

LESLIE H. WALTON MIDDLE SCHOOL
Family Handbook 2016– 2017

Walton Wildcats



4217 Red Hill Road
Charlottesville, Virginia 22903

Main Office- (434) 977-5615
Fax- (434) 296-6648
www.k12albemarle.org/walton

The purpose of this handbook is to provide families with a comprehensive resource of school rules and operations that impact families.

Absences

Parents/guardians need to call 434-977-5615, send in a note to the main office, or email:

wmsattendance@k12albemarle.org, when their child is absent from school.

The following information is necessary for our attendance records:

- date of absence
- reason of absence
- parent/ guardian signature.

Requests for homework can be made through the main office when a student has missed three or more consecutive days of school.

- Requests for homework should be made by 10 AM the day of the absence to allow teachers time to gather work.
- Repeated absences will be addressed on an individual basis.
- Students can also find information about assignments on *Blackboard*, the digital classroom platform, used by Albemarle County Public Schools.

Alcohol, Tobacco, Drugs, and Weapons

- Use, possession, or being under the influence of alcohol, tobacco, and/or drugs (including look-alikes) is strictly prohibited within the building, on school property, or while attending any school function.
- Weapons (including look-alikes), knowledge of weapons, possession, and/or use of weapons is strictly prohibited within the building, on school property, or while attending any school function.

Students who violate the above guidelines are subject to severe disciplinary action. (See School Board Policy [JFC](#))

Backpacks etc.

- Backpacks are allowed in classrooms. Students use them for carrying materials and computers.

Cafeteria

School lunches are prepared daily and consist of a variety of items.

- It is the school policy not to lend money to students for breakfast or lunch purchases.
- When a student does not have lunch money, the school cafeteria will offer an adequate, substitute lunch.
- Students are expected to remove trays and trash from their tables.
- It is against county policy to have food delivered to the premises unless prior permission is obtained.

Regular Meal Prices:

- Breakfast - \$1.40
- Lunch - \$2.70

Reduced Prices:

- Breakfast-\$.30
- Lunch -\$.40

Cell Phones and Electronic Devices

Students are permitted to have cell phones in their possession. However, they are NOT to be used recreationally during instructional time. Teachers may request students to put cell phones away.

Violations for cell phone abuse:

- 1 – Administrator will keep until the end of the day
- 2 – Parent / Guardian will be notified.
- 3 – Parent / Guardian will need to pick up the cell phone or electronic device.

Clinic/Medication

Students must obtain a written pass from their teacher to go to the clinic. The health clinician will determine students' needs.

- All students who need to take medication during school hours must bring it to the clinic directly upon arrival to school.
- These students must have a school medication form signed by their physician and parent/guardian on file in the health clinician's office prior to taking the medication. This form can be found on the school website or obtained from the school nurse.
- Any prescription medication must be in the original bottle where the doctor's directions are written.
- Student's should come to the clinic if they do not feel well. If a student needs to be picked up, the school nurse or office personnel will contact the parent. **WE ASK THAT PARENTS/GUARDIANS DO NOT COME PICK UP A STUDENT BASED SOLELY ON A TEXT or CALL FROM THE STUDENT STATING THAT HE/SHE IS SICK.**

Counseling Office

Walton provides a counseling program that assists early adolescents in making self-directed, rational, and responsible decisions that affect their lives.

- In order to meet the needs of the emerging adolescent, a variety of techniques are used including classroom guidance, individual and small group counseling, and consultation with appropriate personnel.
- The school counselors are important contacts for students, parents/ guardians, and staff and are vital to having a positive middle school experience.
- Information regarding enrollment, withdrawal, and transfer procedures may be obtained from the counseling department.
- If a student would like to see a counselor, he/she should sign up for an appointment between classes.
- Teachers may write a pass for a student who needs to see a counselor immediately.

Dances and Bashes

Dances, Bashes, and Open Gym are held throughout the school year for Walton students.

- Dances run from 4 PM until 6 PM
- Bashes run from 4 PM until 7 PM
- Open Gym runs from 4 PM until 5:30 PM
- **Students who are absent from school, assigned In-School or Out-of-School suspension the day of the dance will not be eligible to attend.** Students who have had an Out -of -School suspension since the last dance will not be permitted to attend the next dance.
- Students are expected to be picked up promptly by a parent/guardian at the end of the event.
- If a student is picked up more than 15 minutes after the dance, bash or open gym is over, he or she will not be permitted to attend the next event.
- No student may leave a dance, bash, or open gym early unless accompanied by a parent/guardian.
- Students are required to be in good standing with no missing assignments in order to attend a dance.

Dress Code

Students who do not follow the dress code will be asked to change into their P.E. uniform, alternative outfit, or will stay in In-School-Suspension until a parent/guardian can bring appropriate clothing.

In general. Students are asked to wear clothing that is respectful of the fact that they are in a public setting.

- Shorts should fully cover student buttocks.
- Clothing should cover up students' undergarments.
- Excessive cleavage should not be visible.
- Hats, visors, head coverings are permitted in school. A teacher may, however, request that students not wear hats in his or her classroom. **Fish hooks are not permitted.**
- Pajamas and bedroom slippers are permitted only on organized, school-sponsored "Spirit Days". Otherwise, students should not wear these items to school.

- Clothing or buttons with words, pictures, or innuendos imprinted that suggest vulgarity, racial slurs, obscenity, and gang symbols or gun/alcohol/drug/tobacco use are not permitted.

Early Dismissals/Late Arrivals

Students will need to be signed in and out of school in the main office by a parent or guardian. If a parent is sending an individual not on the student's pick up list, please note that whoever is picking up the student will need to present a driver's license as a safety measure.

Expectations

The faculty and staff of Walton Middle School maintain that each student must have an equal right and opportunity to receive a quality education in a safe and secure environment free from disruptions. Any behavior is unacceptable if it:

- Interferes with the rights of others
- Endangers the welfare and safety of the child or others
- Is unlawful
- Interferes with orderly conduct of any phase of the school program
- Results in the destruction of property

Generally, Walton students will be expected to be safe, responsible, and respectful.

Fire Drills, Tornado Drills, and Lockdowns

At regular intervals, drills are required by law and are an important safety precaution.

- Exits for fire drills, tornado drills will be posted in each room, and verbal directions of how students should respond to the fire drill will be given during the first week of school.
- Students are to follow adult directions and move silently and quickly.
- Tampering with an alarm box or reporting a false alarm is a felony.
- We will communicate procedures for tornado drills and lockdowns as those situations occur.

General School Policy

Bullying or harassment of any kind (physical and mental) will not be tolerated. This means

that such behaviors will be addressed by staff with escalating consequences.

Grading Procedures

Albemarle County Grading Scale:

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Report cards are posted on Parent Portal every nine weeks; interim reports are posted on Parent Portal every four and a half weeks.

- Teachers will communicate general classroom grading procedures to students and parents.
- Parents should contact teachers/counselors to request progress reports as needed.
- If you need a printed copy sent home with your child, please contact the Counseling Department at 977-6533.

Homework

Homework may be assigned at the discretion of the teachers and shall be in accordance with the needs of the class and School Board policy. Minutes of homework are generally as follows: 6th <60 m. 7th <70 m. 8th <80 m.

Hall Passes

Any student leaving a classroom during a class period will be required to have a written hall pass or have signed out of a class to use the restroom.

Honor Code

We expect that students at Walton will honorably participate in the school community.

- The Honor Code states the following: "On my honor, I have neither given nor received unauthorized help on this assignment."
- Students shall not lie, cheat, steal, or plagiarize.

School Activity Time

Clubs and Activities are scheduled enrichment activity times for students.

- The time allows students to participate in an activity of their choice and to interact in a relaxed setting.
- Participation in these activities is a privilege. Students are expected to be in good standing with no missing assignments.

Inclement Weather

During the school year we may experience inclement weather.

- The School Delay/Closing Hot Line is 434-296-5886.
- Parents are urged to sign up for [BlackBoard Connect](#), the Division's communication system. This ensures that you receive an automated call quickly after the decision to close schools has been made.

Library/Media Center

The library is open to students each school day.

- Most of the books in the library circulate for two weeks and may be renewed.
- Reference books, magazines, newspapers, and pamphlets are also available.
- Many reference materials are in databases and can be accessed at school and home using student computers.
- Checkout privileges are dependent upon returning library materials on time.
- It is expected that students will pay for lost or damaged books.

Lockers

Lockers are intended for the storage of an individual's books and clothing.

- If a student has difficulty with a locker, he/she should report the problem to their teacher who will contact the main office.
- Each student is responsible for the care of his/her locker.
- The locker remains the property of Walton Middle School and may be opened and inspected by school officials at any time.

Lost And Found

The lost and found is located in the cafeteria.

- Students should report all lost or found articles to the office as soon as possible.
- All unclaimed items will be donated to charity at the end of each month.

Physical Education

Attire for Physical Education:

- Tennis/athletic shoes are required for physical education.
- A change of clothing for PE class is required daily.
- School gym uniforms may be purchased at Walton.
 - Shirts-Youth-XXL
 - Shorts Regular (7") Youth – XXL \$8.00
 - Shorst Long (9") Youth-XXXL \$9.00
- Clothing should be clearly marked with the student's name.
- If students do not purchase a school gym uniform, students must provide their own clothing for PE (shorts/ sweat pants and a T-shirt).
- Clothing must be loose fitting, clean and neat in appearance. Shirts will still be tucked in.
- Clothing must follow the school dress code.
- It is recommended to have dark color shorts (blue) and a light color T-shirt (Gray).
- For the student's safety, jewelry and facial piercings that are not studs are not permitted during class for the student's safety.

Physical Education Excused Absence

- To be excused from participating, a student must have a legitimate excuse and a note signed by a parent/guardian.
- If the student will not be participating for two or more consecutive days, a physician's excuse is necessary.
- Students are still expected to dress for gym even if they have a written excuse.

Physical Education – Grading Policy

- Students' grades are based on Participation, Preparation, and Written Assessments.

P.T.O.

All parents/guardians are invited to join the Parent Teacher Organization at Walton.

- Please call the main office or contact Dr. Jones-Lewis if you are interested in more information. We would love to have you!

S.C.A.

The Student Council Association is an organization that sponsors a variety of activities throughout the year.

- At the end of each school year, a president, vice-president, secretary, and treasurer are elected.
- Class representatives are selected in the fall.

School Hours

School hours - 9:00 a.m. - 4:05 p.m. |

- Parents are asked not to drop students off before 8:45 A.M. unless they have arranged an early morning session with a teacher.

School-Wide Expectations

- Be safe
- Be respectful
- Be responsible

School Bus

Riding the bus is a privilege. Students may be removed from buses for behaviors that put the safety of drivers and passengers at risk.

- Students are expected to follow all school rules while on the bus.
- Failure to do this will result in the loss of the privilege to ride the bus.
- Permission to ride a bus other than the one that you are assigned must be submitted by a parent/guardian in writing to the main office.

Tardies (per 9-weeks)

- 1st – Warning
- 2nd – Lunch detention
- 3rd – Before or After School Detention

Technology

As stated in the Albemarle County Public Schools' Acceptable Use of Technology Policy, each student is responsible for using the school's computer technology and Internet access in an ethical, responsible, and legal manner for school-related use only.

- Violation of the acceptable use of technology policy will result in disciplinary action up to and including suspension or expulsion.
- All students are supplied with a computer to use by Albemarle County Public Schools.

Telephone Use

Students are allowed to use the office phone before and after school or during lunch.

- Students must have a pass from a teacher or an administrator to use the phone at any other time.

Ten- Minute Rule

Students will not be dismissed during the first or last 10 minutes of class. This ensures that students get a meaningful start in the class and appropriate closure to the learning in the class that day. |

Textbooks and other items assigned

Students are responsible for all textbooks, calculators, instruments, and computers assigned to them.

- Fees will be charged for lost/damaged items either during the year or at the end of the school year.
- Students are responsible for their computer at all times. Lost, stolen and damaged computers are the student's responsibility. Families will be charged for damages after the first incident.

Focus Referrals

- 1st – Teacher calls parent/ guardian
- 2nd - Teacher calls parent/guardian
- 3rd -An administrator calls parent/guardian.
- 4th-One Day of ASD
- 7th-Two Days of ASD
- 9th-Overnight Suspension

Visitors

All visitors to Walton must report to the main office, sign in, and wear a visitor's pass. Students may not bring a guest to school without prior permission from the office.

Commented [SJ1]: Is this correct?

Commented [SJ2]: Is this something that we want to keep intact?