

# Whitworth-Buchanan Middle School



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#URwhitWORTHit

**You are whitWORTH it!**

**Mrs. Avy Seymore**  
Principal

**Mrs. Lana Bellar**  
Assistant Principal

**Mr. Jeffrey Willhoit**  
Assistant Principal

The mission of Whitworth-Buchanan Middle School is to build a community that empowers all students to achieve excellence at high levels through learning, leading, and providing opportunities to thrive as productive citizens in society.

Dear Students, Parents and Stakeholders,

It is with great enthusiasm and extreme pride that I welcome you to Whitworth-Buchanan Middle School. I take my role as the educational leader of WBMS very seriously and I have a firm belief that the school will become a focal point of a community already rich in culture and history. The faculty, staff, and administration are all united in their commitment to provide the students with the best possible education in a nurturing, caring environment. This academic endeavor coupled with the development of the students physically, emotionally and socially will set the stage for many successful years to come. I invite you to become a part of Yellow Jacket history.

Avy P. Seymore  
Principal

**DISCLAIMER**

All policies and procedures cannot adequately be set down in writing; therefore, school administration reserves the right to eliminate, change, or add to these mandates at any time.

**The whitWORTH way**

*Be Respectful, Be Responsible, Be Safe*

In maintaining a safe and efficient learning environment, we expect our students to conduct themselves in a manner that is both respectful to others and themselves. Our students represent Whitworth-Buchanan Middle School; therefore, all Yellow Jackets will:

1. Show respect to property, person, and to oneself.
2. Follow the directions of all School Officials.
3. Refrain from physical contact with other students.

**Respectful:** “have due regard for the feelings, wishes, rights, or traditions of”

**Responsible:** “having an obligation to do something, or having control over or care for someone, as part of one's job or role.”

**Safe:** “protected from or not exposed to danger or risk; not likely to be harmed or lost.”

	<i>Be Respectful</i>	<i>Be Responsible</i>	<i>Be Safe</i>
<b>Auditorium/ Assemblies</b>	Be attentive while speakers are talking.  Stay positive.  Use appropriate volume.	Keep zone clean.  Permitted to have food and drink when provided by the school	Remain in seats.  Keep hands, feet and objects to self.
<b>Bus</b>	Respect all property.  Listen/follow instructions from driver.  Use conversational volume.	Enter and exit correct bus at correct locations.  Help keep bus clean.	Remain in seats.  Keep hands, feet and objects to self.
<b>Cafe</b>	Be courteous to cafe staff.  Use conversational volume.	Keep your area clean.  Get all items first time in line.	Keep hands and feet and objects to yourself.  Remain Seated.

	<i>Be Respectful</i>	<i>Be Responsible</i>	<i>Be Safe</i>
<b>Classroom Expectations</b>	Accept constructive criticism. Respond to peers in a respectful way. Bring all required materials .	Follow Dress Code. Stay on Task and be productive.	Back packs in locker. Keep area clean, nothing on the floor.
<b>Common Areas/Hallways</b>	Use conversational volume during transitional time. Keep hands and feet to yourself. Follow adult directions.	Walk with purpose. Help keep hallways clean. Go directly to where you need to go.	Walk on right side of hallway. Be in your zone.
<b>Events</b>	Keep hands feet, and object to self. Stay in designated area.	Only use kind words. Be courteous both verbally and physically.	Leave on time. Help keep area clean.
<b>Gym</b>	Follow teacher directions. Use appropriate language and tone. Use kind words. Reserve questions or comments until after the speaker is done.	Put equipment away. Be on time and participate. Bring athletic shoes/clothes.	Use equipment appropriately & with permission. Keep hands, feet and objects to yourself Keep outside doors shut.
<b>Locker Room/Restroom</b>	Respect all property. Respect others privacy.	Stay in time limited provided by coach. Follow coach appointed dress code. Keep zone clean.	Keep hands, feet and objects to yourself.
<b>Technology/ Library</b>	Listen and follow directions. Keep computers clean and tidy. Leave settings as they are. Respect others online and off line. <b>Adhere to the RCS Responsible Mobile Device Use Policy</b>	Ask before printing. Save work often. Keep files organized. Eat and drink outside the computer area.	Practice internet safety. Log off when finished.

Students are expected to conduct themselves according to the policy/procedures outlined in the Rutherford County Schools Student Code of Conduct. In accordance with Discipline Procedures of the Rutherford County School System, dispositions are outlined below. Disciplinary action will include appropriate hearings and reviews, and, in all cases, the rights of the individuals will be ensured and protected.

1. Expulsion (Zero Tolerance) – Removal of a student from the school system for an extended period of time or permanently by Board of Education action.
2. Suspension –
  - a. Out of School Suspension (OSS) - Removal of the student from the campus and exclusion from ALL school-sponsored activities during suspension by the Administration or the Board of Education.
  - b. Restriction Minutes – Students who are assigned these minutes based on the disciplinary level. These minutes need to be served within a certain amount of consecutive school days. It is the responsibility of the student to make certain that all minutes are served. Students can serve these minutes in the designated classroom before school or at lunch/recess. Students who misbehave will be removed at the discretion of the instructor and their minutes for that period will not be counted.
    - Step 1: 100 Minutes - Must be served within 3 school days
    - Step 2: 200 Minutes - Must be served within 6 school days
    - Step 3: 300 Minutes – Must be served within 9 school days
3. 1<sup>st</sup> Period Isolation - A student is required to stay in a single classroom throughout the entire day. Student is expected to sit in an isolation desk, hallway time is restricted, and lunch will be isolated. This disposition is most often used for an uncorrected dress code offense.
4. **Classroom Disciplinary Steps**

Students who choose not to meet these expectations and/or the guidelines from the Student Handbook and Code of Behavior and Discipline will receive consequences. Consequences are as follows:

**Verbal Warning**

**Demerit 1:** One Day Silent Lunch; parent contact

**Demerit 2:** EMD (Early Morning Detention starts at 7:05-7:40am); parent contact

**Demerit 3:** Restorative; parent contact

**Demerit 4:** Office referral; parent contact.

*\*\*\* Administration reserves the right to assign Isolation, Restriction, OSS, or remand based on severity of infractions.\*\*\*The Restorative consequence will be a duty chosen by the student from a school-produced list of choices that will last 25 minutes and no longer. If the student chooses to opt out of a restorative practice then he or she will be assigned 50 Restriction Minutes.*

These steps will ensure parents are kept informed of their student’s behavior while at Whitworth-Buchanan. Please contact your child’s teacher by email or phone if you have any questions about his or her behavior and/or progress in class.

**Suspension Restrictions**

A student assigned OSS will not be able to practice, participate, or ATTEND any extracurricular school activity or athletic event during the period of time the student is suspended.

The suspension will end at 2:50pm on the last day of the student’s suspension. Coaches reserve the right to have consequences per team policies.

**Dress Code**

The Whitworth-Buchanan Middle School dress code has been devised with the idea of promoting a positive learning atmosphere and wholesome attitude for each student and the school as a whole. Any dress that is considered contrary to good hygiene, distracting or disruptive in appearance, or detrimental to the educational environment or the public image of the school will not be permitted. Decency, good taste, and the normal

standards of the community are to be maintained in dress and grooming by all students. Students should follow these guidelines:

1. Any clothing considered too revealing or extremely form fitting will not be allowed. No skin should be visible between shirts and pants while sitting or extending hands overhead. See-through materials, bare midriffs, open backs, low-cut tops, tube tops, tank tops, halter tops, mesh or sleeveless shirts are not permitted.
2. Clothing cannot have holes above the knee where skin can be revealed.
3. Undergarments must be covered at all times.
4. Shoes must be worn at all times. (No plastic/rubber sandals, flip-flops, house shoes, or athletic sandals/slippers).
5. All clothing must be size appropriate. Sagging is not allowed. Pants must be worn at the waist. All belts, buttons, and fasteners must be fastened at all times.
6. Hats, sunglasses, and bandannas are prohibited in the building.
7. Shorts, skirts, and dresses must be longer than the tip of the longest finger when the student's arms are extended along the side of the body and all the way around the body when the student's arms are by the side of the body. Biking shorts, spandex, tights, pajamas, or boxer shorts are not permitted to be worn as pants.
8. Form-fitting clothes, such as those made with Lycra or spandex (including leggings/jeggings), are allowable only if they are worn under clothing that meets dress code. Students may wear leggings as long as their shirt, dress, skirt, or shorts is as long or longer than the tip of the longest finger all the way around the body when the student's arms are by the side of the body.
9. Clothing, accessories, or any item that pertains to or advertises substances which are illegal for teenagers (drugs, alcohol, tobacco products, etc.) or which are otherwise inappropriate (profanity, sex, obscenities, violence, gang related, etc.) are not to be worn or brought to school. No writing on the backside of pants/shorts.
10. Scarves, hair-picks, stocking caps, hair curlers, or other head covering may not be worn to school. Hats cannot be worn on any part of the body. This includes, but is not limited to: attaching a hat to belt straps or having one's hat in one's back pocket. Hoodies may be worn, but the hood must stay down at all times.

When a student is found to be in violation of the above dress code the mini-school team lead, dean of students, or the principal will administer appropriate consequences. These consequences include, but are not limited to: calling parents to bring appropriate clothing, 1<sup>st</sup> period Isolation, Restriction Minutes, and/or other disciplinary action as deemed appropriate.

\*A student is provided the opportunity to call home at the start of the day from their 1<sup>st</sup> period class and correct their dress code offense. However, if a change of clothing cannot be provided then he or she will remain in their 1<sup>st</sup> period Isolation for the entire day. We ask that you refer to the information about Homeroom Isolation under the heading of Code of Conduct and Disciplinary Procedures.

1 <sup>st</sup> Dress Code Violation	Warning - Documented by Teacher*
2 <sup>nd</sup> Dress Code Violation	Warning - *
3 <sup>rd</sup> Dress Code Violation	Parent Phone Call - *
4 <sup>th</sup> Dress Code Violation	Hallway Restriction
5 <sup>th</sup> Dress Code Violation	Demerit (follow classroom misconduct steps)

### **Students' Rights and Responsibilities and Due Process**

A student has full rights and citizenship as defined by the Constitution of the United States and assumes the responsibility to take positive actions relative to the Constitution, the laws of the State of Tennessee and policies, rules and regulations of the Rutherford County Board of Education and Whitworth-Buchanan Middle School.

Due process will include appropriate hearing and reviews. In all cases the rights of individuals will be ensured and protected.

### **Unauthorized Cell Phone/Electronic Device Consequences**

- 1<sup>st</sup> offense for the school year will result in the phone being confiscated for the class period or event time.
- 2<sup>nd</sup> offense for the school year will result in the phone being confiscated and taken to the front office. The student may pick it up at the end of the school day.
- 3<sup>rd</sup> & further offenses will result in the phone being confiscated, taken to the front office, and only an authorized adult may pick it up from the front office.

### **Vandalism and Property Damage**

(School Board Policy 5-6) Students who destroy or vandalize school property will be required to pay for loss or damages. Suspension or expulsion may result from the willful destruction of school property. Accidental damage to school property should be reported to a teacher or to office personnel immediately.

## **Yellow Jacket Recognition & Academic Policies**

Students will be recognized in a variety of ways at Whitworth-Buchanan Middle School.

### Recognized Each Grading Period

- **Principal's List:** A student must have all A's on nine-week report card.
- **Honor Roll:** All student grades are at least a B on nine-week report card.
- **Outstanding Academic Growth:** Signifies a .5 growth in overall grade point average (GPA) from one 9-week report card to the next.
- **Yellow Jacket Flyers:** These students are who students who remain demerit-free.

### Recognized On a Semester Basis

- **Perfect Attendance:** Student must have been present the major portion of each school day AND must not accumulate the equivalent of a full day absence due to tardiness or early checkouts.
- **Athlete of the Season:** At the end of each season the coach will pick one student (or two students if the sport is co-ed) who throughout the season displayed outstanding citizenship and effort both in school and with his or her respective team.

### Recognized On a Frequent Basis

- **Perfect Perfect Attendance:** Student must have been present each school day for a total of 420 minutes per day up until each recognition time. Early Dismissal days count and the student must be present 195 minutes each of these days.
- **Live School Recognition:** Please refer to our school's website for more information.

Academic Awards may be given based on academic criteria determined by teachers. The ceremony is in May. Finally, students may be nominated by their teachers to be the **Student of the Month**. Nominees must have acceptable attendance, a good attitude, show good citizenship, participate in school activities, and put forth much effort. A student will be chosen from each mini-school each month.

### **Conferences: Parent/Student/Teacher/Administrative**

Two school-wide parent/student/teacher conferences are scheduled each year. Additional conferences may be arranged by calling or e-mailing the teacher during his/her planning period. **Teachers may not leave their class during class time to confer with parents. Therefore, a 24-hour notice is required.**

### **Cheating**

The teacher will assign a grade of "0" and notify the parent/guardian. Disciplinary measures may be taken by the teacher of record and/or Administration.

### **Grading**

The grading system for subject-area grades is expressed by numerical value. Conduct grades are based on behavior and not deducted from academic grades. The numerical values are equivalent to the following letter grades:

A	93-100	D	70-74
B	85-92	F	Below 70
C	75-84		

### **Grading Policy**

All activities in class are either practicing skills, standards, new learning or assessing a student's mastery of the learning. Therefore, we only have 2 categories for scores: Assessments and Homework. These two categories are combined for the student's overall grade in the class. Our WBMS grading categories are: Assessments (Tests, Quizzes, Projects, Classwork, etc.), and Homework.

Assessments may be retaken AFTER a student has spent time with the teacher in remediation or re-teaching and all practice for that assessment has been completed. No assessments or assignments will be accepted the last five (5) days of a grading period.

### **Make-Up Work**

A student who has been absent is responsible for all assignments during his/her absence. Assignments can be made up within five (5) days of returning to school. If the grading period ends before the work is made up within the five (5) day period allowed, a student will be given an "I" (incomplete).

### **Plagiarism**

Refer to the RCS Student Handbook and Code of Behavior and Discipline.

- Disciplinary Action: 1) Conference with the student, parent(s), and teacher(s)  
2) Student will be required to re-do the assignment within one week and will be eligible for a maximum grade of 80. Failure to do so will result in a grade of 0 for that assignment.

### **Report Cards and Progress Reports**

Report cards are distributed at the end of each nine-week grading period. Progress Reports will be distributed for the mid-way point of each grading period.

### **Parent Portal**

Parents and students should be able to view grades using the Information Now link on the school's home page. Passwords will be assigned at the beginning of the year by the school counselor.

## **Yellow Jacket Student Affairs**

### **Assemblies/Athletic Events**

The following guidelines apply for assemblies and/or athletic events:

- Readmission to home games/dances is not allowed. Once you leave you are gone.

- Students are expected to make transportation arrangements for after-school activities before the activity. Phones will not be available for student use. Most home football and basketball games are over by 8:00pm.
- If the student's ride is more than 30 minutes late, he or she will not be allowed to attend the next after-school function.
- Loitering in the lobby, restrooms, or doorways is not permitted.
- All school rules are in effect at all school sponsored events.

## Athletics

Whitworth-Buchanan Middle School athletics include archery, baseball, basketball, cheerleading, cross country, football, soccer, softball, track, and volleyball.

### Athletic Eligibility

To be eligible to participate in athletics:

- A student athlete must not have any F's on their report card or progress report. A student athlete with an "F" on a **report card or progress report** will be on a two-week probation and will continue for another two weeks if the "F" remains. If the student athlete has a failing grade after four weeks, then he or she will be removed from the team.
- All administrative discipline actions will be investigated. From the time in which the final roster is created and submitted to TMSAA, to the end of that team's season, a student cannot 1) be assigned to 2 or more days of OSS or 2) be assigned to a total of 300 or more ISS minutes. The Principal, Athletic Director and Coach determine the measure of disciplinary actions and eligibility.
- If a player is assigned *Out-of-School Suspension* the player cannot practice or be around the team.
- Please refer to the player contract that the coach will send out prior to the season for further clarification and additional team protocol.

### Eligibility Requirements: Dances, other Incentive-Based Events, & Field Trips\*

Students must meet the following requirements during the grading period of the event. Additionally, Restriction Minutes or OSS that is assigned five (5) school days prior to the beginning of the grading period of that event will result in ineligibility.

#### Grades

- A student cannot have any failing grades based on the previous report card.

#### Discipline

- A student cannot have two or more discipline occurrences that result in Restriction minutes.
- A student cannot be assigned 300 Restriction minutes for one occurrence.
- A student cannot be assigned 2 or more days of OSS.

#### End of the Year Carnival

- A student cannot be remanded at all within the school year to attend this event in May.
- All school fees/charges must be paid to attend this event.

Please note the Mini School will release a contract for end of the year functions. All students must meet these requirements to purchase a ticket and/or attend

### **Field Trips\***

1. All school rules apply. Student conduct must be in compliance with school rules at all times.
2. Permission slips and money for field trips must be turned in by the assigned deadline. All money is non-refundable. Students will not be allowed to call home for permission to go on a field trip.
4. Students with more than five (5) unexcused absences in any nine-week period will be ineligible.
5. Misbehavior on a field trip will be dealt with as it warrants, and the student may be prohibited from further field trips or non-educational school activities.

### **Music**

Band: This is an exploratory class available to all sixth, seventh, and eighth grade students.

Chorus/Choir: Admittance by audition.

### **School Clubs**

See school website - To be eligible to participate in clubs, a student must adhere to the same eligibility guidelines as that of our athletic program. Additionally, please refer to the club contract that the director will send out prior to the student's participation for additional club protocol.

## **Yellow Jacket Policies**

### **Attendance**

Attendance is a key factor in student success; therefore, students are expected to be present each day school is in session. Parents/guardians will be called when students are absent. A note from a parent or guardian or medical professional is required for each absence; a total of ten (10) parent notes are allowed per student per year.

Absences will be classified as either excused or unexcused as determined by the Rutherford County Schools policy.

Absences may be excused with a written note for the following reasons:

- Personal illness
- Illness of immediate family member
- Death in the family
- Dental or medical appointments (for student only)
- Required court appearance (verification required)
- Religious observances (TCA 49-6-3005)

After five (5) unexcused absences, the student will be reported to the County Truancy Office which may result in court action against parents/guardians.

### **Bags - Backpacks/Purses/Sling Bags**

If a student wishes to carry a bag during school hours, WBMS will have drawstring bags that can be purchased in the front office. Students are not required to purchase the WBMS Drawstring Bag. A student may use a drawstring bag that he or she purchased outside of school. Note that no purses, sling bags (i.e. Kavu), or other will be allowed to be carried separate of a drawstring bag. Backpacks must remain in lockers at all times.

### **Bring Your Own Device to School**

**No amount of time will be spent in an attempt to locate and recover lost or stolen items.  
Bring device at your own risk.**

\*Please refer to the handbook on the Rutherford County School District webpage for guidelines. The following are only a select number of guidelines taken from the handbook that students must follow:

- Students will access the internet through the RCS-Secure Network, which is available in every building in our district. Students will utilize their RCS usernames and passwords to access the Wi-Fi.

- Students are only allowed to use the RCS Wi-Fi for networking purposes and not their devices' network.
  - Any such usage will be deemed as Unauthorized Usage of a Cell Phone or Electronic Device and disciplinary measures will be taken.
- The teacher in the classroom has the final say on procedures in the classroom. If a teacher asks you not to use your device at a particular time, then you must follow those directions.
- Personal devices must remain **OFF** at all times except when it is being used for instructional purposes, and permission has been granted by the instructing teacher.
- As stated in board policy 6.312: "Unauthorized use or improper storage of a device will result in confiscation of the device and appropriate disciplinary action." Possession of a personal device under the RCS policy is a privilege which may be forfeited by a student who fails to abide by all policies and procedures. Refer to the attached BYOD User Guidelines document for further guidance. Students may not use their device to get on any social media platform at the bus stop, on the bus, and/or during school hours.
- The device may not be used to record, transmit, or post photographic images or video of a person or persons on campus during school activities including district provided transportation unless assigned by the teacher and allowed by the RCS Acceptable Use, Media Release, and Internet Safety Procedures.
- Consequences for Unauthorized Usage of an Electronic Device:
  - 1<sup>st</sup> offense for the school year will result in the phone being confiscated for the class period or event time.
  - 2<sup>nd</sup> offense for the school year will result in the phone being confiscated and taken to the front office. The student may pick it up at the end of the school day.
  - 3<sup>rd</sup> & further offenses will result in the phone being confiscated, taken to the front office, and only an authorized adult may pick it up from the front office.

### Bus Riders

Riding the school bus is a **privilege**. Improper conduct on the bus will result in the privilege being denied. The bus is an extension of the school and the same conduct is expected on the bus as at school. A student who rides the bus is to report to the designated area upon arrival at school. Students report directly to the bus when dismissed at the end of the day. Additional consequences can be found in R.C.S. Behavior Code Book. If a student's bus discipline results in bus suspension, then that bus suspension may be modified to Restriction Minutes or OSS if transportation is an issue. We will accommodate such a modification one time within the school year.

### Cafeteria

Breakfast will be served until 7:35 a.m. A well-balanced lunch is offered at a reasonable price. **Charges are not to exceed \$4.75.** Student must bring their lunch or purchase a school lunch before they will be allowed to purchase a la carte items. The cafeteria management and your fellow students will appreciate your cooperation in the following areas:

Parent(s)/Guardian(s) can go on-line at any time to check the student's account balance, and to see if, when, and what they are eating (breakfast, lunch, cookies, chips, etc.). The Parent(s)/Guardian(s) can go to the "pay on line" link, under the WBMS website's school nutrition, and enter their child's ID#.

#### Cafe Pricing

Student Prices	Breakfast \$1.25	Lunch \$2.75
Visitor Lunch	\$3.50	
Holiday Meal	\$5.00	

Please see Café Manager if you have concerns or questions regarding meal pay options.

### Car Riders/Walkers/Bicycle Riders

Car riders are to enter through the front of the school building (car riders dismiss from the back near the gym). A student who walks or who is a car rider is to report to the designated area or the cafeteria immediately upon

arrival to school. Students are welcome to ride a bicycle to school. Bicycles are to be locked in the bicycle rack at the gym entrance. Walkers and bicycle riders are to leave school grounds immediately after they are dismissed. Students are not permitted to loiter on school property. Once students leave school for the day, they will not be permitted to return to school unless they have specific school related business. All car riders should be picked up by 3:15pm.

#### AM Car Rider Drop-off

1. All car riders are to be dropped off in the front of the building ONLY.
2. Both car rider lanes are open during morning drop off.
3. Please find a parking space at the front if your student needs extra time to get out projects or materials.
4. Please give yourself plenty of time to get to school. Our heaviest traffic time is ten minutes before school.
5. Our parking and drop off procedure is dependent upon everyone being a courteous driver. Help us keep all students safe.

#### PM Pick Up

1. All car riders are to be picked up at the back of the building.
2. Students not picked up by 3:05 will move to the front of the school building.
3. All car riders must be picked up by 3:15pm.
4. Our parking and drop off procedure is dependent upon everyone being a courteous driver. Help us keep all students safe.

#### **Check-Out**

A state issued photo ID must be shown to office staff before a student is dismissed to any person. The student will not be called until the parent or legal guardian comes in to sign out the student. Teachers are not to release a student from a classroom until notified by the office. If there is a question of legal guardianship, school officials reserve the right to require proof of custody before releasing a student.

A note will be required before a student can check out with anyone other than those on his/her approved list. The note must include the following information:

- Student name
- Date & time of checkout
- Name of person checking out student
- Phone number where student's parent/guardian may be reached.
- Parent/legal guardian's LEGIBLE Signature.

Early checkouts will be excused following the same guidelines as excused absences. Students checking out early for doctor/dentist appointments are to bring proper verification from their appointment in order for the absence to be excused. **No student may be signed out after 2:30pm.**

#### **Computer Use**

Students and parents will be required to sign a technology permission authorization. Disciplinary action will be taken for inappropriate use of any school technology which may include removal of computer privileges.

#### **Deliveries**

We do not accept deliveries for students. Items such as flowers, balloons, etc. will not be accepted from parents or delivery services and cannot be in the student's possession during school hours. Delivery items are often not allowed on the school bus.

#### **Energy Drinks**

Energy Drinks, which are considered dietary supplements, have been linked to numerous side effects and even death and will not be permitted in the school setting. If students have an energy drink in their possession, it will immediately be confiscated. Repeat offenses will result in disciplinary action.

### **Extracurricular Activities**

A variety of sporting events, dances, and activities are scheduled by the school each year. All school rules are in effect at these functions.

### **Fidgets/Toys**

Unless permitted by a student's Individualized Education Plan or 504, all types of spinners (i.e. fidget spinners) are not permitted at school and will be confiscated. Repeat offenses will result in disciplinary action. Spinners have been known to become a significant distraction and possible disruption in a learning environment. \*This protocol pertains to "slime" as well.

### **Fundraisers**

Students are only allowed to fundraise for school organizations during the school day. Selling for out-of-school groups such as churches, clubs or personal sales will not be permitted.

### **Gum**

Chewing gum is not allowed at WBMS. Students will be asked to dispose of gum immediately. Continued violations will be considered defiance.

### **Hall Passes**

Students must have a designated hall pass corresponding with a teacher's room to be out of class. Students will not be allowed out of class the first 10 minutes or last 10 minutes. The student must make ample use of time between classes.

### **Library/Media Center**

The media center will be open from 7:40am to 2:45pm daily. Students may borrow two books at a time. Five (5) cents per day will be charged for overdue books and no checkouts will be allowed until fines are paid. If books are damaged or lost, a fine for the cost of replacement will be assessed. Repeated irresponsibility and mistreatment of books may result in the loss of media center privileges. Students may print from the media center computers for ten (10) cents per page with Specialist's permission.

### **Lockers**

Lockers are available for student use and they will be assigned by homeroom teachers. Students are responsible for keeping their lockers clean and locked. Students can rent locks at the beginning of the school year for \$2.00. Lost, stolen, or damage to school rented locks will result in a charge of \$8.00. Students are to keep the same locker all year and are not permitted to share lockers. Students are cautioned about giving their combination to others. **School officials reserve the right to open and inspect any school locker and its contents at any time.**

### **Medications**

School officials will not routinely dispense medication to students except in unique situations or as required by prescription documentation provided to the school nurse. If a student is required to take oral medication during school, the parent/guardian must turn in *Permission for Administration of Prescription or Non-Prescription Medication* form to the school nurse. If your child needs to take medication at school, a parent/guardian **MUST** bring the medication to the office in the original sealed container with the student's name on the outside. **NEVER SEND MEDICINE OF ANY TYPE TO SCHOOL BY YOUR CHILD.** Students are not allowed to have medication in purses, backpacks, or pockets as this is a violation of the Rutherford County Schools policy.

### Parent Teacher Organization

Parents interested in participating in the school parent teacher organization should contact their child's homeroom teacher. We encourage and appreciate parent involvement. Opportunities for involvements include fundraising events, field day, field trip chaperone, and dance chaperones.

### Return to School

A student returning to school after an absence must report to the front office with a note from his or her parent/guardian with the following information:

1. Student's First and Last Name
2. Date of Absence
3. Reason for Absence
4. Parent's Legible Signature
5. Phone Number so a Parent/Guardian May Easily Be Reached

### School Counseling Services

School Counseling services are available to students at Whitworth-Buchanan Middle School through the Counseling Office. A student is welcome to come by the counseling office as approved by his/her teacher. Parents may also make appointments to meet with the counselor to discuss their child's records, progress, etc.; however **a 24 hour notice is required for all parent meetings.**

### School Insurance

School insurance is available to all students. Information will be given to each student at the beginning of the year. Purchase of this program is optional. **All students taking part in athletics must have school insurance or proof of private insurance.**

### School Resource Officer (SRO)

The School Resource Officer (SRO) is available to provide law enforcement services, law-related counseling, and to provide law-related classroom instruction to students at Whitworth-Buchanan Middle School. Students are encouraged to contact the SRO anytime they are aware of any potentially serious or criminal activities.

### School Hours and Transportation

School begins promptly at 7:50 a.m. and dismisses at 2:50 p.m. Doors will not open until 7:05 a.m.. Students dropped off before 7:05 a.m. will be unsupervised. Students arriving by car before 7:50 a.m. should enter through the front door and report to the designated area. Students are to remain in their designated area until they are dismissed beginning at 7:40 a.m.

- 7:05 - Unlock doors, students report to the gym, cafeteria, or auditorium
- 7:40 - Dismissal to the Homeroom class begins
- 7:50 - School begins
- 2:50 - Dismissal

### Tardies to Class

Students are expected to be in class prior to the class bell ringing. Promptness to each class is important. Students have four minutes between classes to visit lockers, restrooms, or move throughout the building. Tardies are counted **per nine weeks for classroom tardiness.** \*Administration will on occasion conduct an 'All School Tardy Sweep'. Any student tardy to class during that Administrative-Led process will at minimum be assigned a Warning on the first offense and then Administrative Detention on the next offense of such sweep.

1st Tardy	Warning – Documented by teacher*
2nd Tardy	Warning - *
3rd Tardy	Parent Contact - *
4th Tardy	Hallway Restriction - *
5th Tardy	Demerit (follow classroom consequence steps) -*

### **Tardies to School**

Students are expected to be in class before 7:50 a.m. Any student arriving after 7:50 a.m. must be signed in by a parent/guardian with the attendance clerk in the office before being admitted to class. Parents are to make the necessary arrangements that will enable their children to arrive on time. Excessive traffic, car problems, etc. are not considered acceptable excuses. Excuse notes for tardies to school must be submitted within 3 school days of the tardy.

### **Telephone**

Student use of the telephone during the school day is discouraged. Students will be permitted to use the telephone only **in case of an emergency**. A student must have his or her agenda signed to come to the office to use the phone. Students will not be called from class to the telephone unless it is an emergency.

### **Textbooks**

Textbooks are loaned to students for their use during the school year with the exception of Math. A student will be required to pay for a textbook that is lost, stolen, or damaged before another can be loaned. Upon presentation of the lost book and the paid receipt, a refund will be given. Textbooks are the property of the Rutherford County Board of Education and will be returned at the end of the school year, completion of the course, or withdrawal from school. Withholding of all grade reports, certificates of progress, or transcripts will occur until restitution is made.

### **TITLE VI AND SECTION 504**

"The Rutherford County Board of Education does not discriminate in any program, activity or employment on the basis of handicap, sex, race or national origin as required by Title VI of the Civil Rights Act of 1964, Section 504 or the Rehabilitation Act of 1973." - Human Resources, 504 Coordinator, Rutherford County Schools, 2240 Southpark Blvd., Murfreesboro, TN, 37128, Telephone (615)893-5812.

### **TITLE IX**

"No person in the United States will, on the basis of sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." A grievance can be filed with Human Resources, 504 Coordinator, Rutherford County Schools (same address as above).

### **Transportation Changes**

A student must bring a note from his/her parent anytime a transportation change is necessary that is different than their daily method. A written request is also required when a change in bus transportation is necessary. **Request must be turned into the office in the morning (absolutely no later than end of 5<sup>th</sup> period) in order for it to be processed and approved by the administration.**

### **Visitors**

All visitors are required to report to the office and present a State Issued Photo ID as per Rutherford County Schools' policy. All visitors must be issued a visitor's pass before visiting any other part of the school. Any exceptions to this policy must be cleared in advance by the principal. Students are only allowed visitors during their mini school's scheduled lunch time after the first 9 weeks grading period. These visitors may only be Parents, Grandparents, or Siblings. **Lunch cannot be brought in from the outside.** Therefore, it MUST be purchased from the cafeteria if the visitor would like to eat.

### **Withdrawal**

When a student withdraws from school for any reason during the school term, he or she must do so through the Counseling Department. This should be done on their last full day of attendance at WBMS. All accounts must be cleared, textbooks returned, and fines paid before the student's record will be forwarded to another school.

Students wishing to withdraw from this school during the school term for any reason must complete the following:

1. A legal guardian must come in to sign off on withdrawal form.
2. Report to the Counselor to pick up a withdrawal form.
3. Report to the library and cafeteria before end of 5<sup>th</sup> period to clear any debts.
4. Return all textbooks to teachers.
5. Have teachers put current grades on the withdrawal form.
6. Report to Counseling for final clearance.

**School systems web address: [www.rcschools.net](http://www.rcschools.net)**

**Snow line/Emergency School Closing line: 615-904-3883**

**Message Center phone number: 615-893-5815**

<http://www.wbm.rcschools.net/> or our Twitter Account [@wbmsboro](https://twitter.com/wbmsboro) for up to date announcements, academic and athletic calendars, links to teacher webpages, and other important information for WBMS.