Standards for admission are determined by the White Station Middle School faculty council, and include GPA requirements, standards for character, leadership, and service in accordance with the guidelines established by the NHS/NJHS.

- **JUNIOR BETA CLUB**

The National Junior Beta Club promotes the ideals of character, service, and leadership among 6<sup>th</sup> grade students. Information and requirements will be distributed during the first semester.

Standards for admission are determined by the White Station Middle School faculty council and include GPA requirements, standards for character, leadership, and service.

- **PROMOTION AND RETENTION OF STUDENTS**

To be considered for promotion to the next grade, students must demonstrate a minimum level of achievement as determined by teacher-administered assessments of classroom performance with a D (70%) or better in the following areas:

- Language Arts/Reading
- Mathematics
- Science
- Social Studies

## STUDENT BEHAVIOR

The mission of Shelby County Schools is to provide each student with experiences, activities, and forms of instruction that will cultivate and develop to the fullest possible extent the understanding, skills and habits of mind that are necessary to contribute to and benefit from citizenship in our society. To fulfill this mission, we must have an academic environment, which is safe, secure and conducive to learning. Good discipline is the foundation of a successful educational program.

The following are Student Expectations from the Student Code of Conduct: There will be NO tolerance of.....

1. Using, possessing, distributing, purchasing, or selling tobacco, alcoholic beverages, illegal drugs, look-a-like drugs or drug paraphernalia. Students who are under the influence are not permitted to attend school or a school function and are treated as though they had drugs or alcohol in their possession.
2. Using, possessing, distributing, purchasing or selling explosives, firearms (including look-a-like), knives or any other object that can be considered a weapon.
3. All students are banned from possessing any type of phone or personal communication device that is turned on or in visible/audible use at any time during the regular school day. Possession means being found in any article of clothing, purse, book bag, carry bag, or in any other location other than the assigned locker during the school day. Other electronic devices such as tablets, MP3 players, game devices, etc... are not allowed. Cell phones can be brought to school by students but must be turned off and placed in the child's locker during school hours. *The district and/or school does not take responsibility for lost/confiscated items and will not compensate the owner for any lost, stolen or damaged confiscated items while in the custody of the district (Board Policy 6024).*
4. Using violence, force, coercion, threats, intimidation, fear, harassment, or other comparable conduct toward anyone (including school personnel, students, or designated visitors) or urging other students to engage in such conduct.
5. Causing or attempting to cause damage to, stealing or attempting to steal, school property or another person's personal property.
6. Unexcused absenteeism.
7. Involvement in gangs or gang-related activities, including the display or possession of gang symbols or paraphernalia, gang recruitment, or gang initiation.
8. Involvement in activities associated with secret societies, sororities, fraternities, or other clubs, by displaying related symbols or paraphernalia, or participating in



recruitment or invitation activities. No gang, sorority, fraternity, or other club T-shirts.

9. Cursing or use of profane language directed toward other students or staff.
10. Fighting
11. Threatening or striking school personnel, designated visitors or students.
12. Engaging in immoral, obscene, indecent and/or offensive behavior, language, gestures, pictures, writing, or propositions.
13. Falsely activating the fire alarm or making bomb threats.
14. Sexually harassing school personnel or other students.
15. Being insubordinate or disrespectful to school personnel, including cursing or using profane language.
16. Engaging in other behaviors that are inappropriate, detrimental, or which negatively impact others or the learning environment.

#### **Offenses that Warrant Immediate Office Referral**

- Threats/fighting/sexual harassment
- Defiant behavior toward an authority figure
- Major destruction or defacing of school property
- ZERO TOLERANCE OFFENSES

The Board of Commissioners is responsible for using reasonable steps to promote a positive learning environment by ensuring the protection of the rights of each student to benefit from their educational experiences. If a student breaks a zero tolerance rule, this action will result in immediate suspension or expulsion.

- DISCIPLINE PLAN

Good discipline is the foundation of a successful educational program. Positive behavior is based on self-respect and self-control. It is the key to good conduct and proper consideration of other people.

#### **School Rules**

1. Respect yourself, others, and property at all times.
2. Keep hands, feet, objects and unkind words to yourself.
3. Strive for personal excellence in everything you do.

## **Tardy to School/Tardy to Class/Dress Code Violation**

**First Offense = Warning**  
**Second Offense = Warning**  
**Third Offense = Detention**  
**Fourth Offense = Detention**  
**Fifth Offense = Parent Conference**  
**Sixth Offense = In-School Suspension**  
**Seventh Offense = Parent Conference**  
**Home Suspension**

The administration of WSMS strongly believes in promoting a healthy school climate by balancing rules and consequences with student rewards and incentives. Each time a student's ID badge is scanned, that event equals one (1) demerit. Therefore, students who behave and keep demerits to a minimum can earn privileges, such as being able to participate in spirit day, pep rallies, school dances, school trips, and other various activities. Excessive accumulated demerits may result in a student not being considered for membership into prestigious organizations such as National Junior Honor Society or Beta Club.

## **School Entrance Procedures**

- **Students eating breakfast will be allowed to enter the east cafeteria entrance from 6:45 A.M.-7:10 A.M.**
- **8th grade Students will enter through the front door at 7:00 A.M.**
- **7th grade Students will enter through the west stairwell door at 7:00 A.M.**
- **6<sup>th</sup> grade students will enter through the east stairwell door at 7:00 A.M.**
- **Students may go to their lockers during this time. There will be no students in teachers' rooms prior to 7:00 A.M.**
- **Please be aware that students are only allowed to cross Mason at the east entrance in front of the school at the designated cross walk. In the morning, staff is available to cross students between 7:00 and 7:15 am. The school does not have policing or traffic authority on a public street; therefore, it is essential that all parents follow our traffic protocols to ensure the safety of our students. During inclement weather, please slow down and follow the directives of staff as you enter the drop off areas. If you would like to assist our staff with this important duty, please contact the office.**
- **In case of inclement weather, students will be allowed to wait in the cafeteria/auditorium.**
- **On campus supervision of students will not begin until 7:00 A.M.**

## **Cafeteria Procedures**

- **Respect and obey the teachers, cafeteria workers, and administrators.**
- **Enter quietly and orderly.**
- **Sit at assigned tables or rows.**
- **Engage in quiet conversations.**
- **Remain seated unless special permission has been granted.**
- **Practice good table manners. (Do not play with or throw food.)**

- **Keep eating area clean. Place all trash in garbage cans.**
- **Keep your hands, feet and other objects to yourself.**
- **8 students per table.**
- **Each class will be assigned a week of cafeteria clean up duty.**
- **Students are not allowed back in the line once they exit the serving line according to district guidelines. Students should get all items while in the serving line.**
- **Students who bring their lunch from home are not allowed to use napkins, condiments, and other cafeteria supplies according to district guidelines. If your child brings his or her lunch, please make sure he or she has all items needed from home.**

### **Hallway Procedures**

- **Students may go to their lockers before school, after school, and at the designated time determined by the grade level hall staff.**
- **Students will have 5 minutes to pass from class to class.**
- **During the first 10 minutes and last 10 minutes of each class period, students will not be issued hall passes except for emergencies.**
- **Once the 10 minutes has expired, students must wear a HALL PASS if they are in the hall during instructional time.**
- **6<sup>th</sup> grade students will be escorted by their teacher to and from exploratory classes and to and from lunch.**
- **During transitions all students must walk on the white tile and stay to the right.**
- **Each grade level is in an assigned wing. Unless students are transitioning to exploratory, lunch, assemblies, taking attendance, etc., students are not allowed to leave their assigned hallway and wing.**
- **Students are NOT allowed in the Teachers' Lounges for any reason.**

### **Gym & Auditorium Assembly Procedures**

- **In the gym students will sit with their teams (6<sup>th</sup> graders upstairs, 7<sup>th</sup> graders west bleachers, 8<sup>th</sup> graders east bleachers).**
- **In the auditorium students will sit with their teams in assigned rows (6<sup>th</sup> graders sit on the east side, 7<sup>th</sup> graders sit on the west side, 8<sup>th</sup> graders sit in the middle).**
- **Always use respectful applause and interaction with performers.**
- **Students will be dismissed by sections. Students are to remain seated until dismissed.**

### **School Dismissal Procedures**

- **Students will walk in an orderly manner.**
- **Bus riders are to load buses immediately after dismissal at 2:10 pm.**
- **Students involved in extracurricular activities are to meet their coach/sponsor immediately after dismissal.**
- **Once students leave the building, they should not re-enter.**
- **Please be aware that students are only allowed to cross Mason at the east entrance in front of the school at the designated cross walk. In the morning, staff is available to cross students between 7:00 and 7:15 am. In the afternoon, a staff member assists between 2:15 and 2:30 pm. The school does not have policing or traffic authority on a public street; therefore, it is essential that all parents follow our traffic protocols**

to ensure the safety of our students. During inclement weather, please slow down and follow the directives of staff as you enter the drop off areas. If you would like to assist our staff with this important duty, please contact the office.

- All unsupervised students must be off the campus by 3:00 P.M. If students have not been picked up by 2:45 P.M., they must wait for their ride in the covered area near the front door of the building. Students who are not picked up in a timely manner may receive a disciplinary consequence.
- Students who participate in an after school activity or event must be picked up within 20 minutes of the activity ending. All students in an afterschool activity or event must stay with their assigned coach or sponsor until they are picked up. Students who are not picked up in a timely manner may receive a disciplinary consequence or be removed the afterschool activity.

### **Bus Rules**

1. Students must have an official bus pass to ride the bus. Students who have lost a bus pass must come to the office after morning announcements to request a new pass. Students must pick up the pass in the office or with an administrator before bus dismissal. Students will receive a required parent conference with a school administrator or other disciplinary consequence for excessive reprinting of lost bus passes.
2. Students will arrive at the bus stop before the bus arrives.
3. Students will wait in an orderly line and avoid horseplay.
4. Students will go directly to an available or assigned seat when entering the bus.
5. Students will remain seated and keep aisles and exits clear.
6. Students will obey the driver promptly and respectfully.
7. Students will refrain from throwing or passing objects on, from, or into buses.
8. Students will refrain from the use of profane language, tobacco, alcohol, drugs or any other controlled substances on bus (violation of any of these rules will result in discipline according to current board policy).
9. Students will refrain from eating and drinking on the bus.
10. Students will respect the rights and safety of others.
11. Students will refrain from extending head, arms or objects out the window.

### **Expectations for students**

1. Students will attend school daily and always be on time.
2. Students will bring school supplies to class each day
3. Students will refrain from bringing electronic devices (i.e. PSP, MP3 players), large sums of money or other personal items, which could cause disruption in the classroom. In the event a student brings something inappropriate to school, the principal will hold the object until the parent comes in to pick it up.
4. Students will maintain proper conduct at all times.
5. Students will not leave school at any time without permission from the office.
6. Students are not to bring candy, gum, potato chips, or other junk food unless they are a part of a regular sack lunch. All food and drink must be consumed or discarded before leaving the cafeteria.

7. Students will show school pride by obeying school rules and respecting the rights and property of others.
8. Students/parents will be responsible for restitution if they damage or destroy school property.
9. Students will refrain from aggressive behavior on the bus and on the school property.
10. Students will be off campus **NO LATER** than 3 P.M. unless they are being supervised by a coach, tutor, or afterschool sponsor. Students who are habitually picked up late will receive a required parent conference or other disciplinary actions.
11. Students participating in extracurricular activities will be picked up immediately following their practice/game.
12. Plagiarism is neither condoned nor tolerated. Students will not cheat by looking off of someone else's paper, turning in someone else's work, not properly citing sources, not listing references, etc...

### Dress Code

- Clothing or items that distract other students from their work, disrupt class, or create a potential safety hazard are not permitted (excessively large jewelry, large belt buckles, etc..).
- Tops (shirts, blouses) must be solid **WHITE, DARK NAVY BLUE, GRAY or BLACK**, with collars and sleeves. Acceptable styles include Polo or golf-style shirts, Oxford or button-down dress shirts, turtlenecks, and white blouses with Peter Pan collars.
- **GREEN** shirts are acceptable **ONLY** if they have the **WSMS** logo available through **MidSouth Solutions**. Official **WSMS** shirts may be purchased during registration.
- Sleeveless tops are not acceptable.
- Only **WHITE, NAVY BLUE, BLACK, GRAY, and GREEN** t-shirts may be worn underneath uniform shirts.
- Vests, shirts, sweaters, sweatshirts, cardigans, and "hoodies" are permitted as items that may be worn over the uniform top. They must be solid **WHITE, NAVY BLUE, GREEN, GRAY or BLACK**.
- Bottoms (pants, walking shorts, skirts and jumpers) must be **BLACK, TAN, or NAVY BLUE**. Acceptable pants styles include full-length dress pants, boot cut or straight-legged pants, cargo pants, straight-legged Capri pants, cropped pants and walking shorts.
- Shorts, skirts, dresses or jumpers must be no more than four inches above the knee or longer.
- Denim jeans, tight-fitting or baggy pants, tights, and pants made of spandex are **NOT** acceptable. Tights or leggings cannot be worn as the main article of clothing as a bottom. If they are worn as an undergarment, they must be in the school colors (white, green, navy, black or grey) and the shorts or skirt over them must be the appropriate length. If belts are worn, they must be fitted at the waist.
- Shoes should not have heels higher than an inch and a half. All athletic or tennis shoes, as well as boots, are acceptable.
- Mules and clogs are not permitted.
- If sandals are worn, they must have a heel strap.
- No denim material may be worn as uniform clothing.

- All uniform clothing must be plain without any manufacturer's logos, brand names, pictures, or insignias visible on the clothing.
- Heavy coats and raincoats are not to be worn during the school day unless permitted by the principal for special circumstances. These must be kept in the student's locker.

### **Uniform Violation Policy**

Teachers will check students during homeroom for dress code violations.

First Offense = Warning  
Second Offense = Warning  
Third Offense = Detention  
Fourth Offense = Detention  
Fifth Offense = Parent Conference  
Sixth Offense = In-School Suspension  
Seventh Offense = Parent Conference  
Home Suspension

## **WHITE STATION MIDDLE SCHOOL WEBPAGE**

Announcements and information can be found on WSMS webpage. Parents and students are encouraged to visit this site. An updated school calendar, parent links, student links, teachers' email addresses, and other pertinent information can be found on this page.

<http://www.scsk12.org/schools/whitestation.ms/site/index.shtml>

## **AGENDA BOOKS/STUDENT PACKS**

The agenda book is used to document all homework assignments and assist in communication with teachers. All students at the beginning of each class will be required to write down all homework assignments for the day. Parental involvement in this program will ensure its success. Parents, please assist us in this endeavor by asking to see your child's agenda book on a daily basis.

A student pack including the team t-shirt, Agenda Book, locker fee, mesh bag and science lab fee may be purchased for \$20.00

## **BACKPACKS AND BAGS**

Backpacks may be brought to school; however, they should be kept in the locker during the school day. Rolling backpacks are not allowed. Young ladies are allowed to carry purses. We ask that young ladies refrain from carrying any backpack purses to school. Students are allowed to carry P.E. clothes and folders in their WSMS bag only. When the student receives their agenda book, a mesh bag will be given to them. If a student loses his/hers, a replacement mesh bag will be sold in the library for \$5.00. (Note: Any bags on White Station Middle School property are subject to search at any time by the administration)

## **P.E. CLASS AND UNIFORMS**

Students who are scheduled for P.E. will be required to wear both a green or white plain t-shirt and black or gray athletic shorts. Parents can also purchase P.E. uniforms with the WSMS logo from Midsouth Solutions during registration. It is strongly recommended that students bring a lock from home for the P.E. lockers to secure their items if they have P.E. class.

## **TEXTBOOKS**

All students will be issued textbooks to use at school and home. These textbooks will be issued to each student with a receipt for parents to sign. Parents will be held responsible for the return of all textbooks that will be issued to your child. If a student relocates resulting in a transfer from WSMS, all textbooks must be returned to the school in the appropriate condition given before any records will be released for the transfer. If any book is damaged or lost at the end of the year, the parents are responsible for replacing the books. If any textbook is damaged but still can be used, the parent will be charged a \$10.00 rebinding fee. Please contact the school librarians to determine the cost of a missing or lost textbook.

## **CAFETERIA**

No open food is to be taken out of the cafeteria at any time. Cleanliness is always stressed in the cafeteria. Students are responsible for helping to keep the cafeteria clean. Each student will be responsible for cleaning and picking up paper under and around tables and trash cans. Breakfast and lunch are free to all students.

## **FEE WAIVER**

If a student is eligible for free or reduced price meals, he/she is also eligible for fee waivers. A fee waiver form must be completed and returned to the school each year in order for a student to receive a fee waiver.

- **FEES ELIGIBLE**  
 Activities that are a required part of a course  
 Fees for participation in courses for credit grade
- **FEES NOT ELIGIBLE**  
 Fines for overdue or lost library books  
 Charges for lost or destroyed textbooks  
 Debts owed the school  
 Club membership or dues  
 Fees for event outside the school day

## **PAYMENTS**

Students and/or parents can make purchases or payments with cash or money orders. The school does not accept checks.

## **COMPLAINTS**

The following information about how to bring a complaint to the school is intended to provide parents and students an opportunity to resolve questions or problems that may arise.

- All complaints must be taken care of within ten calendar days of learning about the event or problem.
- All student matters should be discussed first with the appropriate classroom teacher.
- If the teacher's decision is not satisfactory, the complainant may request a conference with the principal.
- Please remember to schedule an appointment with the principal so that we can serve you in a timely manner.

## **GUIDANCE**

School Counselors are available to assist students and families who are experiencing academic or adjustment difficulties. Counselors are also available for academic screening and planning when students are experiencing difficulty with schoolwork. The school psychologist and social worker work closely with the counselors in these referrals. Students may be referred by parents, teachers, and school administrators or by the students themselves. The counselors' coordinate the system-wide testing. The four-year plan for high school is developed in the 8<sup>th</sup> grade with the counselors' assistance.



## **HEALTH POLICY**

- **Parents will be notified in cases of illness and or injury. PARENTS MUST KEEP THE SCHOOL UPDATED ON ANY CHANGES IN ADDRESS, EMAIL ADDRESSES, TELEPHONE NUMBERS, AND/OR EMERGENCY CONTACT NAMES OR TELEPHONE NUMBERS.**
- **A student, whose illness requires that the student be sent home, will be given appropriate attention and supervision until the student's parent or other authorized person arrives.**
- **A student with uncontrolled diarrhea or vomiting will be provided care apart from the other students until the student's parent or other authorized person arrives.**
- **Students will not be allowed to remain at school if one or more of the following exists:**
  - a. If the illness prevents the student from participating comfortably in school.**
  - b. If the illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other students.**
  - c. Oral temperature of 100 degrees or greater. Student must be free of fever for 24 hours before returning to school.**
  - d. Diarrhea.**

## **MEDICATIONS**

**Sometimes it is necessary for students to take prescription medicine while at school. Medicine must be brought immediately to the office by the parent only. We can only store 10 days of medicine at a time according to district policy. Medicine must be in a prescription bottle with the student's name, name of the medication, doctor's name, a directive for the administration of the medication, and a pharmacy shown on the pharmacy label. The student is responsible for coming to the office at the appropriate time to take the medication. Approved possession of a student's own prescription medication during the school day is limited to life-threatening conditions and must have prior authorization by the district. Medicine that is to be taken three times daily does not need to be administered at school. It can be given before and after school and at bedtime.**

## **LOST AND FOUND**

**Please label all coats, caps, and book bags to make identification easier. There is a lost and found bin for clothing in the main hallway and a bin for text books in the library where the student should look for missing items. All found items are placed there for parents or students to look through. Electronic or valuable items that are found are stored in the main office. All unclaimed articles of clothing or other items will be donated to charity or discarded after a certain period of time.**

## **PHONE USE**

**Students will only be allowed to use the phone if they are sick. Students will not be allowed to use the phone to call for forgotten homework, permission slips, or supplies. Students may NOT use the phone in the office unless they have a Hall Pass from a teacher.**

**Teachers will not be called to the phone to talk to parents during instructional time. A voice message may be left for the teacher to return the call during the planning time.**

## **SAFETY DRILLS**

**Safety drills are conducted according to recommended procedures. If parents or other visitors are at school during a drill, they will be expected to participate.**

- **Fire Drills are conducted monthly**
- **Tornado Drills are conducted twice yearly**
- **Earthquake Drills are conducted twice yearly**
- **Metal Detectors are conducted monthly and are unannounced**
- **Lock Downs are conducted at the discretion of SCS**

## **FIELD TRIPS**

**Field trips are planned experiences that provide students with insight, information, and knowledge that constitute an extension of the regular classroom instruction. To ensure student safety, each field trip shall be supervised by school personnel at a minimum of one adult for every twenty students, so that good discipline is maintained. There are cases where the classroom teacher may advise greater supervision. Prior to departure signed parental permission forms must be obtained for each student.**

## **VISITORS**

**Parents and other visitors are welcome to visit our school. To ensure school safety, all visitors must report to the office. Visitors will be issued a badge or name tag which should be worn at all times.**

**Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher. Such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.**

**Parents and parent designees, who come to school to sign students out and remove them from school, must report to the office. Students will not be released to parents from the classroom, only from the office.**

If parents are dropping off any item that students may have left at home, we ask that you bring these to the main office. We will arrange for the students to pick up these items during lunch so they will not miss instructional time or disrupt the class to make an announcement.

## **PARENT TEACHER ORGANIZATION**

The White Station Middle School Partners in Education (PIE) exists to promote the welfare of our students. Parents are encouraged to join and support the activities of the school. Please sign our volunteer form. Meetings are scheduled each 9 weeks. Meeting times will be posted on the school calendar and the PIE website.

- **WATCH D.O.G.S**

White Station Middle School has an active WATCH D.O.G.S. (Dads of Great Students) group. If you are interested in becoming a part of this organization, please ask the office staff for more information.

- **SCHOOL LEADERSHIP COUNCIL**

White Station Middle School participates in School-Based Decision Making. The governing body is comprised of parent representatives, teacher representatives, a facilitator, and the principal. Nominations and elections will be held at the beginning of the school year.

### **The Goals of the Leadership Council**

- To focus on school improvement
- To develop ownership in the school
- To help parents feel their contributions are worthwhile by involving them in significant decisions about school improvement.
- To involve the broader community, particularly business/corporate, in supporting the schools.
- To improve the marketing of the school's program by increasing the number of persons who are knowledgeable about the school.
- To demonstrate that participatory decision making can work effectively
- To improve the quality of decisions made with regard to school improvement issues

## **PLEDGE OF ALLEGIANCE**

Reciting the Pledge of Allegiance will be a daily routine at White Station Middle School. The school day begins with reciting the Pledge of Allegiance and the school rules. No student will be compelled to recite the Pledge of Allegiance. The parent should notify the principal in writing if a student desires not to recite the Pledge of Allegiance.

## **STUDENT CLUBS and ATHLETICS**

**A variety of athletic teams and clubs are offered to enrich students and teach valuable “life lessons.” We highly encourage all students who are interested in any sport to try out for that sport. There are a variety of sports that may interest you here at WSMS. In order to participate, students must have been promoted to the next grade level and to remain eligible students must maintain a “C” average in core subjects and hold at least a “D” average in non-core classes. The student must also have a recent physical and medical waiver on file with the school.**

**Please go to our school’s website under the activities or athletics tabs on the left at <http://www.scsk12.org/schools/whitestation.ms/site/index.shtml> to view the current list of clubs and activities available to students.**

## **AFTER SCHOOL CARE**

**After school care is available to WSMS parents and students for a weekly fee. The hours of operation will be from 2:15 to 6:00 pm each school day. The aftercare program is fully sanctioned by Shelby County Schools and will be held on the WSMS campus. Please inquire in the main office if you are interested in this program.**

**Student's Name:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

**Please complete (initial and sign) and return this page to school.**

\_\_\_\_\_ **I understand the benefits, and responsibilities outlined in the White Station Middle School Student and Parent Handbook.**

\_\_\_\_\_ **I understand that I am responsible for the textbooks issued to my child.**

\_\_\_\_\_ **I understand my child may be photographed for promoting White Station Middle School through academics and arts.**

\_\_\_\_\_ **I have read the WSMS Health Policy and will abide by the provisions of the policy.**

\_\_\_\_\_ **I understand that my student \_\_\_\_\_, will be held accountable for the behavior and consequences outlined in the Student/Parent Handbook at school and at all school-sponsored or related activities regardless of time or location.**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**