

WELCOME

Welcome to Waynesville Middle School! For the 8th graders, this is an important year for you to prepare for Tuscola High School. For the 7th graders, you are now more of a true middle school student with a few more privileges, but also more responsibilities. For the 6th graders, this is a very exciting year coming from a smaller elementary school to a larger middle school.

WMS is your school and we hope you take great pride in being a WMS Mountaineer. Each year you should grow in academics and character. Hold high expectations for yourself, work hard, and do the right thing. Good luck to you.

Sincerely,
WMS School Administration

SIGNATURE BY A PARENT/GUARDIAN AND STUDENT REQUIRED

I have read and understand all information within the WMS agenda book.

Student Signature

Parent/Guardian Signature

Date

AFTER SCHOOL PROGRAMS/OPPORTUNITIES

If a child is planning to stay after school for any reason, the parent is responsible for picking up the student at the designated time. If the parent is late, the child may have to forfeit future after-school activities.

VISITORS

To ensure safety for students, **all** visitors to Waynesville Middle School must come to the office through the main entrance and receive *a visitor's pass* prior to going to any other buildings. Students are **not allowed** to bring other students, friends or relatives to school with them.

STUDENT CAR RIDER PROCEDURES

All students are to be picked up and dropped off in the car rider line across the street from WMS. Students will only have access to the doors located in front of WMS in the mornings. Supervision will only be provided for car riders in the designated car line for student drop off and/or pick up. Therefore, students should not be dropped off and/or picked up in any other location. Crossing guards and teachers are on duty before school and after school to supervise car riders. If students are not picked up in the car line, by 3:30, they will be brought back to the main entrance for supervision. All cars should enter the car rider line from the designated entry point to drop off and/or pick up, and leave from the designated exit point. Cars should not enter the car line from any other area and attempt to cut in line. Once vehicles arrive at the covered student area, they should pull forward as far as possible before stopping to drop off and/or pick up a student. This will help to ensure that the line moves efficiently and effectively during these busy times.

TELEPHONES/ELECTRONIC DEVICES

Cellphones and other electronic devices may only be used under the following conditions: 1. Permission has been obtained from the classroom teacher to use the device. 2. The device is being used for instructional purposes. While using a device for instructional purposes,

the HCS policy for Acceptable Use should be followed at all times. Cellphones and electronic devices are not to be used in hallways, bathrooms, in the cafeteria during lunch, during class change times, in classrooms, or at any other place or time unless the previously mentioned conditions are met. Students may use cellphones and electronics devices in the gym or cafeteria during morning arrival as they wait to be dismissed to their first class of the day. However, they should turn their cell phones and electronic devices off as they are dismissed from the gym to their first class. Students may also use their cellphones and electronic devices following the afternoon announcements as they are waiting to be dismissed from school. However, the sound should be muted or earbuds should be used, and pictures and videos are not to be taken before, during, and after school. Failure to adhere to the above guidelines and expectations will result in the following disciplinary actions; **1st offense** – phone is taken, returned in 5 school days or picked up by parent and 1 day of ISS. **2nd offense** – phone is taken, returned in 10 school days or picked up by parent and 2 days of ISS. **3rd offense** – phone is taken, must be picked up by parents after 15 school days and 3 days of ISS. **Subsequent offenses** – phone is taken, OSS days, and parents pick up phone after 20 school days.

STUDENT FEES

According to school board policy; SA-13, Student Fees, the Board of Education will maintain the lowest possible level of student fees. However, the Board of Education has approved certain fees. If a student's fees are greater than the family can economically afford, the student fees can be waived. The principal or his/her designee shall determine each case individually.

NON-DISCRIMINATION POLICIES

The Haywood County Board of Education does not discriminate on the basis of age, handicap, national origin, race, religion, or sex. If a person feels that he/she has been discriminated against for these reasons, contact Trevor Putnam at 452-2406.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of school records. Under this law, parents/guardians of students or students if they are at least 18 years of age have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents/guardians of the student is limited and generally requires prior consent by the parents/guardians and 18-year-old students under FERPA. Copies of this policy may be found in the principal's office and in the assigned liaison teacher's class of your child.

MEDIA PICTURES OF STUDENTS

From time to time pictures of students are taken in the school setting and used by the media in a general nature for the promotion of certain school programs/activities. Each student will return a Videotape/Photo Release Form completed and signed by a parent/guardian.

SEXUAL HARASSMENT

It is the policy of the School Board, that learning and working environment free from sexual harassment shall be maintained. It shall be a violation of this policy for any staff member or student to harass another staff member or student through conduct or communications of a sexual nature.

FUND RAISERS

School Board policy states that all student sales and fund-raising activities must have the approval of the School Board. Students may not sell items during school hours; however, teams will be allowed to sell concessions during scheduled times.

MEDIA CENTER

The Waynesville Middle School Media Center has a variety of resources to meet the needs of all students. The media center staff is available to help students using the center for class work, research, and recreational reading. The media center is open from 7:30 a.m. until 3:30 p.m.

The Media Center guidelines are:

- Books are checked out for two weeks.
- Reference materials may be checked out overnight and are due by the beginning of homeroom the following day.
- All materials should be returned on or before the due date so others may use them.
- Students will receive overdue notices during homeroom or Language Arts class.
- Any student who has overdue materials or who owes a fine will not be allowed to check out anything else until this is resolved. Overdue fine is 2 cents per day on regular checkouts and 50 cents per day on reference/overnight material.
- Students who lose/damage items are responsible for them and must pay replacement costs.
- Good behavior and manners are expected of students using the media center.

TEXTBOOKS AND MATERIALS

Textbooks and some other materials used in the courses offered at WMS are

furnished to students at no charge. Replacement cost of items lost or damaged must be paid. Students should remember that books and materials represent considerable expense to the taxpayers of our county and, therefore, should be treated with care. Deliberate vandalism of textbooks will result in students paying for the book or materials disciplinary action.

PERSONAL PROPERTY

Athletes may store their uniform gear in the lockers in the locker rooms/field house, or other designated storage areas; however, the school is not responsible for lost or stolen items.

Use of skateboards and roller blades are strictly prohibited on campus and should not be brought to school.

LOCKERS

Locks and lockers will be provided for each student. However, lockers are the property of the school and may be searched at any time without student permission or knowledge. All locks that are lost **must** be replaced by the student at a cost of \$5.00 each. Found locks will be returned to students for a \$1.00 fee.

MEDICATION

State law only allows trained school personnel to administer Tylenol or other over-the-counter medication; however, first aid supplies may be obtained from the office. **All medication taken at school must be brought to the office at the beginning of the day in its original container with a note from a parent or doctor explaining proper use. During the school day, a student cannot carry medication of any kind. (Exception-an inhaler may be carried if it is accompanied with a doctor's note.) Out-of-School suspension will result if a student violates this policy.**

STUDENT APPEARANCE

WMS regulations require a student to attend school in “appropriate” dress. Please review the information below as well as the dress code images and guide lines on page 11. *ID card, driver’s license, or debit cards are examples of cards that can be used for this self-check for the “card” test in order to determine if clothing is appropriate for school.

*Shoes must be worn at all times.

*Students may wear leggings (tights are not considered leggings). Leggings are not pants. Therefore, if leggings are worn, the buttock area must be completely covered. *Pants/Shorts should not have chains or other attachments. *Pajamas and bedroom slippers are not to be worn unless part of a school activity. *If a child is not in compliance with the dress code, a parent will be notified to bring their child appropriate clothing. If the parent is unable to be reached, the child will be placed in ISS for the remainder of the day or provided with acceptable attire, when available.*

HEALTH EDUCATION

In December of 2000, the State adopted a revised version of the Health curriculum for grades K-9, entitled Framework for Healthful Living Education. It combines the past Health curriculum, the Alcohol and Drug curriculum and adds House Bill 834 (the “abstinence” bill). *Students in grades 5-9 will be required to have a permission letter signed before they can attend the portion of the classes pertaining to puberty, abstinence, avoiding out-of-wedlock pregnancy or sexually transmitted diseases.* This letter will be sent home a couple of weeks before the actual instruction. As per State law, this curriculum is available for your review at each school or the Board of Education. Please call the Central Office at 456-2400 if you have questions.

GUIDANCE AND COUNSELING

A counselor is available to students in all grades. Counseling occurs throughout the year with special emphasis on orientation, small group discussion and personal issues. Counselors can help students with areas of their lives that are not necessarily dealt with in the classrooms.

GRADES AND REPORT CARDS

Report cards are issued every nine weeks about one week after the end of the marking period. Progress reports will be sent every 4-1/2 weeks between report cards. Students who do not complete course requirements may be given an incomplete. The incomplete must be made up before the end of the following grading period. If additional time is warranted because of circumstances, it will be at the discretion of the teacher, subject to the review of the principal.

Grading Scale

100-90 = A 79-70 = C

89-80 = B 69-60 = D

59 and below = F

PROMOTION

Promotion is based on:

- A minimum of Level III on all state mandated end-of-grade tests in grades 6-8.
- A grade of “D” or better in 3 of the 4 core courses (language arts, math, science, and social studies) and failure of no more than one encore class.
- ***A minimum attendance of 165 days present in school (Summer School and/or Saturday School may be required for a student with more than 15 absences per year to be promoted.)***

STUDENT PLACEMENT

The policy of our school staff is that heterogeneous team’s best serve our

students. This means we balance our teams in terms of students' abilities, genders, etc. With this in mind, it is impossible to honor parent requests, as this will hinder the ability to maintain that balance. However, the administration will consider concerns about not placing a child on a specific team for legitimate reasons such as two siblings in the same grade not being on the same team. Teacher preference request will **not** be honored. Scheduling for the following school year begins in early May. Any concerns should be put in writing to the administration no later than May 1st.

ATTENDANCE

It is the expectation of Haywood County Schools that a student be present and on time each school day. **A student is allowed no more than 15 absences (excused or unexcused) in a school year.** A student who misses in excess of 15 days is subject to retention.

I. Lawful Absences

It is North Carolina State law that all children between the ages of 7 and 16 attend school. Reasons for **lawful absences** to occur according to the state are:

1. Illness or injury of the student that prevents student from being physically able to attend school.
2. The student is placed in quarantine by the local department of health.
3. The student is absent due to the death of a member of the immediate family.
4. The student has a medical or dental appointment with appropriate documentation.
5. The student is a party to or under subpoena in the proceedings of the court.
6. The student has obtained **prior approval** from the principal to

be absent due to a religious observance.

7. The student obtains **prior approval (at least 3 days in advance)** from principal to take advantage of a valid educational opportunity.
8. The student is absent due to activities related to deployment of an immediate family member. A parent or guardian is expected to provide the school with written documentation explaining any student absence. Absences are coded as unexcused until notes are received. After 15 days of absence, only doctor's notes will be accepted.

II. Unlawful Absences

Any absence of a student not included and documented from the list above will be considered unlawful. If a student exceeds **10 unlawful absences** in a school year, that student and family may be charged with a violation of the Mandatory Attendance Law (GS 115C-378).

III. Tardies and Early Checkouts

Being present and on-time each school day is essential for academic growth and achievement. All students arriving late or checking out early must come through the main office. School Board Policy A-5, V-B for grades 6-8 states: **Five tardies and/or early checkouts equal one lawful absence.** Students are dismissed from the gym at 7:50 am to go to their first period class. After 8:00 am, students will be marked tardy for the instructional day.

If a student needs to checkout, parents must come to the office to check out the student. For the student's protection, parents must notify the school in writing if they are sending someone other than a parent to check out their child. Please be sure that all

persons have proper identification that can be presented as needed.

To be counted present for the day, a student must be in attendance one-half of the day.

IV. Absences and School Trips

Students with more than 15 absences will not be able to attend overnight field trips (such as band, chorus, etc.) without principal approval.

V. Sports/Game Days

Students must be present ½ of the school day in order to participate in practice and/or games.

VI. Make-up Work After an Absence

Students shall have two (2) school days to make up the first absence, four (4) school days to make up two consecutive absences, and one (1) calendar week to complete assignments missed during three (3) to five (5) consecutive days or class periods. A student absent for six (6) to ten (10) consecutive days or class periods shall have two (2) calendar weeks to complete assignments. A maximum of ten (10) school days will be allowed for students to complete all missed work. All make-up work must be completed by the end of the semester unless the principal approves extenuating circumstances. Long-term assignments are exempt from make-up consideration and are due as assigned.

The following regulations apply to work missed by pupils as a result of absence:

- A. Work missed because of an absence may be requested and completed with full credit according to the guidelines above. Note: it is

the student's responsibility to request make-up work.

- B. Work missed because of a pre-approved Educational Opportunity absence must be completed within the above stated time frame.
- C. Students who receive a school imposed out of school suspension may request daily classroom work and take textbooks home.

Again, it is the responsibility of the student to request the make-up work, complete the make-up work, and return the make-up work to the designated teachers within the timeframe provided to receive credit.

VII. Truancy

Truancy is a violation of the school code and state law. Truancy results when a student misses more than 10 unexcused days in a school year. Chronic tardiness is considered a form of truancy. Students found guilty of truancy may be petitioned into court. Parents of truant students may also have a criminal warrant filed against them.

VIII. Notification of Absences to Parents

The principal or school social worker shall notify the parent by mail when a child has accumulated three, six and ten unexcused absences and/or fifteen total absences. The parent will be asked to attend a conference with a school official after 10 unexcused absences.

IX. Requirement of a Doctor's Note

After 15 absences (excused or unexcused) the parent will be required to present a doctor's note for all subsequent absences.

Please consult the **Haywood County Board Policy A-5** for further explanation of any of the above referenced issues.

Parents are requested to review Haywood County Board Policy A-5 for specific information regarding student attendance.

HOMEWORK

The Waynesville Middle School faculty and staff recognize the value of extending learning opportunities for students. The school regularly assigns and monitors homework. Homework is also recognized as a cooperative effort among faculty, staff, students and parents.

Why homework is assigned:

- Homework reinforces what children learn in school.
- Homework helps a child learn to work independently, organize time wisely, and gain self-discipline.
- Homework helps develop good study habits.
- Homework enables parents to see how and what their children are learning in school.

Student Responsibilities

Specifics of the homework assignment should be clarified before leaving school. It is suggested that the page numbers, problems, report topics, etc. are written down in this agenda book. It is important that the student understands the intent and concepts behind the assignment during class. The student should gather the necessary materials and resources. Homework time should be planned as a regular part of the student's day. Time for long-term assignments is better organized well in advance of the due date. It is important to be neat and put forth the best effort.

Assignments are to be completed on time and handed in on time. Middle school is an important time for students to become academically responsible by completing and turning in assignments without excessive parent or teacher involvement.

Parent Responsibilities

Parents, you can help to make homework a positive part of your child's education. Provide a study time and area for your child. The study area should have the necessary materials (dictionary, paper, pencils, etc.). Homework requires concentration; therefore, distractions should be kept to a minimum. Give encouragement and assistance but don't do the homework yourself. Make sure assignments are understood and complete. Your attitude toward homework and school in general can have a significant influence on your child's success.

Look for homework every day. Research indicates that successful students spend one to two hours nightly on schoolwork. That time may not be on homework as such; it could be preparing for a test, practicing an oral report, playing a musical instrument or recopying an important paper. The important factor is to study each night. Students need to develop the habit of studying. **Please check this book for assignments each day.**

FIELD TRIPS

- Students are to travel to and from field trips on the activity bus or with their own parent/guardian only.

BEHAVIOR AND DISCIPLINE

The following guidelines have been prepared so that all students will have a more profitable, enjoyable experience at school. These guidelines apply at **all**

school-sponsored events as well as during the school day.

GENERAL STATEMENT

Any conduct out of the ordinary is disruptive to the educational process and is unacceptable. Inappropriate vocal outburst, profanity, improper sign language, gestures, and threats will not be tolerated. Arguments and name-calling are not allowed. Students should address all school staff members, visitors and each other with respect. Public displays of affection are not permitted on campus. Students must have a pass when out of the classroom during class time. Theft of any object belonging to the school or to another individual will not be tolerated.

SCHOOL RESOURCE OFFICER

A School Resource Officer is present at Waynesville Middle School during normal school operating hours and at after school events. The purpose of the SRO is to promote safety and deter any criminal activity that might occur on campus. The SRO will teach law-related topics to classes and counsel students about law related topics or other areas of concern. The SRO may be reached at **456-2444** during regular school hours.

TEAM DISCIPLINE PLANS

Each team at WMS has a discipline plan/grid system for minor discipline problems that might arise. Punishments may include, but are not limited to lunch detention, parent contact/conference, In-Team suspension, morning detention, and after school detention. After the team has gone through their plan/grid system with a student, or if a student violates a major school rule, a referral will be sent to the office.

SUSPENSION

A student may receive in-school or out-of-school suspension for a definite period of time. In most cases out-of-

school will be used only after other measures of discipline and counseling have been tried. Parent input will be used if this option is made available. Any of these forms of discipline may result in exclusion from special activities (**field trips, special events, athletics, athletic events, dances, or other school activities**). The current administration believes that corporal punishment is an appropriate disciplinary option in some situations. School administrators may offer parents corporal punishment as an alternative to short-term in-school suspension or short-term out-of-school suspension.

HAYWOOD COUNTY SCHOOL BOARD POLICY SA-1

At the beginning of the school year each student will receive a copy of **Board Policy SA-1**. This policy is also available at the school, superintendents' office or online at <http://haywood.k12.nc.us/>. Look for the "policies" link on the left and then Student Affairs. This policy is a comprehensive guide to student discipline in Haywood County Schools.

GUIDELINES FOR ATTENDING MIDDLE SCHOOL DANCES/SOCIALS

Haywood County Middle Schools may sponsor dances/socials which take place after the regular school hours.

Dances/socials not only serve as a time for students to develop social skills but they also serve as a reward for good behavior, good attendance, and taking responsibility for financial obligations.

Dance tickets will not be sold at the door. Students must purchase dance tickets at school during designated times.

The following criteria have been established in order for middle school students to be eligible to attend an after-

school dance or social sponsored by their assigned school:

- Students may have **no more than one** day of in-school suspension (**ISS**) or **Saturday School** during the 45 days preceding the dance or since the last dance.
- Students **must not have had any** out-of-school suspensions (**OSS**) during the 45 days preceding the dance or since the last dance.
- Students may **not have more than an allowable percentage of unexcused absences nor may they have more than 15 total absences (including excused absences)**.
- Students may **not have more than \$10.00 debt** to the school (for example – lunch debt, library debt, school books, locker debt, etc.).
- Students must follow the school dress code guidelines.

TRANSPORTATION POLICY

Each student must complete a Student Transportation Information form. All changes must be in writing from the parent/guardian.

- If you plan to go home any other way than is listed on the Student Transportation Information Form, you must have a written note from your parent/guardian.
- For the safety of our students, we cannot make transportation changes over the phone.
- If you plan to ride a bus that you do not normally ride, that note must be approved by the office.
- Any and all transportation changes must be in writing from the parent/guardian.

ATHLETICS ELIGIBILITY

In order for an athlete to be eligible for participation in WMS athletics **all** criteria listed below must be met.

Age:

- Must not be more than 15 years of age on or before August 1st (updated 2013).

Attendance:

- Must not have more than 13 ½ absences for the previous semester.
- Student athletes must be counted present for the school day in order to participate in that day's practice or game. As defined by North Carolina Department of Public Instruction, a student must be present for at least ½ of the school day to be counted present.
- If an athlete misses practice for **any reason**, they will be required to do a standard make up conditioning as determined by the coach.

Discipline:

- Two incidences of In School Suspension or five days of In School Suspension will result in suspension for the remainder of the season.
- Two incidences of OSS or a total of five days during the school year will result in suspension for the remainder of the school year.
- Student athletes may not attend practices or games on the dates ISS or OSS is assigned.
- Consequences for disciplinary action will be determined by the coach.
- All rules and decisions are subject to modifications by the principals based on what is best

for each student-athlete, WMS, and the team involved.

Grades:

- Per Haywood County Schools Board Policy students must have passed 3 out of 4 core classes from the previous semester, and passed 1 out of 2 encore classes from previous semester.
- Report cards are checked for the previous semester in August and in January. The student must have met the above criteria to be eligible for any sports participation in that semester.
- Progress reports/Report cards are checked by the head coach during each respective season. No student can be failing more than one subject in order to participate in any practice or contest. If an athlete is failing more than one subject, the athlete may not participate in the sport from the Friday following the recipient of the grade through the following Thursday.

Physicals:

- A current physical must be on file with Waynesville Middle Athletics prior to the first try out date.
- The parent and athlete must have attended concussion training for the current school year.

HCS DOCUMENTS

The following lists of documents are available on www.haywood.k12.nc.us, our Haywood County School Website. If you would like a copy, you may request one at the front office.


















- Annual Public Notices Snapshot
- Cumulative Record & School Information Sheet
- Summary of Board Policies
- Policy SA-1 Student Conduct and Discipline









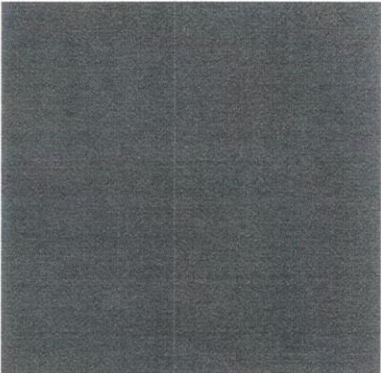
NEXCHECK

Your check is welcome at all Haywood County Schools. The Haywood County Schools recognize that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, Haywood County Schools has contracted with Nexcheck, LLC, for collection of returned checks.

Each person writing a check to a school or the School District should write the check on a commercially printed check with your name, address, and one phone number. Counter or starter checks will not be accepted. When a person writes a check to a school or the School District, he or she agrees that, if the check is returned that it may be represented electronically on the same account, and that the fee established by law, now \$50, may be debited from the same account.

If the check and fee are not collected electronically, then Nexcheck will contact the check writer by mail and by telephone to make payment arrangements. All payments need to be made directly to Nexcheck, P.O. Box 19688, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at www.nexcheck.com or over the phone (800-639-2435) using a credit card, debit card or electronic check.

TYPE OF CLOTHING	FEMALES				MALES	
	APPROPRIATE		NOT APPROPRIATE		APPROPRIATE	NOT APPROPRIATE
<p>SHIRTS</p> <p>With shirts, the card must cover any exposed skin between the shirt and the collarbone. The straps of tank tops must be as wide as the length of the card. When layering tops; one single strap must meet the card requirement. Tank Tops & Muscle tops must cover underarms and side of chest areas. Shirts may not be strapless, or have any open back (partial or whole). Shirts cannot be see through.</p>	 <p>card is to be used in this direction for shoulders</p> 	 <p>card is to be used in this direction for chest</p> 		 	 	
<p>SHORTS</p> <p>For shorts, place a card vertically from the bottom of the shorts. The other end of the card must reach the top of the knee using the card. No skin above the knee should be showing when using the card. Shorts must be worn at the waist and cannot show undergarments. No holes are allowed above the knee. Bermuda shorts or Capri's are recommended.</p>	 <p>Card is to be used in this direction; only one card length of skin should be exposed between the knee and the bottom of the shorts; Bermuda shorts are recommended.</p> 	 	 			

TYPE OF CLOTHING	FEMALES		MALES	
	APPROPRIATE	NOT APPROPRIATE	APPROPRIATE	NOT APPROPRIATE
<p>PANTS</p> <p>Pants may only have open holes BELOW the knees. Skin should not be seen above the knee. Wearing leggings underneath to camouflage holes above the knee is not permitted. Pants are to be worn at the waist and cannot show undergarments. Capri pants are acceptable.</p>	 			
<p>SKIRTS/DRESSES</p> <p>Must pass same test as shorts. Exposed skin above the knee may only be one vertical card length. Leggings or shorts may be worn underneath skirts or dresses as a personal preference. Wearing leggings or shorts under a skirt/dress DOES NOT exempt the skirt/dress from the card length test!</p>	 <p>Card is to be used in this direction; only one card length of skin should be exposed</p> 			

*Images were used from JcPenney and Acton Institute PowerBlog

*Please see STUDENT APPEARANCE

School Communication Page

All school events are posted on our website.
Visit the Waynesville Middle School homepage at:
<http://wms.haywood.k12.nc.us/>



Like us on
Facebook

Mountie Parents Facebook Page

<https://www.facebook.com/groups/837818799571182/>

*MyConnect HCS
Subscriber Portal*

Be sure to sign up for phone calls, emails, and/or texts through our Connect 5 system. Weekly phone calls are sent from WMS with important school information.

<https://haywoodk12ncus.bbcportal.com/>



Your student's teacher may use the Remind app as a method of communication. Be on the lookout for a letter explaining how to sign up.

PowerSchool
Student / Parent Login

Sign up for a PowerSchool account at our front office, get the PowerSchool app, and monitor your student's assignments, grades, and absences.

<https://haywood.powerschool.com/public/home.html>