



Wakulla Middle  
School



Student Handbook

2021-2022

## TABLE OF CONTENTS

Mission Statement.....	1
Our Staff Believes.....	2
Parents' Responsibilities and Rights.....	3
General Information.....	4
Textbook Price List & Fines.....	14
Rule Violations.....	15
Discipline Procedures.....	15
Library Policies.....	19
Physical Education.....	20
Guidance and Special Services.....	22
Students Records.....	23

## MISSION STATEMENT

At the heart of Wakulla Middle School is the belief that the focus of all educational programs and school practices should be centered on the student in order to meet the unique needs of this age. Wakulla Middle School strives to meet the physical, social, emotional and intellectual needs of students in grades six through eight by utilizing instructional practices and learning activities which take into account differences in learning styles. With the understanding that developmentally appropriate activities enhance learning at all levels, we believe that all the programs and practices enhance learning at all levels. We believe that all the programs and practices of WMS should be based on thorough knowledge of the developmental characteristics of middle school students and focused on meeting their needs.

While congruent with the educational philosophy of Wakulla County Schools, K-12, this school is unique in that it provides a learning environment where middle school students are actively engaged in the learning process. This school should not be an elementary or a mini-high school, but possess the components that will provide a smooth transition from the elementary to the high school level.

Wakulla Middle School should be student-centered rather than subject-centered and should provide a structured, safe and physically comfortable environment to promote student learning. Recognizing the critical role of a middle school in the development of a student's self-concept, we would attempt to enhance students' self-esteem by creating an atmosphere of positive relationships and mutual respect among and between students and staff.

Curriculum and instruction should appeal to the exploratory nature of middle school students, and yet provide the challenging expectations needed to increase individual student performance. We believe that mastery of basic communication, mathematics and technology skills is of primary importance in the middle school so that students will have the life skills needed to be successful in future studies and in job-related experiences. We realize that exceptional students will require special services and resources to facilitate learning. Given a supportive and challenging learning environment, we would hope to see all students utilizing appropriate decision-making processes.

Believing that successful educational endeavors must include the home as an integral part, we encourage the community to be involved in all aspects of the school program in an advisory as well as an operational role. We strongly believe that a successful school is one in which teachers, parents, and community members share the responsibility for the students' education through the support of the school's mission.

## OUR STAFF BELIEVES

1. All educational programs and school practices should be student-centered rather than subject centered in order to meet the unique needs of this age.
2. Educational programs and school practices should be based on a thorough knowledge of the developmental characteristics of middle school students.
3. All curriculum and instruction should appeal to the exploratory nature of middle school students.
4. Mastery of basic communication, mathematics and technology skills is of primary importance so that students will have the life skills needed for future studies and work experiences.
5. The home is an integral part of any educational endeavor, and should be involved in all aspects of the school program in both advisory and operational roles.
6. A structured, safe and physically comfortable environment promotes student learning.
7. A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
8. Students learn best when they are actively engaged in the learning process.
9. Students learn to make appropriate decisions given a supportive and challenging learning environment.
10. Developmentally appropriate learning activities enhance learning at all levels.
11. Teachers, parents, and the community share the responsibility for the support of the school's mission.
12. Challenging expectations increase individual student performance.
13. Exceptional students require special services and resources.
14. Middle school students have unique physical, social, emotional, and intellectual needs.
15. Instructional practices should incorporate learning activities that take into account differences in learning styles.

## PARENTS' RESPONSIBILITIES AND RIGHTS

1. Parents should send their children to school in good health.
2. Parents are legally required to see that their children attend school between the ages of seven and sixteen.
3. Parents should report and explain all absences to the attendance clerk of the school.
4. According to Florida Statutes, parents are responsible for loss, destruction, or unnecessary damage to textbooks issued to their children.
5. According to Florida Law, parents are required to pay for school property damaged by their children.
6. Parents should respond to notices for parent conferences.
7. Parents should support school personnel in their efforts to discipline fairly.
8. Parents should bring to the attention of school authorities any condition which affects the welfare of their child or other children.
9. Parents should check on their child's progress - don't always wait to be notified by teachers.
10. Parents should send notes if they want their child to leave school early for doctors' appointments, funerals, etc.
11. Parents have the right to inspect and review all education records of their children.
12. Parents have the right of signing for the release of their children's records to other agencies.

## GENERAL INFORMATION

### ABSENCES AND TARDIES:

For information on absences and tardies, please refer to the 2019-2020 Wakulla County Schools Code of Student Conduct and Middle School Attendance Policy.

#### \*Pre-arranged Absences:

If you know your child is going to be absent for an extended period of time, (a trip, a hospitalization or an extended illness) we will be glad to provide you with make-up work. Please give the teachers 48 hours' notice in order to gather this work together. It is difficult to gather a week's worth of work from five teachers on the afternoon before the student is going to leave. If your child has been absent for two days and it appears he/she will be absent more, please call us and we will be glad to provide work for your student the next day.

There are many reasons that we ask for advance notice on make-up work. First, if a teacher has already had their planning time for that day, it means they have to stop teaching their class in order to gather work. This means the other students who are present have their education stopped for the one who is absent. Second, in a school with over 500 students, it is difficult for office personnel to coordinate gathering work for several students who each have five teachers on short notice. Third and most important, as was stated previously, there is no substitute for student-teacher communication with regard to assignments.

*If you need to call for make-up work, you will help us and your child by calling as early as possible during the day. Calling after lunch means most teachers have already had their planning time and the time to gather assignments has been shortened. It is impossible for us to take requests for work after 1:20 p.m. in the afternoon. This gives us less than one hour to gather information from five different teachers, many of whom would have to stop teaching in order to do this. Please be aware that if your child is in a class that the primary means of instruction that day was lecture, lab, or activity, there may not be work which can be "sent home".*

### ACCIDENTS:

Injuries to students or teachers as a result of accidents at school must be reported immediately to the office. An accident report must be filled out immediately by the teacher in charge. Injury to a student should be reported immediately to the teacher in charge. First aid will be administered if necessary. If the injury is of a serious nature, the parents will be contacted, or the child will be taken to the family doctor or hospital.

### BREAKAGE AND DAMAGES:

Wakulla Middle School is your school, your home away from home. You should strive to help keep it clean and be proud of it. Unsightly appearances reflect directly upon the whole student body. Students, who willingly deface property by writing on walkways or walls, breaking equipment, or abusing school buses, will be subject to rigid disciplinary action, including payment for replacement or repair of the damaged item.

### BUS INFORMATION AND POLICY:

If a student wishes to ride a different bus in the afternoon than he/she did in the morning, he/she must have a note from his/her parent and get it approved by an administrator. Then he/she must give it to the bus driver. Bus drivers will not let students ride who do not normally ride their bus *unless they have a note.*

Any student eligible to be transported is expected to abide by rules of conduct for riding the bus and other vehicles in order to assure the safety of all students, these rules may be found in the Code of Conduct. Failure to abide by these rules will result in the student being reported by the driver to the principal. The principal has the authority to suspend and/or recommend to the Superintendent the expulsion of students from bus riding privileges. Students who have been suspended or expelled from bus transportation shall be required to attend school. Transportation shall be the responsibility of the parent or guardian.

### CAFETERIA:

All students must eat in the cafeteria, including those who bring their own lunch. A regular lunch plate may be purchased from the main line. All food must be consumed in the cafeteria. When eating lunch, it is expected that good manners will be used. Students should refrain from loud talking, "horse play", loitering, breaking line, throwing food, and taking food belonging to other students.

#### Lunch Account:

Every student is issued an account number. These numbers have a code that denotes whether a student is paid, reduced, or free lunch. Account numbers are confidential and should not be shared by students. Students may prepay any amount of money (cash or check) to be used for the main line lunch and/or for ala-carte items. A parent can put a daily maximum on their child's account by calling the lunchroom supervisor.

## DRESS CODE:

According to the Wakulla County School Board Code of Student Conduct, a student's mode of dress and grooming in the school shall meet standards of decency, modesty, personal hygiene, and safety, and be conducive to maintenance of a proper educational environment. Accordingly, excessively revealing clothes and costumes or accessories which tend to distract fellow students in the pursuit of their educational activities or disrupt the normal activities of the school will be prohibited. The following specific rules are observed:

1. Any shirt which can not be tucked in and/or leaves the stomach bare is prohibited.
2. Any shirt which does not have at least 2 inches on the shoulder is prohibited.
3. Pants or shorts which are obviously **too large or too small** for the child and which tend to hang below the waist are prohibited. At no time should a student's mode of dress expose their underwear. If a belt is needed it should be worn.
4. Tights, yoga pants, leotards/leggings, or any other form fitting pants must be covered by clothing that is approximately mid thigh length when in a standing position.
5. Shorts or skirts must be approximately 3 inches above the knee or longer.
6. Shoes must be worn at all times. Shoes that come off the foot easily are not allowed for safety purposes. Shoes and other articles of clothing which light up are not permitted.
7. Hats, scarves and headbands shall not be worn in school.
8. Shirts with indecent or suggestive wording or pictures are prohibited.
9. Clothing or other accessories that advocate or advertise the use of tobacco, alcohol or drugs are prohibited.
10. Bandannas shall not be worn or displayed in any manner except those approved by the principal or assistant principal.
11. Chains used for belts or wallets are prohibited.
12. No pajamas, nightshirts, bedroom slippers, etc.
13. Holes in pants shall show **NO** skin or underwear from 3 inches above the knee or higher.

***The only exceptions to the dress code will be for Physical Education or the wearing of a uniform designed for athletic purposes.***

Violations to dress code policies may include verbal warnings, parent phone call, lunch or in-school ~~detention~~, out of school suspension, etc., according to the frequency and severity of the offense. The only exceptions to the dress code will be for Physical Education or an athletic uniform. The school administration reserves the right to adjust or change any policy if an item is deemed inappropriate for the school environment.

ELECTRONIC GAMES, DOLLS, TOYS, BEEPERS, TRADING CARDS, CAMERAS, RADIOS, TAPE/CD PLAYERS, RECORDED MUSIC, MP3 PLAYERS, IPODS, VIDEO CAMERAS: These or similar items are not to be brought to school unless specifically approved by the principal or designee for educational purposes.



## EMERGENCY DRILLS:

### Fire:

- A. Students should follow the exit route posted in the classroom.
- B. Students should leave all books and personal belongings on their desk.
- C. Students should move quickly and quietly without pushing, crowding, or running.
- D. When outside, students should move a safe distance from the building.
- E. Teachers will follow the students out and close any doors.

### Tornado:

- A. Students should proceed immediately to the area designated for their room. Area designations are posted in each classroom.
- B. Students should leave all books and personal belongings on their desks.
- C. Students should move quickly and quietly without pushing, crowding, or running.
- D. Students should assume the curled position as described on the Tornado Poster.

### Lockdown:

- A. Students should calmly move to the designated area away from doors and windows.
- B. Students should maintain silence.
- C. Students should not open the door.

## GRADES, REPORTING:

Report cards will be issued each nine weeks to report the progress of the student to the parent. The grading scale at Wakulla Middle School is as follows:

<u>Grade</u>	<u>Percent</u>	<u>Definition</u>
A	90-100	Outstanding Progress
B	80-89	Above Average Progress
C	70-79	Average Progress
D	60-69	Lowest Acceptable Progress
F	0-59	Failure
I	0	Incomplete

### Progress Reports:

Progress reports are sent out approximately 4 1/2 weeks into each nine weeks. These reports are sent to parents to let them know how the student is doing so that appropriate steps can be taken to insure good grades at report card time.

### Homework:

To improve academic skills and increase knowledge in a subject area, students will be assigned homework. Students should expect homework assignments by class.

### Honor Roll:

Students with high academic performance will be eligible for the honor roll. Each grading period, students earning all A's or A's and B's will be recognized for their achievement by placement on the Honor Roll. Students who earn straight A's will also become members of the All A Honor Roll Club and be invited to attend special activities each nine weeks.

### Program of Study:

All students are required to study reading, math, language arts, science and social studies. Physical education will be offered daily as well as a unified art, which includes art, computer education/ internet, band, and technology education. Students with failing grades are required to participate in a remediation program.

### Teacher Advisory Period (TAP):

It is Wakulla School Districts commitment to students to ensure every child have an adult advocate. Our core values include always making decisions in the best interest of students. At Wakulla Middle School, each student is part of a morning meeting with their advocate to address academic and social emotional needs. As a result of the targeted check-in systems, students are able to discuss any concern they may have with their advocate.

### Promotion:

Students must meet the requirements of the Student Progression Plan for the grade level in which they are enrolled. These skills are related to the Florida Course Performance Standards and the Sunshine State Standards.

#### 6<sup>th</sup> Grade to 7<sup>th</sup> Grade

1. Has received a passing grade in three academic subjects (language arts, mathematics, social studies or science) needed for promotion to ninth grade.
2. Has taken the district or state norm-referenced test unless (s)he qualifies for an individually administered test as outlined in Section VI. Special Considerations for Exceptional Students.

### 7<sup>th</sup> Grade to 8<sup>th</sup> Grade

1. Has received a passing grade in six out of eight academic subjects (language arts, mathematics, social studies or science) needed for promotion to ninth grade.
2. Has taken the district or state norm-referenced test unless (s)he qualifies for an individually administered test as outlined in Section VI. Special Considerations for Exceptional Students.

### 8<sup>th</sup> Grade to 9<sup>th</sup> Grade

1. Has received a passing grade in twelve academic subjects (3 language arts, 3 mathematics, 3 social studies or 3 science) and one semester of Career Education.
2. Has taken the district or state norm-referenced test unless (s)he qualifies for an individually administered test as outlined in Section VI. Special Considerations for Exceptional Students.

### GUM, CANDY, DRINKS AND SNACKS:

These items are not allowed at school. Drinks may be brought to school for consumption at lunch time only, and must be in the original unopened containers. Drinks that are taken out at times other than lunch will be confiscated.

### HALL PASSES:

Students are not permitted to leave class to use the restroom or the water fountain without a hall pass from the teacher. Students must develop the habit of bringing with them the books, pencils, paper, and any other materials required for class. Teachers will not excuse students from the classroom to go to their lockers for these materials.

### HOMEROOM:

Announcements will be made and attendance will be checked at this time.

### ILLNESS AT SCHOOL:

When a student becomes ill at school, the student should notify the teacher. The student will be sent to the clinic with a pass, and his/her parents will be notified. The parent or guardian must sign the student out in the main office before leaving school.

### LOCKS AND LOCKERS:

Each student will be assigned a locker by his homeroom teacher. Students do not share lockers unless they are assigned to do so by a teacher. Students are required to purchase school locks. School officials have a master key available if students forget their combination.

Book Bags: Students will be allowed to carry their books to and from school in book bags. During the school day, book bags or any other oversized bags will be kept in lockers. Book bags will not be brought into classrooms for space and safety reasons. Students will be given locker breaks and will not need to carry all their books to every class.

#### LOST AND FOUND:

All unclaimed articles found in the building or on the school grounds should be turned in to the main office. Any person losing articles should go to the main office to check for them.

#### PARENT-TEACHER CONFERENCES:

Wakulla Middle School students will benefit greatly from coordinated home-school effort. Parental involvement is vital to a student's academic and emotional growth. Parents are urged to call the school when there is a concern about their children. Parent-teacher conferences may be made by calling the TAP teacher at 926-7143.

#### RESALE ITEMS:

Students may not bring any items to school for the purpose of selling the items to students or teachers without first securing permission from the principal.

#### SCHOOL HOURS:

The first bell rings at 7:35 a.m. with homeroom starting at 7:40 a.m.; dismissal is at 2:20 p.m.

#### SCHOOL IMPROVEMENT PLAN:

The School Improvement Plan along with the School Improvement Goals can be viewed at the school's web page, [www.wakullaschooldistrict.org/wms](http://www.wakullaschooldistrict.org/wms)

#### SIGNING STUDENTS IN/OUT:

Students who come to school late must sign in at the front office before going to class. The parent or guardian must sign the student out in the main office before leaving school with the student.

## STUDENT USE OF CELL TELEPHONES/WIRELESS COMMUNICATION DEVICES:

1. Personal cell phones may be brought to school with the following conditions:
  - a. Phones must remain off during class time and while riding on school buses or using school transportation at any time.
  - b. If emergency calls to or from students are necessary, they should be placed through the school office and not to or from the student's telephone.
  - c. Phones should be kept secure to prevent theft (vehicles, purses, backpacks, lockers, etc.). ***The school is not responsible for lost or stolen phones.***
2. Violation of these provisions shall result in ***appropriate disciplinary action***. Subsequent or severe violations may result in further disciplinary action, including but not limited to suspension.
3. Use of cell phones for the purpose of cheating will result in disciplinary and academic consequences.
4. Use of cell phones for inappropriate photographs, inappropriate internet use, or threats may result in disciplinary consequences including but not limited to suspension, expulsion, and/or placement in the long-term disciplinary program, and possible criminal penalties.
5. Using a wireless communications device to commit any criminal act may result in disciplinary action and/or criminal penalties.

Any form of investigated and confirmed misrepresentation or bullying/harassment used through cyber social networking such as Facebook may result in disciplinary consequences including but not limited to suspension, expulsion, referral to the long term disciplinary program, and/or possible criminal penalties.

6. Use of electronic devices for educational purposes must be approved by the principal or designee.

## TELEPHONE CALLS:

Parents should call to talk to their child during school ***ONLY FOR EMERGENCIES***. Students will not be called out of class for any other phone calls.

## TEXTBOOKS:

Textbooks which are furnished by the State of Florida and the Wakulla County School Board are issued to students. Students are expected to properly care for their textbooks. In order to prolong the life of textbooks, *students are expected to use book covers*. If a book is lost or damaged, it must be paid for by the student or his/her parents. If a student owes for a textbook from the previous year, he/she will be responsible for the fine at the beginning of the school year.

## VISITORS:

Any parent, guest, or other person not employed by Wakulla Middle School must gain admission to the building through the main office. Only the principal and assistant principal may give visitors authority to be on campus.

Students who are not enrolled at Wakulla Middle School are not permitted to remain on campus without a pass from the principal or assistant principal. Any such student found on the campus should be brought to the main office. Students are not allowed to bring visitors.

**Due to COVID 19 we will be unable to have volunteers in our buildings. The safety of our students and community is our top priority.**

## WITHDRAWALS:

The following are the policies for withdrawal from school:

1. The student must obtain a withdrawal form from the guidance office on the last day of attendance.
2. A parent must either come to school to withdraw the student or be available by phone.
3. Books are to be returned by the student to individual teachers.
4. The withdrawal form must be signed by the student's teachers and the librarian, and then returned to the guidance office before leaving school.
5. Student will receive a copy of the withdrawal form to take to the new school.

**Money Collected for lost or damaged books; enforcement** – The school shall collect from each student or the student's parent the purchase price of any instructional material the student has lost, destroyed or unnecessarily damaged and to report and transmit the money collected to the district school superintendent. The entire purchase price of the book may be collected if the material is damaged to the point of being rendered unusable. A minimum fine of \$5.00 shall be charged for damaged books that are still usable. The failure to collect such sum upon reasonable effort by the school may result in suspension of the student from participation in extracurricular activities or satisfaction of the debt by the student through community service activities at the school site as determined by the school, pursuant to policies adopted by district school board rule.

## TEXTBOOK PRICE LIST

### 6<sup>th</sup> GRADE Adoption year NEW

World History (Houghton Mifflin Harcourt)	17-18	71.70
Comprehensive Science 1 (HMH)	18-19	48.75
GoMath Mathematics 1 (Holt McDougal)	15-16	8.30
Collections 6 (Holt McDougal)	15-16	64.25

### 7<sup>th</sup> GRADE Adoption year NEW

Civics (Houghton Mifflin Harcourt)	17-18	72.95
Comprehensive Science 2 (HMH)	18-19	48.75
GoMath Mathematics 2 (Holt McDougal)	15-16	8.30
Algebra 1 (McGraw-Hill)	15-16	78.99
Collections 7 (Holt McDougal)	15-16	64.25

### 8<sup>th</sup> GRADE Adoption year NEW

US History (Houghton Mifflin Harcourt)	17-18	79.25
Comprehensive Science 3 (HMH)	18-19	48.75
Integrated Science (Prentice Hall)	11-12	99.97
Algebra 1 (McGraw-Hill)	15-16	78.99
Geometry (McGraw-Hill)	15-16	80.97
Collections 8 (Holt McDougal)	15-16	64.25
Course 3/Pre-Algebra (McGraw-Hill)	15-16	75.00

### ART Adoption year NEW

Introducing Art (Glencoe) 2007	07-08	56.50
Exploring Art (Glencoe) 2007	07-08	56.50
Understanding Art (Glencoe) 2007	07-08	56.50

### HEALTH Adoption year NEW

Teen Health 1 (Glencoe) 2007	07-08	43.98
Teen Health 2 (Glencoe) 2007	07-08	45.99
Teen Health 3 (Glencoe) 2007	07-08	49.98

## RULE VIOLATIONS

Each team at Wakulla Middle School develops a set of rules for their students to observe. These rules are consistent with the Code of Student Conduct. Each discipline plan has consequences for breaking rules and rewards for following rules. Every student and parent should become familiar with the team discipline plan. There are, however, certain major offenses that will be dealt with by administrative personnel.

## DISCIPLINE PROCEDURES

Since misconduct of any degree of frequency is undesirable and not conducive to a positive learning environment for all, students should understand that certain consequences are applicable to their behaviors. A wide range of alternatives are offered as consequences to infractions. Positive means of discipline will be used to solve behavioral problems whenever possible. Such actions include conferences by various school personnel to determine the nature of the student's difficulty and to provide assistance to the student in working out a plan to resolve the problem. Other alternative measures are available to impress upon the student that disruptions to the learning environment will not be tolerated. Because some behaviors are more serious and disruptive than others, the frequency, nature and degree of the misconduct as well as the age of the student will determine the specific disciplinary action to be taken. The principal or his designee will make the decision as to which alternative(s) properly suits the infraction.

## DISCIPLINE GRID

Disruptive behavior at Wakulla Middle School may result in a student receiving a form of disciplinary action. Disruptive behaviors have been grouped into major and minor classifications. Each classification is followed by a disciplinary procedure. This will be implemented by the administrator. This grid is a guideline. The consequences for these offenses and other inappropriate behaviors will be at the discretion of the administrator.



<b>OFFENSE</b>	<b>1<sup>st</sup> OFFENSE</b>	<b>2<sup>nd</sup> OFFENSE</b>
Defacing School Property	OSS	OSS
Altercation	ISD	ISD
Fighting	OSS	OSS
Forging Signature	ISD	ISD
Insubordination	ISD	ISD
Possession of Drugs/Drug Related Paraphernalia	OSS Recommendation for Placement at Wakulla Institute	Expulsion
Possession of Alcohol/Alcohol Related Paraphernalia	OSS	OSS
Possession of Tobacco/Tobacco Paraphernalia	ISD	PASS
Possession of Weapon/Weapon Paraphernalia	OSS/Possible Expulsion or Recommendation for Placement at Wakulla Institute	OSS/Expulsion
Profanity	ISD or OSS	ISD or OSS
Profanity Toward Staff	OSS	OSS
Public and Inappropriate Display of Affection	ISD	ISD
Sex Offenses	OSS	OSS/Possible Expulsion
Skipping	ISD	ISD
Stealing/Theft	ISD	OSS
Threatening a School Employee	OSS/Possible Expulsion	Possible Expulsion
Electronic Devices	Lunch Detention/Parent Contact	ISD
Under the Influence	OSS	Recommendation for Placement at Wakulla Institute

PASS (Positive Alternative to School Suspension): Students may be assigned to a Positive Alternative to School Suspension (PASS) within the school district by the principal or designee for behaviors that would warrant an out of school suspension. Placement in the PASS program will not exceed 10 days. Students placed in PASS must successfully complete the assigned days before being allowed to return to Wakulla Middle School. The PASS program is a part of the Wakulla Institute at the district office.

## WAKULLA INSTITUTE

Students may be involuntarily assigned to the Wakulla Institute, as an academic or behavior intervention, or as an alternative to suspension and/or expulsion (Grades 6-12), or if they demonstrate problems with discipline which include gross insubordination; disruptive, assaultive or violent behavior; substance abuse; weapons on campus; behaviors which persistently interfere with the learning of self or others; or other serious offenses in or out of school, including those which result in involvement with the Juvenile Justice system.

A student assigned to the Wakulla Institute cannot be on the campus of or participate in any activities, extracurricular or otherwise, in any of the Wakulla County schools for the duration of his/her placement in the Wakulla Institute, including if withdrawn or not attending. Students may be allowed to attend paid school events not occurring during school hours unless that privilege has been revoked. Driving privileges must be applied for through the Principal.

If a parent or guardian chooses to withdraw his/her student from the Wakulla County school system, the time assigned for attending the Wakulla Institute will still have to be fulfilled at a Second Chance School before the student may return to any of the other Wakulla County schools.

The assignment to the Wakulla Institute may be extended if the student has not complied with Wakulla Institute policies or has failed his/her classes, as determined by the Case Review and Reassignment Committee.

### Wakulla Middle School In-School Suspension (**ISS**) RULES AND PROCEDURES

Each student assigned to the In-School **Suspension (ISS)** classroom and their parent must read these rules and procedures.

**Any student who has been assigned to In School Suspension will not be able to participate in any extracurricular activities until all days assigned have been completed.**

#### **(ISS) Procedures**

1. Get all necessary materials from your locker.
2. All students must sign-in when entering the ISS classroom.
3. Phones are checked in with the ISS instructor.
4. Begin work immediately on your survey and assignment(s).
5. All assignments must be completed with **quality work**.  
**(Quality means all assignments have work shown and questions are answered in complete sentences.)**
6. After completing all assigned and missing assignments, read the student handbook, a library book or textbook.
7. Each student's desk area must be clean prior to leaving the ISS classroom at the end of the day.

### **(ISS) Rules**

1. Communication with other students is not allowed. This includes the passing of notes, talking, any type of sign language, gestures, holding up notes or signs.
2. No sleeping; **NO** heads on the desk, leaning on walls or closing of eyes.
3. Work on school assignment independently
4. Raise your hand and **WAIT** for the ISS teacher to come to you or give you permission to speak.
5. You will be respectful to persons and property in the ISS classroom.
6. Failure to follow ISS rules and directions of the ISS instructor will result in additional days to ISS.

## LIBRARY POLICIES

1. The library is open to students from 7:45 a.m. to 2:45 p.m.
2. All books are to be checked out at the circulation desk before they are taken from the library.
3. Books in regular circulation may be checked out for a period of one week and may be renewed for an additional week, if necessary.
4. Books may be turned in by placing them in the Book Return located at the front of the circulation desk.
5. There are no fines for overdue books. However, if a student has an overdue book, he/she may not check out another book until the overdue book is returned.
6. The charge for a lost or damaged book will be the current replacement cost of the book.
7. When coming to the library, students will:
  - a. Enter the library silently with an official library pass.
  - b. Sign in.
  - c. Keep voices to a whisper.
  - d. Use library time to read, to study, to research, or to choose and check out books.
  - e. Use materials carefully.
  - f. Refrain from chewing gum, eating or drinking.
  - g. Sign out before leaving.
8. While in the library, students will respect, and respond appropriately to, the authority of all adults.

## PHYSICAL EDUCATION

### RULES AND REGULATIONS

1. Report all accidents or injuries to your instructor immediately.
2. Be attentive to roll call, announcements and instructions.
3. Be respectful, courteous, and cooperative with the teachers and fellow students.
4. Maintain good behavior at all times, avoid all forms of horseplay.
5. Take proper care of all personal and school equipment.
6. Participate fully in all activities for the day "Stay with the class".
7. Chewing gum is not allowed at W.M.S. This is especially important in P.E. for safety reasons. NO GUM.
8. No students are allowed in the locker room without adult supervision.
9. Every student will be assigned their own locker.
10. A one-time P.E. lock rental fee of \$.99 will be charged. Students will be required to pay for lost P.E. locks.
11. No book bags are allowed in the gym or locker room. P. E. is not responsible for personal items which are not locked up.
12. No jewelry is allowed during P.E. other than post earrings. No watches except for special activities.
13. Students should not share lockers. Students are required to use only the locker they rented for the school year.
14. Glass items and aerosols are not permitted in lockers.
15. Students that are more than 5 minutes tardy to class must have a pass from the teacher detailing the time and reason for being late.

### POLICIES AND PROCEDURES

#### Grades:

1. Student class grades will be based on the following criteria:
  - a. Prepared for class.
  - b. Participating in assigned activities.
  - c. Completion of tests and evaluations.
2. Conduct grades are based on sportsmanship, leadership, respect for authority and returning correspondence such as deficiency reports, parental permission forms, etc.
3. If a student is wearing shorts but no T-shirt, one point is deducted for T-shirts.
4. If a student is late to his/her P.E. class, he/she automatically loses a participation point.

### P. E. Attire:

1. Tennis shoes with decent ankle support (NO flip-flops or hard heeled shoes).
2. White socks or ankle socks.
3. Gray, solid T-shirt or W.M.S. T-shirt. W.M.S. P.E. shirts and shorts may be purchased. The T-shirt must be a solid color gray. No advertising or any other writing other than your name or school name. Last and first name should be easily readable.
4. Solid black, gray, or red shorts. Some white is admissible. Small athletic logos are permissible. Name brand shorts such as Nike, Adidas, Reebok, Umbros, or plain shorts will be accepted. All shorts must have a minimum of an 8" inseam.
5. No jean shorts or cut-off shorts.
6. For security reasons, all shorts and shoes should be labeled with the student's name.
7. On Friday or the end of each school week all P.E. clothes are to be taken home and washed. Students are required to start each week with clean P.E. clothes.

### Medical Excuses:

Students will be excused from dressing out for medical reasons only. Parents may request that a student be excused for medical reasons by writing a note to the P.E. teacher. A parental note is acceptable for non-dressing for up to three days. Long term excuses or serious injury will require a note from a doctor. *Students who are excused or do not intend to participate in physical education activities are expected to bring homework, reading material, or other school work to class.*

Policies and procedures regarding dressing in and out for PE are subject to change due to COVID 19 safety protocols.

## GUIDANCE AND SPECIAL SERVICES

A focal point of the middle school program is the emotional and personal development of the students. Developing a sense of self-acceptance and appreciation for others, learning to make decisions and solve problems, and maintaining meaningful and satisfying relationships are vital components in becoming full functioning human beings. To help our students to develop in these areas, a school wide guidance program is offered.

The guidance counselor is available to discuss personal, educational or vocational problems with students or parents. Students may request appointments by speaking to the counselor, a teacher or by bringing a request slip to the guidance office.

Parents are encouraged to contact the counselor at 926-7143 for conferences regarding their children. Conferences with parents and teachers may also be coordinated through the guidance office. A variety of services are available to assist students with special needs:

The school psychologist provides psychological and education assessments for students experiencing learning and/or behavioral difficulties.

The vision teacher provides vision screening for students with symptoms of eye problems.

The speech and hearing clinician tests students for possible speech and hearing problems and provides therapy for students with speech and language problems.

The exceptional student program includes special class instruction for students with unique learning needs.

Health Services: The Wakulla County Health Department and Wakulla Middle School will be providing the following school health screenings at no cost:

Vision Screening: This screening is offered to all students in grade 7 and is designed to determine the ability of your child to see as well as most children of the same age.

Hearing Screening: This screening is offered to all students in grade 7 and is designed to determine the ability of your child to hear as well as most children of the same age.

Scoliosis Screening: This screening is offered to all students in grade 6 and 7 and is designed to detect if your child has curvature of the spine. A professional looks at your child's back when your child stands upright and bends forward. Parents will be notified if there appears to be a problem and encouraged to see a doctor of their choice for a complete examination.

If any parent does not wish his child to take part in a screening, the school should be notified of this request in writing.

## STUDENT RECORDS

Wakulla Middle School maintains records on each student in order to trace student progress from year to year. These records include permanent and temporary information as specified in School Board Policy.

With regard to these records, each parent, guardian or adult student has the following rights, as specified in Florida Statutes (Section 228.093(3), and State Board of Education Administrative Rules (Section 6A-1.955):

1. Right of access. Should you wish to inspect and review your child's records at any time, you may arrange to do so by making an appointment with the school principal.
2. Right of waiver of access.
3. Right to challenge the content of any record. If agreement concerning the record cannot be reached, a hearing will be held.
4. Right of privacy. Only qualified persons may see your child's records without your prior written consent.

In addition, Wakulla Middle School maintains the following directory information for release to the general public: student's name, address, telephone number (if it is a listed number), date and place of birth, major field of study, participation in officially recognized activities, sports weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. If you do not wish any or all of this information on your child to be printed, notify the school principal in writing within 15 days. The district's policy on education records of pupils and adult students is available for review in the principal's office.



## **NON-DISCRIMINATION STATEMENT**

The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation.

The lack of English language skills will not be a barrier to any opportunity or event associated with Wakulla County Schools.

The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Angie Walker, Executive Director of Human Resources, 69 Arran Road, Crawfordville, Florida 32327; 850.926.0065; [angela.walker@wcsb.us](mailto:angela.walker@wcsb.us).