

***STUDENT – PARENT HANDBOOK***  
***2021 - 2022***

**“Together We Aspire, Together We Achieve”**

***401 Carter Drive***  
***Grove Hill, AL 36451***

***Dr. Carolyn B. Taite, Principal***  
***Agatha Grant, Vice Principal***

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- ❖ Please be advised that this is an abbreviated copy of the Student-Parent Handbook. The complete digital handbook can be found online on the Wilson Hall Middle School page found on the Clarke County district website. Please use this table of contents as a reference for the entire Student-Parent handbook found online.

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# Welcome to Wilson Hall Middle School!

## **PRINCIPAL'S MESSAGE**

The foundation of Wilson Hall Middle School is built on the students we serve. We believe the development of the whole student is a shared responsibility of school, family, and community. Our goal is to ensure that students make the necessary connections during these important middle school years to adequately prepare them for high school and beyond.

Please review our handbook to become familiar with some of our policies and guidelines. The contents of this handbook will answer many frequently asked questions about the academic curriculum, school organizations, and general regulations and consequences of every circumstance that may arise. Unusual situations may not be addressed; however, we strive to exercise fairness and impartiality in every situation. Thank you in advance for your cooperation. We trust your time here at Wilson Hall Middle School will be meaningful and memorable.

Sincerely,

*Dr. Carolyn B. Taitte*

## **WHMS MISSION STATEMENT**

Recognizing that education provides the power to achieve, the mission of Wilson Hall Middle School is to inspire students to achieve their maximum potential.

## **WHMS VISION STATEMENT**

Preparing tomorrow's future today while working in partnership with parents and community members, Wilson Hall Middle School is dedicated to enabling our students to succeed in a rapidly changing society.

## **OUR BELIEFS**

The instructional program at Wilson hall Middle School is based on the following objectives:

- Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- Students need to not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work.
- Students learn best when they have appropriate opportunities for success and they are actively engaged in the learning process.
- Assessments of student learning should provide students with a variety of opportunities to demonstrate their achievement of the expectations for learning.
- Students' learning needs should be the primary focus of all decisions impacting the work of the school.
- Exceptional students (e.g. special education, limited English proficiency, talented and gifted, etc.) require special services and resources
- Schools need to function as a learning organization and promote opportunities for all those who have a stake in the success of the school to work together as a community of learners.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- Cultural diversity can increase students' understanding of different people and cultures.

## **NOTICE OF NON-DISCRIMINATION**

The Clarke County Board of Education and Wilson Hall Middle School do not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. Inquiries regarding nondiscrimination policies should be directed to:

Larry Bagley  
Superintendent of Education  
155 West Cobb Street  
Grove Hill, AL 36451 251-50-2155  
[lbagley@clarkecountyschools.org](mailto:lbagley@clarkecountyschools.org)

Angie Jordan  
Special Education Coordinator & Section  
504  
155 West Cobb Street  
Grove Hill, AL 36451  
251-250-2155  
[ajordan@clarkecountyschools.org](mailto:ajordan@clarkecountyschools.org)

*FACULTY AND STAFF  
2020 - 2021*

*Principal – Dr. Carolyn B. Taite  
Assistant Principal- Agatha Grant*

**5<sup>th</sup> GRADE:**

Schuyler Edge  
Heather Glass  
\*Melissa McNider

**6<sup>th</sup> GRADE:**

Christie Gambol  
\*Clair Newton  
Tiffany Singley

**7<sup>th</sup> & 8<sup>th</sup> GRADE:**

\*Shirley Bradley (7<sup>th</sup> Chairperson)  
Beverly Bush  
Mathew Floyd  
Cheryl McLain  
\*Ellen Pettis (8<sup>th</sup> Chairperson)  
Krystal West

**PHYSICAL EDUCATION:**

Travis Kelly  
Kimberly Shears

**RESOURCE:**

\*Clara McMillian  
Sydney Leonard  
Johnnie Mae McCoy  
Tara Wilson

**COUNSELOR:**

Agatha Grant

**BAND:**

Dante Wright

**MEDIA SPECIALIST:**

Celeste Marbley

**NURSE**

Nekol O'Bryant

**SECRETARY/BOOKKEEPER:**

Lori Weaver

**OFFICE ASSISTANT:**

Karen Clanton

**GIFTED:**

Keller Davis  
Lisa Furr

**CUSTODIANS:**

Ethel Bracy  
Sherwanda Gaines

**CNP:**

Suzanne Moore, Manager  
Tanya Myles  
Jennifer Powell  
Tracy Webb, Assistant Manager

**\*GRADE**

**CHAIRPERSON**

**CLARKE COUNTY SCHOOLS**  
**SCHOOL CALENDAR**  
**2021 - 2022**

Teacher Institute/ Inservice	August 4-6, 2021
First Day for Students	August 9, 2021
Labor Day Holiday	September 6, 2021
End of 1 <sup>st</sup> 9 weeks	October 8, 2021
Teacher Inservice Day	October 12, 2021
Veterans' Day Holiday	November 11, 2021
Thanksgiving Holidays	November 22–26, 2021
End of 2 <sup>nd</sup> 9 Weeks	December 17, 2021
End of First Term	December 17, 2021

Christmas Break:  
December 28, 2021 – January 3, 2022

Teacher's Inservice	January 3, 2022
Students Return	January 4, 2022
Martin Luther King, Jr. Holiday	January 17, 2022
Teacher Inservice Day	February 18, 2022
End of 3 <sup>rd</sup> 9 weeks	March 11, 2022
Spring Holidays	March 28-April 1, 2022
Good Friday	April 15, 2022
Teacher Inservice	April 18, 2022
End of Second Term	May 26, 2022
Last Day for Students/Teachers	May 26, 2022



## **5<sup>TH</sup> - 8<sup>TH</sup> GRADES SCHEDULE**

*MORNING ROUTINE WILL INCLUDE: PLEDGE OF ALLEGIANCE, FOLLOWED BY  
ANNOUNCEMENTS AND INFORMATION FOR THE DAY*

<i><b>PERIOD</b></i>	<i><b>TIME</b></i>
<b>Breakfast In The Classroom</b>	<b>7:15 – 7:40</b>
<b>1st Period</b>	<b>7:40 – 8:45</b>
<b>2<sup>nd</sup> Period</b>	<b>8:49 – 9:49</b>
<b>3<sup>rd</sup> Period</b>	<b>9:53 – 10:53</b>
<b>4<sup>th</sup> Period</b>	<b>10:57 – 12:30</b>
<b>5<sup>th</sup> Period</b>	<b>12:34 – 1:34</b>
<b>6<sup>th</sup> Period</b>	<b>1:37 – 2:35 /2:45</b>

- ❖ FOUR MINUTES BETWEEN CLASS
- ❖ APPROXIMATELY ONE HOUR PER CLASS
- ❖ DISMISSAL: FIRST BUS LOAD / CAR RIDERS – 2:35
  - ❖ SECOND BUS LOAD – 2:45



# SCHEDULES

## **5<sup>th</sup> Grade – 10:30**

Edge

Glass

McNider

## **6<sup>th</sup> Grade – 11:00**

Gambol

Newton

Singley

## **7<sup>th</sup> Grade-11:25**

Bush- 11:25

West- 11:30

Floyd- 11:35

## **8<sup>th</sup> Grade – 11:45**

Bradley- 11:45

Pettis- 11:50

McLain- 11:55

***\*PLEASE MONITOR YOUR CLASS DURING LUNCH & CONTROL THE NOISE LEVEL\****



## **STUDENT CONDUCT**

All students of the school system are charged with the responsibility to conduct themselves in a manner appropriate to good citizenship everywhere. Student conduct shall be founded on the basic concept of respect and consideration for the rights of others.

Student conduct shall reflect respect and consideration for the personal and property rights and privileges of others. Student conduct shall also reflect respect for the school equipment and facilities. The responsibility of the professional staff shall be to see that the code of conduct of the school is implemented in a consistent manner, which projects to the student a feeling of fairness, honesty, and genuine concern for the individual.

This code of Student Conduct is applicable to special education students except as amended by a child's IEP or other applicable rules and regulations under federal or state law.

## **EQUAL EDUCATION OPPORTUNITY STATEMENT**

The Clarke County School System has been created by the Alabama State Legislature to execute educational law as defined by the State Constitution, State Law, the State Board of Education and the Board.

It shall be the policy of the Clarke County School System to offer a quality educational program which will provide all students with the necessary skills and attitudes, commensurate with their ability to become effective citizens that are able to take their places in society. It shall be the policy of the Board to strive to provide equal opportunities in the Clarke County Schools.

## **CORPORAL PUNISHMENT**

In order to establish and maintain an educational climate conducive to learning, the Board permits reasonable corporal punishment of students in the schools of the School System. If such punishment is required, it shall be administered with care, tact, and caution by the principal or other designated personnel. Before a corporal punishment is administered as a disciplinary method, the student will be given the reason for the punishment and an opportunity to explain his/her actions. Corporal punishment may be administered by the principal or his/her designee only in the immediate presence of another certified school employee. A written report will be prepared for each incident, signed by the administering authority and by the witness. Special parental problems concerning corporal punishment shall be dealt with by the principal.

## **SUSPENSION**

The Board recognizes its authority to maintain good order and discipline within the schools of the school system. Therefore, the Board gives the principal of the school the authority to suspend a student for a period of one to five days. The suspension may be lengthened with the approval of the Superintendent of Education.

## **SCHOOL BUS SUSPENSION**

The Principal or his/her designee has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the student, will be for a specified period of time. The parent(s) will be notified of the suspension from the bus.

## **STUDENTS EXPELLED OR SUSPENDED FROM ANOTHER SYSTEM**

A prospective student who has been expelled from another school system or who has been suspended from another school system without a satisfactory resolution of the problem for which the student was expelled or suspended shall not be permitted to register in or attend the Clarke County Schools.

## **EXPULSION**

Expulsion is defined as the removal of a student from a school for violation of school rules or regulations. The authority to permanently expel a student is retained by the Board of Education, which alone can approve such an action.



## **HOMework**

- Relevant to the objectives, individual teachers will be responsible for assigning homework. Since most classes are given homework, these assignments will usually be relatively short. Homework assignments expand on classroom learning and are not of the “finish your uncompleted class work” variety.
- Assignments are checked and recorded in the teacher’s grade book. In some classes students are expected to submit all missed assignments by the end of the nine weeks, possibly with a lower grade as penalty.
- The consequences for not doing homework are serious. Aside from a poor grade for undone homework, the following actions will be taken: initially, a warning will be given; if repeated, parents are called; if repeated, a parent conference will be scheduled; and finally, the student will be referred to the office with a disciplinary referral.
- Some teachers will give out weekly homework and class work assignment sheets. These assignment sheets will give parents more tools for helping their child complete homework assignments and prepare for weekly tests.
- Homework assignments, while normally assigned daily, will not usually be assigned during testing and during exam week. A student who is absent is expected to have his homework on the day of his/her return. He/She is also responsible for doing whatever work he/she missed during his/her absence, whether excused or unexcused.
- When a student is absent, he/she has three days to make up homework.
- HomeworkAlabama.org provides free homework help, tutoring, and test prep for Alabamians. Please take advantage of this free tool to help ensure academic success.

## **NINE WEEK GRADING**

Nine-week averages in each course is computed using test grades, exams, homework grades, and daily performance grades.

**Grades will be assigned based on the scale as indicated below:**

**90-100 = A**

**80-89 = B**

**70-79 = C**

**60-69 = D**

**59 and below = F**

## **UNIFORM POLICY**


### **2021 – 2022**

The policy below will be in effect for all students from the time they arrive on campus or board the bus in the morning until they have left campus in the afternoon.

#### **SHIRTS:**

- Long or short sleeved polo style with collar.
- Solid colors: Navy, White, or Royal Blue/WHMS Spirit Shirt.
- Tails must be tucked inside pants at all times.
- No cropped shirts.
- If a shirt tail is too short to be tucked in, it will NOT be allowed.
- If a tee shirt is worn under the uniform, it must be **SOLID WHITE** with no writing showing through the polo.
- School spirit shirts for the **current** school year can be worn any day of the week.

#### **PANTS:**

- Khaki in color.
- Pleated or regular fit pants.
- No jeans, corduroys, cargos, or capris.
- Pants must be properly fitted and worn at the waist and have a proper hem.
- No oversized pants allowed.
- No joggers (rubber at the waist and legs).
-  NO LEGGINGS OR JEGGINGS.

#### **SHORTS, SKIRTS, AND JUMPERS:**

- Khaki in color.
- May be NO shorter than two (2) inches above the bend of the knee (measured in the back of the knee).

#### **SWEATERS/SWEATSHIRTS/JACKETS/VESTS:**

- Solid colors: Black OR Navy Blue
- Current WHMS Jacket
- WHMS or CCHS Team Jacket
- Must be worn properly (not around waist without permission).
- Students who participate in athletic events that represent CCHS or WHMS may wear their Team Jacket at any time.
- NO HOODIES. Jackets may be zipped up but the correct school uniform shirt should be underneath. Random uniform checks may be conducted and when doing so, the dress code will be strictly enforced.

**BELTS:**

- Solid in color: Brown or Black
- Must be worn if pants have belt loops.
- No oversized buckles, designer belts, or studs.

**SHOES:**

- Black in color ONLY!
- Casual or tennis.
- No opened toed or open heeled.
- All straps should be buckled and shoestrings tied.

**SOCKS:**

- Solid in color: White, Navy, Black, or Khaki.
- No mix-matched or multicolored.

**JEWELRY:**

- Earrings (Post or Studs Only).
- No heavy long necklaces outside of shirt.
- No body piercings other than ear piercings.

**HEAD COVERING / HAIR:**

- No hats, caps, bandannas or any other head covering will be allowed at school. (Unless determined by the administration).
- No exotic hair coloring (pink, blue, purple, green, etc.).

**BACKPACKS:**

- Clear or Mesh – Any Color

**ADDITIONAL INFORMATION:**

- Articles of clothing should not fit too tight or too loose.
- ALL ITEMS considered to be offensive or inappropriate will be confiscated by administrators or those in charge of enforcing dress code.

Students are expected to use good taste and judgment in their dress. Proper dress and grooming are indicative of self-respect as well as respect for other people. Clothes must be worn that appropriately cover the body. Students dress and appearance should not interrupt or interfere with the teaching or learning process.

**Students should refrain from wearing the following:**

- Scarves, mittens, gloves, sunglasses, visors, or hats inside the building.
- Bare feet, slides, footies, flip flops, or house shoes.
- Pick (wire), combs, rakes, or rollers in hair.
- Belted/unbelted pants worn below the waist or gym clothes worn all day.



### **Disciplinary Actions Concerning Dress Code Violations**

- ❖ 1<sup>st</sup> Offense – Verbal Warning
- ❖ 2<sup>nd</sup> Offense – Parent Notification
- ❖ 3<sup>rd</sup> Offense – One Day Suspension

### **CLARKE COUNTY SPECIAL EDUCATION**



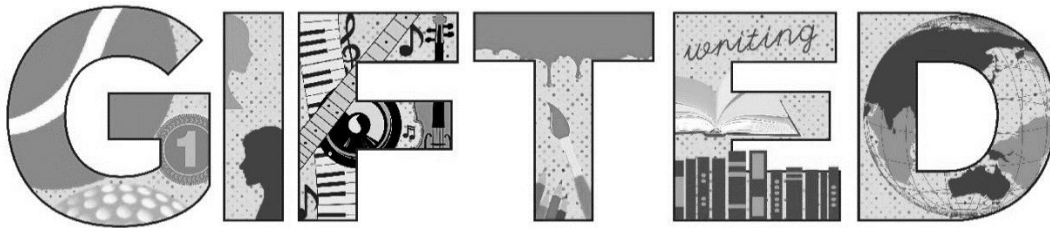
Clarke County Schools provide a comprehensive array of services to meet the needs of students, ages three through twenty-one, who have been identified as disabled.

Disabilities recognized by the State of Alabama include: Autism, Deaf-Blindness, Developmental delay, Emotional Disturbance, Hearing Impaired, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Specific Learning Disability, Speech and Language Impairment, Traumatic Brain Injury, Visual Impairment and all other health impairments.

Services provided to any given child are based upon that child's individual needs. Our mandate is to assure that each child receives a free, appropriate, public education. Special Education services are designed to provide the support necessary to allow a child to derive meaningful benefits from his or her educational experience.

For additional information, please contact Angie Jordan (251) 250-2155 or [ajordan@clarkecountyschools.org](mailto:ajordan@clarkecountyschools.org).

**CLARKE COUNTY**  
**GIFTED EDUCATION SERVICES**



**290-8-9-.12 Gifted. (1) Definition.** Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. --- Alabama Administrative Code

Teachers, counselors, administrators, parents or guardians, peers, the student, or any other individuals with knowledge of the student's abilities may refer a student. All second grade students will be observed as potential gifted referrals. A checklist of gifted *Traits, Attributes, and Behaviors*, provided by the *Alabama State Department of Education*, is completed by second grade classroom teachers. The gifted specialist works with students to generate work samples created by the second grade students. This information is then used to determine which second grade students will be referred for the gifted program.

For each student referred, information is gathered in the areas of *Aptitude, Characteristics, and Performance*. This information is entered on a matrix where points are assigned according to established criteria. The total number of points earned by a student determines the student's eligibility for gifted services.

If you have any questions or would like to make a referral, you may contact your child's teacher. You may also contact the Gifted Specialist, Mrs. Keller Monet L. Davis, at (251) 246-3597 or the Special Education Coordinator, Mrs. Angie Jordan at (251) 250-2155.

## **CLARKE COUNTY**

### **CHILD FIND**

#### **What is Child Find?**

Child Find is a statewide effort by the Alabama State Department of Education and the Department of Rehabilitation Services to locate, identify, and evaluate children with disabilities from birth to age 21.

#### **How Does Child Find Work?**

Early Intervention and Special Education Services work closely with community service agencies, parents, and local school systems to locate children with disabilities.

#### **Why Child Is Find Important?**

It helps the child, the family, and the provider to plan appropriate services and link families to services for students meeting eligibility requirements in the following disability areas:

Hearing Impaired  
Deaf-Blindness  
Intellectual Disability  
Multiple Disabilities  
Orthopedic Impairment  
Other Health Impairment  
Emotional Disability  
Speech and Language Impairment  
Visual Impairment  
Specific Learning Disabilities  
Autism  
Traumatic Brain Injury  
Developmental Delay



If you know of any children with disabilities or suspected disabilities, you may contact any special education teacher or Angie Jordan at 155 West Cobb Street, Grove Hill, AL 36451 or 251-250-2155.



## **PHYSICAL EDUCATION**

Physical Education is a required subject. Students are expected to participate daily. Students may be excused from participation with a note from a parent or have a doctor's excuse.

Students will be required to:

- Exercise each day and participate in physical education related activities.
- Participate in all parts of the Physical Fitness Test.
- Participate in Individual and Team Games.

## **CAFETERIA**

Lunch and/or breakfast will be served daily. Students are expected to conduct themselves in an orderly manner when eating in the cafeteria. Any violation of proper behavior will cause the student to be refused the privilege of eating in the cafeteria. (No outside food or drink unless in a lunchbox or thermos).



## **BUS TRANSPORTION**



Students who refuse to obey the bus driver or the teachers on duty, or who fail to follow bus rules and regulations may be suspended, and/or lose transportation privileges. (See Guide to student conduct below)

**\*\*\* In transporting children safely to and from school, the following rules must be obeyed. Consequences for violating rules are as follows:**

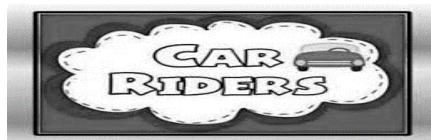
⇒ No fighting on the bus	3 Weeks/9 weeks/Rest of the year
⇒ No eating on the bus	5 days off the bus
⇒ No throwing objects	10 days off the bus
⇒ No hanging out of the windows	10 days off the bus
⇒ Remain seated at all times	5 days off the bus
⇒ Unnecessary noise	5 days off the bus
⇒ Lack of respect for others	5 days off the bus
⇒ Refusing to obey driver	10 days off the bus
⇒ Damage/Tampering with bus equipment	Restitution/5days off the bus

## **SCHOOL BUS DISCIPLINE**

It is a privilege to ride the school buses; therefore, those who abuse this privilege may receive the following penalties:

1. Students may be suspended from riding the bus and/or attending school for misconduct on school buses.
  2. Students who are guilty of destroying or damaging school bus equipment may be placed on immediate suspension from the bus and will be charged for cost of replacement and/or repairs. Restitution must be made before permission can be granted to resume riding the bus.
  3. Students, who are guilty of misconduct involving firearms and weapons as described previously, will be placed on immediate suspension. In addition, authorities will be notified.
    - THE ABOVE CHARGES MUST BE REFERRED TO THE TRANSPORTATION SUPERVISOR.
    - RULES ARE POSTED AT THE FRONT OF EACH BUS.
- ⇒ If students are fighting on the school bus on the way home from school, the parent is responsible for transporting the student to school the next day. The parent is responsible for transporting the student until a conference with the parent, principal and/or assistant principal and transportation supervisor is conducted and the issue is resolved.
- ⇒ If students are fighting on the bus on the way to school or students riding the same bus and are fighting during the school day, students will not be allowed to ride the bus home at the end of the school day. Every effort will be made by school officials to contact parents. If this cannot be done, the school administrator is responsible for getting the students home. Students will not be allowed to ride the bus until a conference is held with the parent, principal and /or assistant principal and transportation supervisor is conducted and the issue is resolved. The parent will be responsible for transporting the student to school.

## **CAR RIDERS**



**Parents should load and unload car riding students at the south entrance of the building.**

- ✓ After 7:45 A.M., parents should unload students at the front door.
- ✓ NO students should arrive before 7:20 A.M.
- ✓ Caution should be observed with buses and cars are unloading.

## **ELECTRONIC COMMUNICATION DEVICE POLICY**

The Clarke County School System prohibits the use of all electronic communication devices, including cellular telephones and pagers/beepers, cameras, and IPODS (unless provided by the school for educational purposes) at all schools during the school day. This is to include using **cellular telephones** to make voice calls, to take photos, and/or to send/receive text messages. Students shall be allowed to possess such electronic devices; however, such devices must be turned off upon entering the school building at the beginning of the school day and remain turned off until the end of the school day. Devices are not to be visible during the school day. Electronic communication devices must not be in operation at any time while students are being transported to and from school on the school bus.



The possession of a digital device (including but not limited to cell phones, smart watches, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test then the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

LEA personnel will make all students, parents and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

- ⇒ Student use of cellular telephones/electronic communication devices for field trips, sporting events, extracurricular activities, etc. during school hours or before or after school hours will be at the discretion of the principal and sponsor/coach.
- ⇒ The school/school system will not be responsible for the loss, damage or theft of any electronic device brought to school or a school event.
- ⇒ Any variation from this policy must have the prior approval of the building administrator. Violation of this policy will include but not be limited to the following: Text message sending and/or receiving, cellular Telephone ringing and/or making of telephone calls, sending and/or receiving pages and taking of photos during the school day. Violation of this policy will also include the following: the use of any electronic communication device at any time while being transported to and from school on the school bus.

## **CONSEQUENCES FOR UNAUTHORIZED USE OF ELECTRONIC COMMUNICATION DEVICES**

First Offense: *Electronic Communication Device confiscated and returned to parent/guardian. Student warned.*

Second Offense: *Electronic Communication Device confiscated and returned to parent/guardian on the last day of the term. Student assigned to In-School Suspension for three days.*

Third Offense: *Electronic Communication Device confiscated and returned to parent/guardian on the last day of the term. Student suspended from school for one day.*

Subsequent Offenses: *Electronic Communication Device confiscated and returned to parent/guardian on the last day of the term. Three days out of school suspension.*

*\* It is the responsibility of the parent/guardian to schedule a time with the school administration to retrieve confiscated Electronic Communication Devices.*

*\*\*Laws of Alabama Relating to Education -Issued by the Alabama State Department of Education*

## **SEARCH OF PROPERTY**

Desks, lockers, and other equipment at any school belong to the Board of Education. Although assigned to particular students for use, they may be entered and searched by school officials whenever they have reasonable belief that some illegal substance or other material is contained therein which is harmful to the safety of the student, himself or the student body as a whole, or significantly disruptive or dangerous to the overall discipline of the school.

**Field Trip!**

### **FIELD TRIPS**

**Field Trip!**

Students must present a signed permission slip to the teacher before being allowed to participate in an educational field trip. **NO REFUNDS** will be given. Students must conduct themselves in an orderly manner. Classroom and school rules are applicable to field trips as well. Any student who fails to follow instructions or obey the rules and/or supervising adults is subject to be denied the privilege of participating in future trips.

**❑ NO REFUNDS: EVEN IF STUDENTS FAIL TO PARTICIPATE ON TRIP.**

**❑ ALL STUDENTS WHO APPLY FOR A FIELD TRIP MUST BE DEBT FREE FROM ANY MONEY OWED TO WHMS.**

A TEACHER OR ADMINISTRATOR MAY DENY STUDENTS WITH DISCIPLINE RECORDS THE PRIVILEGE OF GOING ON FIELD TRIPS.


### **COUNSELOR**

The counselor is available to help students with personal and academic problems. Individual counseling is available for students through self-referral, student referral, parent referral or administrator/teacher referral. The counselor also conducts a comprehensive classroom guidance program in the three domains outlined in the State Guidance Plan; personal/social, academic, and career. You may contact the counselor for an appointment concerning your child by calling 251-250-2140.

### **VISITORS**

Visitors on campus or entering the building are asked to go by the office to receive clearance and a visitor's pass. At no time should visitors loiter or attempt to visit students/teachers without checking with office personnel. Students are not allowed to bring relatives/friends to school. Only WHMS students will be permitted to be on campus.

### **CHECKOUTS**

- ◆ Students may check out through the office **ONLY**.
- ◆  Parental verification (a driver's license) will be necessary for students to check out. Please have your I.D. ready upon arrival.
- ◆ The reason given for check –out will determine if the absences will be excused or unexcused.
- ◆ Students who leave school before 11:30 A.M. will be counted absent for the day. Students must provide an excuse for each class missed in order to obtain make-up work. If unexcused, student will not be given make-up work. Particular attention will be given to students who are checked out frequently at approximately the same time. Such incidents will be reported to the truancy officer. In addition, checkouts will be counted as absences in each class.

**Any student having twenty absences in a class is subject to failure.**

Since WHMS does not have a last period athletic class- only a parent may check-out a student for any athletic event.

**Checking students out to avoid the car rider line will not be allowed.**

Any student who is checked out early but has been in attendance every day will not be awarded a "Perfect Attendance" certificate at the end of school.

Please Notice This



In order to preserve instructional time, we ask that you limit early dismissals.

## **BUS PASS**

Students must have a written note signed by a parent or guardian in order to ride a different bus. Please include a contact telephone number to confirm the request. Car riders must also have a written note signed by a parent or guardian requesting permission to ride the bus. Changes made by phone should be received no later than 2:15 p.m.

## **TEXTBOOKS**

Every student is responsible for the textbooks issued to him/her. In the event a book is lost or damaged, charges will be assessed to the student. The teachers will determine the cost based on the condition and the price of the book. A student will have up until the day of the exam to find and return any textbook that they have lost. After the exam, if the student has paid for a lost book, it will be non-refundable.

## **PROMOTION AND RETENTION**



Promotion will be based on student performance in the five major subject areas: Reading, Math, English, Social Studies, and Science.

- \* **Fifth grade:** Students are expected to have at least a 60 yearly average in reading and in math
- \* **Sixth grade:** Students are expected to have at least a 60 yearly average in reading and in math.
- \* **Seventh grade:** Any student failing two or more academic subjects may be retained.
- \* **Eighth grade:** Any student failing two or more academic subjects may be retained.

The final decision concerning students who pass or fail rests with the principal.



## **LOST AND FOUND**



All articles found on the school grounds must be turned into the proper places: library books should be turned in to the librarian, textbooks that are found should be turned in to a teacher of that subject area. Money and other valuables must be turned in to the main office. Articles of clothing will be turned in to the physical education office (gym). Please permanently label any item of clothing or articles with your name to help identify them if lost.

## **DISASTER ALERTS**

In cases of emergency requiring evacuation or assembly in specific areas of the building, specific signals will be given. Storm and fire drills will be held on a frequent basis. Instructions have been issued to classroom teachers. The evacuation plan is posted in each room showing the route of evacuation for each room.

- Fire Signal: One Long Bell & Two Short Bells
- Storm Signal: Five Continuous Bells

## **EXTRACURRICULAR ACTIVITIES**

WHMS offers a variety of extracurricular activities including Band, Sports, Cheerleaders, Junior Beta, SGA, and Education Talent Search. Good conduct is necessary to become a member of these organizations. Failure to abide by the school policy may result in being expelled from an organization. A student may not serve as presiding officer of more than one organization. To be eligible to play in any sport/team a student must have a “C” average.

## **PROGRESS REPORTS**

A report of student’s progress in various classes will be sent to parents at the end of the fourth week of the nine weeks. This deficiency report alerts parents that a problem has been detected that may require some special attention. Report cards are sent out on Thursday following the end of the nine weeks.



### **ILLNESS**

Parents of students who become ill at school will be notified ASAP of any signs of seriousness. Only those students having a fever or is vomiting will be sent to the nursing station. Parents should make sure there are several phone numbers in case of an emergency.

### **MEDICATION**

Parents must complete a permission form to administer medication at school. This form should be requested in the office. Any student having in his/her possession, other than the specified dosage, and who furnishes, gives away, or sell any controlled substance may be subject to suspension, probation, or expulsion.

Over the counter medications such as Tylenol, Tums, Pepto-Bismol, etc. cannot be given to students without a medication authorization from signed by a parent. This also applies to topical ointments such as Neosporin and Benadryl Cream. If a student has suffered an injury and needs Tylenol or Neosporin, the parent will have to fill out a medication authorization from and bring the Tylenol or Neosporin to the school. If the child suffers from headaches and requires medication, the medication authorization form has to be signed by the parent, the parent has to bring the medication to school.



## **PLACEMENT FOR ACCELERATED MATH**

### **Student Placement in Accelerated Math at the Middle School Level**

#### **Excerpt from the 2019 Alabama Math Course of Study:**

“Accelerated courses have been carefully aligned and designed for middle school students who show particular motivation and interest in mathematics. In this pathway, students meet all the standards of Grade 7, Grade 8, and Algebra I with Probability within the Grade 7 Accelerated and Grade 8 Accelerated courses, thus merging all the standards from three years of mathematics into two years. This enables students to move through the content more quickly. Students who complete this pathway will be prepared to enter Geometry with Data Analysis in Grade 9 and then accelerate directly into Algebra II with Statistics in Grade 10, thus providing them with an opportunity to take additional, specialized mathematics coursework in Grades 11 and 12, such as AP Calculus, AP Statistics, or college dual enrollment classes. Clearly, this pathway will be challenging and should be reserved for Grade 7 students who demonstrate a high level of motivation and interest in studying mathematics.”

#### **End of Sixth Grade Year:**

Students who take Math 8 Accelerated in the eighth grade will have taken Math 7 Accelerated in the seventh grade; therefore, careful consideration will be given to the placement of students in Math 7 Accelerated. In late spring, sixth grade teachers will recommend those students who exhibit a high degree of proficiency in mathematics. Criteria to be considered for placement include but are not limited to the following:

- Placement Test
- Student Grades
- Standardized Test Scores
- Teacher recommendations

Students who are recommended will conditionally be placed in Math 7 Accelerated. Students who are not progressing satisfactorily will be placed in regular Math 7.

#### **End of Seventh Grade Year:**

In the late spring, Math 7 Accelerated students will be evaluated using the same criteria as above to determine if the student needs to move on to Math 8 Accelerated or needs to be placed in regular Math 8. Students selected will be placed conditionally in Math 8 Accelerated. Students who are not progressing satisfactorily will be moved into regular Math 8. Students who are reassigned will need to take Algebra I with Probability in tenth grade.

#### **End of Eighth Grade Year:**

When a student completes Math 8 Accelerated in the eighth grade, a form/letter will be sent home from the guidance office and approved by the teacher with the recommendation of how the student should proceed with their high school credits. A parent signature will be required so that the student can be placed in the proper class at the high school level. It will be explained to the parents of students who have earned less than an “85” in Math 8 Accelerated, that the student will need to take Geometry with Data Analysis in the ninth grade and proceed to take Algebra I with Probability in the tenth grade. Students who have earned at least an “85” in Math 8 Accelerated, will have the opportunity to take Geometry with Data Analysis in ninth grade and proceed straight to Algebra II with Statistics their tenth grade year which allows these students to have more time to complete more specialized, advanced math courses their eleventh and twelfth grade years.

## **HONORS**

At the end of each grading period students will be recognized for honor roll and attendance. The Annual Honor and Awards Assembly will be held in May. Students who earn a spot in the TOP TEN of their grade will be recognized. Students who earn all A's in all subjects will receive recognition.



### **CRITERIA FOR SELECTING TOP TEN**



- Will not have a “U” in conduct in any subject.
- Will not have been suspended for any reason, including bus.
- Will be disqualified from top ten for a disciplinary referral at the discretion of the administration.
- Must have earned an A or B in all core subjects (Reading, Math, Science, English, Social Studies) for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> nine weeks.
- Seventh grade pre-algebra and eight grade algebra will receive a weight of 1.1 for grade point average.
- Must be on grade level.

Those students in each of the four grade levels who meet the above-mentioned criteria and who have the ten highest overall “A” grade point averages will be named WHMS Academic Top Ten.

### **CRITERIA FOR SELECTING ACADEMIC AWARDS DAY RECIPIENTS**

- Students who will be recognized for outstanding achievement in individual academic subject areas must meet the following criteria:
- Have an average of 96 in that subject area (Must be on grade level)
- Have respect for classmates and teacher in that class
- Follow school policies
- Have no “U” in conduct in that class
- Exhibit good classroom discipline
- Have good school spirit and attitude

## **ACTIVITIES FOR CCHS**

Wilson Hall Middle School academic classes, band or PE classes, club activities, or sports events will take priority over any activities in which WHMS students participate for Clarke County High School. Coaches, sponsors, and teachers from both schools will work together to avoid conflicts; however, if conflicts occur in scheduling, WHMS activities will take precedence over any CCHS activity.

## **DISCIPLINARY POLICY**



Disciplinary actions shall be taken to correct the behavior prohibited by the school's policy manual on campus, riding the school bus to and from school, or in connection with off-campus, school-sponsored activities. In an effort to afford more continuity to discipline procedures at WHMS, the following goals have been established to provide a safe, orderly climate in which students can progress and learn. Improve the way in which the school works together with parents to solve problems. Reduce authority and status differences among all persons within the school. This means making students aware that they must respect, and obey all adults in the school. Increase and widen each student's sense of belonging or "ownership" in the school. Develop rules and disciplinary procedures that will promote self-discipline. Improve curriculum and instructional practices in order to reach more students. Deal with personal problems that affect life within the school. Improve physical facilities and organizational structure of the school in order to reinforce other goals.

## **DISCIPLINE PROCEDURES**

The following are specific procedures that will be implemented throughout the school affecting behavior and discipline:

- ⇒ Classroom rules will be established and posted in each classroom.
- ⇒ Discipline reports will be sent home with a sheet attached for parent's signature.
- ⇒ When a student is brought to the office for a disciplinary action, a file will be kept on the incident complete with a description of incident, dates, and any comments by teacher, student, and/or principal and a parent will be expected to come to the school for a conference.

- ⇒ When a student's behavior becomes uncontrollable at school, parents will be notified by phone by the teacher.
- ⇒ When a student has been brought to the office and a parent has been notified more than three times of disruptive behavior, consideration will be given to suspending that student. This may be either in-school suspension or out-of-school suspension, depending on the infraction.
- ⇒ Disciplinary actions on disruptive students may result in not allowing the student to attend school assemblies, field trips, or off campus activities.
- ⇒ Disciplinary reports will be generated before each activity to determine which student may/may not participate.

Students will be given a clean slate at the beginning of each nine weeks if disciplinary reports have been signed by parents and returned. Exceptions may be made for major infractions. When a student has been suspended three times for a major infraction, he/she may be referred to the Clarke County Board of Education or an agency for further disciplinary action. (See Clarke County Board of Education Code of Conduct).

### **OUT OF SCHOOL SUSPENSION**

The following procedures shall be employed involving students receiving out-of-school suspension of ten days or less.

- The student will be given oral or written notice of the charge against him/her.
- The student will be given an explanation of the evidence against him/her.
- The student will have an opportunity to tell his/her side of the story
- In all suspensions the principal will notify the parent or guardian by telephone, if possible, and in writing.
- While a student is under suspension, he/she shall not come on the school campus for any reason.
- In cases when the student poses a continuing danger to students, teachers, or school personnel, or in any way disrupts the academic process of the school, the student may be immediately removed from the school. In such cases, the notice of suspension and hearing will take place as soon as practical.
- After being warned three times, a student will be suspended for failing to comply with the dress code policy.

### **CONSEQUENCES FOR BREAKING RULES**

(Consequences are listed under each rule)

- **Tardy to class:**

If a student is tardy for the same class, the parent will be sent a warning letter. Upon the third tardy within a nine-week period, the parent will be contacted by phone and must meet with the teacher.

- **Truancy:**

Contact parent. Report to truant officer.

- **Cutting class:**

Contact parents. Inform principal. Students will receive a zero for that day.

- **Abuse**

Contact appropriate agency.

- **Gum chewing**

Student will remove gum from school property. Teacher use consequences established in classroom rules. Also subject to stay after school.

- **Cheating**

Paper taken. Teacher use consequences established in classroom rules. Parents notified.

- **Petting/Fondling**

Contact parents. Principal informed. Student subject to suspension.

- **Disruptive/Disrespectful/Inappropriate behavior**

Contact parents. Upon third violation, referred to office. Parent conference requested. Parent required to go to each class student misbehaves in for one hour.

- **Cards**

Baseball, basketball, playing cards, etc. will be taken and become school property. Items will be returned at end of the year. Tape players, radios, Nintendo games, cameras, cd's, cd players ipods, ipads mp3 players, etc. Will be taken and becomes school property. Will be returned at end of year.

- **Obscene literature**

Will be taken. Conference with parents. Copies given to parents. Considered as disruptive.

- **Eating in class**

Each individual teacher will establish their own rules and/or consequences.

- **Offensive clothing**

Strict adherence to Dress Code. Student subject to be sent home for failure to follow guidelines.

- **Teachers' Drink Machine**

Drink will be taken if caught buying from Teacher's Lounge.

- **Name Calling**

Teacher use consequences established in classroom rules.

**Violating The Rules Below May Result In Denied Privileges,  
Police Action, Suspension, Expulsion, and/or Restitution for  
Damages to School or Private Property.**

- Arson
- Possession/use of illegal or unauthorized substance and/or weapon.
- Extortion of school, students, teachers, or staff's property.
- Theft
- Threats to others
- Profanity/Vulgarity
- Fighting
- Leaving grounds without permission.
- Vandalism of school or private property.
- Smoking
- Gambling
- Instigating or inciting students to fight.
- Possession of firecrackers matches, cigarette lighters or other fire causing agent.
- Fingernail file

**Possession of Weapon is a Class C Felony - In accordance with  
Legislative Act 94-817, the possession of a deadly weapon on  
school premises with intent to do bodily harm is a Class C Felony.**

- Knives of any kind and any length, razor blades, box openers, firearms, explosive devices including fireworks of any description, any items which may be used as clubs, and all sharp or pointed objects designed for use as weapons.

**RESTRICTED AREAS**

- \* Congregating or loitering on the front campus or main entrance at any time of the day.
- \* Playing or loitering in the streets.
- \* Sitting, playing, or going on or behind the stage area in the gym.
- \* Going in the faculty lounge, restroom, or loitering in the lobby or near the office area.
- \* Running, jumping, or playing on the bleachers.
- \* Loitering or playing in the parking areas or on the back campus.
- \* Entering the wooded areas.
- \* Congregating to block entrances.
- \* Walking across any grassy areas around the building. Use the sidewalks whenever possible.
- \* Visiting the vending machine during class time or changing of classes.

**Note:** Vending machines are to be used by students during break (after PE) and when leaving school at the end of the day (after school has been dismissed).

## **CLASSIFICATION OF VIOLATIONS**

Violations of the Code of Conduct are grouped into three classifications. Each classification is followed by a disciplinary procedure to be implemented by the principal or designees.

In the following classes of violations and disciplinary procedures, it is understood that the principal or designee shall hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation.

### **CLASS I OFFENSE**

A. Excessive distraction of others

Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction. Examples: excessive talking, interrupting class functions, provoking other students.

B. Illegal organizations

Any participation in fraternities, sororities, and secret societies.

C. Threat, harassment, or intimidation of a student

The intentional, unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in the person that such harm is likely.

D. Gambling

Any participation in games of chance for money and/or other things of a value.

E. Tardiness

Reporting late to school or class.

F. Use of profane or obscene language

G. Non-conformity to dress code

H. Minor disruption on a school bus

I. Inappropriate public display of affection

Is interpreted as any physical contact such as hand holding, arm around waists, etc.

J. Unauthorized absence from class or school.

K. Intentionally providing false information to a Board employee

Including, but not limited to, forgery of parent's names; intentionally providing false information to parents, such as changing grades.

L. Repeated refusal to complete class assignments and failure to bring required instructional materials to class.

M. Vehicular violations

N. Any other violation which the principal may deem reasonable to fall within this category.

### **ADMINISTRATIVE RESPONSES – CLASS I OFFENSE**

Administrative responses for Class I Violations include but are not limited to the following:

- Student conference
- Parent contact / conference
- After-school detention
- Suspension from school/bus
- Out-of-school suspension not to exceed three (3) days
- Corporal punishment
- Assignment to in-school suspension

### **CLASS II OFFENSES**

A. Defiance of Board employee's authority.

Any verbal or non-verbal refusal to comply with lawful and reasonable direction or order of a Board employee.

B. Possession, control, or use of tobacco products

C. Battery upon students

The actual and intentional pushing or striking another student against the will of the other or the intentional causing of bodily harm to an individual.

D. Fighting

Any physical conflict between two or more individuals.

E. Vandalism

Intentional and deliberate action resulting in injury or damages of less than \$200 to the public property or the real or personal property of another.

F. Stealing – Larceny – Petty Theft

The intentional, unlawful taking and/or carrying away of public, real, or personal property valued at less than \$100.00 belonging to or in the lawful possession or custody of another.

G. Possession of stolen property with the knowledge that is stolen.

H. Threats - Extortion

The verbal or by a written or printed communication, malicious threatening of injury to the person, property or reputation of another, with the intent to extort money or any



pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his/her will.

**NOTE:** Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.

I. Trespassing

The willful entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.

J. Possession of fireworks or firecrackers

K. Offensive touching of another person

L. Written or verbal propositions to promote sexual acts

M. Use of obscene manifestations (verbal, written, physical) toward another person

N. Directing obscene or profane language to a Board employee or visitor.

Verbal assault upon a Board employee or visitor.

O. Leaving premises without permission

P. Cheating – serious or repeated violations

Q. Any other offense which the principal may reasonable deem to fall within this category.

### **ADMINISTRATIVE RESPONSES – CLASS II OFFENSES**

Administrative responses for Class II Violations include but are not limited to the following:

- Parent contact (s) / Conference (s)
- Corporal Punishment
- Out-of-School Suspension

### **CLASS III OFFENSES**

A. Drugs and alcohol

Unauthorized possession, transfer, use, or sale of drug paraphernalia, or alcoholic beverages.

B. Arson

The willful and malicious burning of any part of a building or its contents.

C. Battery upon Board employee

The threatening by word or act or the unlawful and intentional touching or striking of a Board employee against his or her will, or the intentional causing of bodily harm to a school Board employee.

D. Robbery

The taking of money or other property from the person which may be the subject of larceny from the person or custody of another by force, violence, assault or putting in fear of same.

E. Stealing – Larceny – Grand Theft

The intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another.

F. Burglary of school property

The breaking in to, entering, or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.

G. Criminal mischief

Willful and malicious injury or damages at or in excess of \$200 to public property, or real property belonging to another.

H. Possession of firearms

Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a class C felony.

I. Discharging of any pistol, rifle, shotgun, air gun, pellet gun, or BB gun, or any other device on school property.

J. Possession of weapons

Any knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony. **Any student who brings a weapon to school must be reported by the Principal of the school in which the student attends to the Superintendent and the Juvenile Delinquency System.**

K. Bomb threats

Any such communication (s) directed to a School Board employee which has the effect of interrupting the educational environment.

L. Explosives

Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage.

- M. Sexual acts  
Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.
- N. Aggravated battery  
Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
- O. Inciting or participating in major student disorder  
Leading, encouraging, or assisting in major disruptions which result in destruction or damage of private or public property; personal injury to participants or others.
- P. Unjustified activation of a fire alarm system
- Q. Igniting fireworks and/or firecrackers
- R. Any other offense which the principal may deem reasonable to fall within this category.

### **ADMINISTRATIVE RESPONSES – CLASS III OFFENSES**

Administrative responses for Class III Violations include but are not limited to the following:

- Out-of-School Suspension
- Expulsion
- Legal Action



### MAJOR OFFENSES- CLASS III

**3.18** Other offenses reasonably likely to cause great harm to person or property or seriously disrupt the educational process including, but not limited to the following:

- A. Aggravated fighting involving two (2) or more participants under any of the following circumstances: (All parties involved in a fight are subject to disciplinary action).
  - 1. when fight has reasonable potential to cause injury to those other than the participants;
  - 2. which is premeditated by one of more of the participants;
  - 3. which occurs in congested areas, during class changes, or where other students, employees, parents or the public are subjected to potential harm as a result of the fight;
  - 4. which occurs in a classroom or during instructional time;
  - 5. which continues despite specific contemporaneous instructions to cease by a teacher or other adult acting in an official capacity; or
  - 6. which occurs on a school bus while the school bus is in motion.
- B. Participating in an incident that is gang related, gang motivated, or that gang activity participation or motivation is a contributing factor to the incident that puts student learning or participation in school activities at risk.
- C. Any act on a school bus that has the potential to cause great harm to the passengers, driver or property surrounding the bus.
- D. Students trespassing on another school campus.
- E. Any other violation which the principal may reasonably deem falls in this category.



## **ADDITIONAL SCHOOL BUS INFORMATION**



### **School Bus Rules, Regulations and Violation Consequences:**

- Loud or Distracting Noises / Excessive Talking - Administrative Discretion - 3 days off the bus
- Disrespectful/Discourteous/ Lack of Respect to Others - Administrative Discretion - 3 days/ 5 days/ 15 days off the bus
- Disrespectful/Discourteous/Lack of Respect to the Bus Driver - Administrative Discretion - 3 days/ 5 days/ 15 days off the bus/ with In-School Discipline
- Inappropriate Language - 3 days/ 5 days/ 15 days off the bus
- Violation of Dress Code - 3 days/ 5days/ 15 days off the bus
- Uncooperative - 5 days off bus
- Tardy to Bus - Warning / Off the bus
- Slapping./Hitting/Fighting/Bully/Threats - 3 days /5 days/ 15 days/ Rest of the Year off the Bus/ Administrative Discretion with In-School Discipline
- Eating/Drinking on the Bus - 3 days off the bus
- Throwing objects in/out bus/window - 3 days off bus with In-School Discipline
- Hanging out Window - 5 days/10 days/15 days off the bus with In-School Discipline
- Out of Assigned Seat - 5 days off bus with In-School Discipline
- Damaging or Tampering with bus equipment/seats/windows - Suspension from bus until \$75.00 fine **and** damage restitution has been satisfied/Remainder of the year off the bus.

**When a student has been removed from the bus, the Transportation Director will notify all Bus Drivers. No driver should allow a suspended student to ride on a Clarke County School Bus until suspension has been served.**

## **ATTENDANCE**



Every child between the ages of **7 and 17** shall be required to enroll and attend for the entire length of the school year. All students shall be enrolled for a full instructional day.

## **ABSENCES/EXCUSES/TARDINESS**

**Clarke County School System's policies on absences, excuses, and tardiness comply with the Code of Alabama, Chapter 28.**

Every child between the ages of 7 and 17 shall be required to enroll and attend for the entire length of the school year or the length which complies or meets system/state requirements.



### **TARDINESS**



Students are required to report to their individual schools at the beginning of the school day. Also, students are required to be on time for each class. Students who receive 3 tardies in class or to school will be referred for appropriate disciplinary action. Disciplinary action will include the following:

- Student Conferences
- Parent Contact(s)/Conference(s)
- Assignment to In-School Suspension

**Ten or more unexcused tardies to school will result in a referral to the district's attendance office/committee. For students in grades 9-12, three unexcused tardies to the same class constitutes one unexcused absence for that class.**

### **ABSENCE FROM SCHOOL:**

All student absences shall be designated as either excused or unexcused.

### **MAKE-UP WORK:**

Students absent for any excused reason shall be allowed to make up work and exams missed.

### **EXCESSIVE EXCUSED ABSENCES:**

A student in Grades K-8 who accumulates more than 20 absences during the school year may be denied promotion. A student in Grades 9-12 on a block schedule who accumulates more than 5 absences in any class in any one term will be denied credit for the course.

*EXCEPTION: OFFICIAL VERIFICATION (Doctor's statement, etc.) SUBJECT TO THE APPROVAL OF THE PRINCIPAL. Official verification must be in writing.*

## **EXCUSED ABSENCES AS DEFINED AS:**

- I. Student too ill to attend school.
- II. Inclement weather which would be dangerous to the life and health of the student if he attended school.
- III. Legal quarantine.
- IV. Death in the immediate family.
- V. Emergency conditions as determined by the principal.
- VI. Absences from school with the permission of principal and consent of parent/guardian.

## **UNEXCUSED ABSENCES**

The student whose absence is unexcused is not entitled to make up instructional work or tests except when the unexcused period covers a nine weeks or term test which would place the student in danger of failing to obtain a final course credit or being promoted to the next highest grade. A student on external suspension will have absences treated as unexcused. The following procedure will be used for unexcused absences, *excluding unexcused absences due to out of school suspension*:

### **In Grades K-5:**

- 5 days absent-Student/Parent/Principal or Counselor Conference
- 7 days absent-Referred to Attendance Officer/Committee

Above 7 days absent-Complaint officially filed with Juvenile Court of Clarke County.

### **In Grades 6-12:**

- 3 days absent-Student/Parent/Principal or Counselor Awareness
- 5 days absent-Student/Parent/ Principal or Counselor Conference
- 7 days absent-Referred to Attendance Officer/Committee

Above 7 days absent-Complaint filed with Juvenile Court of Clarke County for students under the age of 17.

### **ABSENCE TO ACCOMPANY PARENTS ON A TRIP:**

A student's absence from school to accompany his/her parent on a trip is not an excused absence, except in cases of extreme emergency as determined by the principal.

### **ABSENCE DUE TO MEDICAL OR DENTAL APPOINTMENTS:**

Every effort should be made to schedule medical or dental appointments outside of school hours; however, if an exception is necessary, the student must report back to school with a statement from the doctor or dentist indicating the time spent in his/her office.

# **CONTACT INFORMATION**

## **\*PHONE:**

**251-250-2140**

## **\*FAX:**

**251-250-2142**

## **\*FACEBOOK:**

**WILSON HALL MIDDLE SCHOOL**

## **\*WEBSITE:**

**[HTTPS://WWW.CLARKECOUNTYSCHOOLS.ORG/DOMAIN/12](https://www.clarkecountyschools.org/domain/12)**