Whitewater Middle School

2021-2022

Whitewater Middle School
1533 Hwy 85 South
Fayetteville, Georgia 30215
Telephone: (770) 460-3450
Fax: (770) 460-0362
Website: www.fcboe.org/wms

WHITEWATER WILDCATS

Property of: ____________________________________________________________

Homeroom Teacher: _____________________________________________________

Address: _______________________________________________________________

Phone #: __________________________________________________________________

In case of emergency, please notify:

Name: ___________________________________________ Phone #: _____________

The information in this book was the best available at press time. Watch for additional information and changes.

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http://www.schooldatebooks.com • sdi@schooldatebooks.com
Greetings Wildcat Families,

We are very excited for this new school year. We welcome you and your family to be part of the Wildcat Family. For our sixth grade students, middle school is the beginning of a new and exciting adventure. For our returning students, each year of middle school brings new responsibilities and opportunities, and for our new students and families, we welcome you with open arms. Our dedicated staff has made a commitment to middle school children and the philosophy of meeting the intellectual, physical, social, and emotional needs that are uniquely special to children as they grow into becoming adolescents.

We encourage you to get involved in the “middle school way”. We welcome parents and students to participate in all the opportunities that we offer. This agenda helps to serve as a “field-guide” for building a successful school year. The handbook pages outline the expectations for good behavior at Whitewater Middle School along with other important information.

Please read the agenda thoroughly. Students, using the planner on a daily basis is important to helping you achieve success. Parents, please use the agenda as a tool for communicating with the teachers.

Family involvement is key to a successful education and offers possibilities to be more a part of Whitewater. We are fortunate to have great parental support, and our PTO offers both leadership and volunteer opportunities for parents and grandparents.

The calendar of activities found on our school website, offers interaction times for students, time on the campus for our families, and plenty of volunteer experiences. Our academic and extracurricular offerings are top notch and offer a variety of opportunities for all students to be involved.

Please be sure to stay informed by regularly visiting our school website, reading email from the district, the school, and the teachers, creating a log in for Schoology, our Learning Management Platform, and creating a log in for Infinite Campus, our Student Information System.

At WMS, we value a safe learning environment for each student, and we appreciate your efforts and dedication to helping our young Wildcats be respectful, be responsible, and be safe.

It takes a village to raise a child, and we are thrilled to be on this journey with you.

Brian Butera, Principal
Dr. Mesa Davis, Assistant Principal
Jeff Patterson, Assistant Principal

MISSION STATEMENT

Educating minds, achieving goals, fostering responsibility

BELIEF STATEMENTS

- All students can learn, achieve, and succeed given a supportive and challenging learning environment.
- All students have the right to learn in a safe, non-threatening environment.
- All students will develop a strong work ethic that emphasizes student responsibility, accountability, and self-discipline.
- Technology improves student learning and is an important part of academic instruction.
- Students need to be active, independent learners who are involved in solving problems and producing quality work.
- The development of honesty, integrity, and respect are valued attributes of students who are striving to become productive citizens.
### SCHOOL CALENDAR
#### 2021 – 2022

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Pre-Planning/Professional Learning</td>
<td>July 26 - July 30, 2021</td>
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<tr>
<td>Students Report</td>
<td>August 2, 2021</td>
</tr>
<tr>
<td>First Semester</td>
<td>August 2 - December 17, 2021</td>
</tr>
<tr>
<td>Semester Exams (8th Grade)</td>
<td>December 15 - 17, 2021</td>
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<tr>
<td>Second Semester</td>
<td>January 6 - May 27, 2022</td>
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<tr>
<td>Semester Exams (8th Grade)</td>
<td>May 25 - 27, 2022</td>
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<tr>
<td>Graduation</td>
<td>May 27, 2021</td>
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<tr>
<td>Post Planning</td>
<td>May 31 – June 1, 2022</td>
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### HOLIDAYS

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<th>Holiday</th>
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<tbody>
<tr>
<td>Labor Day</td>
<td>September 6, 2021</td>
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<tr>
<td>Student Holiday (Professional Learning)</td>
<td>September 7, 2021</td>
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<tr>
<td>Columbus Day</td>
<td>October 11, 2021</td>
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<tr>
<td>Student Holiday (Teacher Workday)</td>
<td>October 12, 2021</td>
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<tr>
<td>Thanksgiving</td>
<td>November 22 - 26, 2021</td>
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<tr>
<td>Semester Break</td>
<td>December 20, 2021 - January 4, 2022</td>
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<tr>
<td>Student Holiday (Teacher Workday)</td>
<td>January 5, 2022</td>
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<tr>
<td>Martin Luther King Day</td>
<td>January 17, 2022</td>
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<tr>
<td>Winter Break</td>
<td>February 14 - 18, 2022</td>
</tr>
<tr>
<td>Student Holiday</td>
<td>March 11 &amp; 14, 2022</td>
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<tr>
<td>Spring Break</td>
<td>April 4 - 9, 2022</td>
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### PERSONALIZED LEARNING DAYS

* Students complete schoolwork on their own from home *

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Student &quot;Learn-from-Home Day&quot;</td>
<td>November 2, 2021</td>
</tr>
<tr>
<td>Student &quot;Learn-from-Home Day&quot;</td>
<td>March 15, 2022</td>
</tr>
</tbody>
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### STUDENT PLANNERS

Planners are issued to each student at Whitewater. The planner is a vital communication link between school and home. Not only can teachers write notes to parents, but parents can also communicate with teachers. Planners are spiral bound notebooks that have spaces for homework assignments and comments from teachers for each school day. All pages should remain in the planner. Planners are used for the following:

- Students are expected to use the planner to document homework assignments.
- Students are expected to use the planner as a hall pass. A teacher or administrator will sign the planner.

I have read and understand the policies in the WMS student handbook.

Parent Signature: ___________________________  Date: ___________________________

Student Signature: _________________________  Date: ___________________________
Whitewater Middle School General Policies and Procedures

AMERICANS WITH DISABILITIES ACT

It is the policy of the Fayette County Board of Education not to discriminate against any student or employee on the basis of race, color, natural origin, sex or handicap and to provide a free and appropriate public education for each student and an appropriate work environment to each employee within its jurisdiction.

The intent of the Fayette County Board of Education is to ensure that students and employees who are categorized as handicapped by definition of the Rehabilitation Act of 1973, Section 504 will receive free and appropriate treatment with the educational system.

The Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA) and Title IX regulations outline the provisions for identification, evaluation, and implementation of appropriate educational services and/or working conditions. Students and employees may be defined as handicapped under any of the above listed laws or regulations.

Parental Rights and Responsibilities

A parent of a handicapped child, as defined by Section 504 of The Rehabilitation Act, has the right to the following:

1. Written notice prior to any special evaluation or change in educational placement of his/her child;
2. Attend any Student Support Team or other placement meetings held by the school;
3. Notification of appropriate instructional and assessment strategies for his/her child;
4. The opportunity to examine all relevant records regarding his/her child's identification, evaluation, and placement in educational programs;
5. Disagree with the identification;
6. An impartial hearing on the matter of disagreement;
7. Representation by counsel at the hearing;
8. Request a review by a state hearing officer to the findings of the impartial hearing.

Parental concerns may be directed to the following coordinators:

Section 504 Coordinator Ms. Audrey Toney (770) 460-3990
IDEA Coordinator Ms. Rosie Gwin (770) 460-3990
Title IX Coordinator Dr. Ted Lombard (770) 460-3990
ADA Coordinator Mrs. Erin Roberson (770) 460-3990

ASSEMBLIES

Assemblies, aligned with curricular objectives, are educational, as well as entertaining experiences and provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, stomping of the feet, and booing are inappropriate behaviors for formal assemblies. Pep rallies allow for positive participation from the audience. Behavior demonstrated should enhance the assembly. Listed below are the procedures for the assembly conduct.

- Proceed to the assembly area and be seated quietly and promptly.
- Attention should be directed to the speaker.
- Conversation is not permitted.
- Applause should be generous and courteous.
- Do not leave assembly until dismissed.

ARRIVAL AND DEPARTURE

Students are not to be on campus prior to 7:25 AM. If a student has a pass from the teacher to report to his/her classroom prior to dismissal to homeroom, he/she must report directly to that teacher's classroom. At no time should students be on campus unless under the direct supervision of a teacher or another adult.

Students should exit the building at dismissal time. Unless the student is remaining for an after-school club/activity, he/she must proceed to the student pick up area or to his/her bus. No student should be on campus after 3:40 PM unless under the supervision of a teacher.
Late Check-in
Promptness to school is important. In the event that a student arrives at school after 8:10 AM, he/she should report to the office accompanied by a parent/guardian or authorized person. Students returning to school from medical appointments must report to the office to sign in before returning to class, accompanied by a note from the doctor. Tardies will be considered excused for medical appointments or personal illness, both with proper documentation. Traffic is not a reason for receiving an excused tardy. Students with an excessive number of unexcused tardies will be referred to the office for disciplinary action.

Check-out
If your child gets sick during the day, he/she is to go through the clinic to be checked out. A student should not call or text parents from class to have parents come to pick him or her up early.

Early Check-out
If you know ahead of time that your student needs to check out during the day, please send a note with your child in the morning stating the time of check out. Students are to bring the note to the front office during homeroom to receive a pass. This will allow the student to be dismissed from class at the stated time so he/she will be up front when the parent arrives. Please bring a photo ID when checking students out. Checking out before 12:00 noon results in an absence for that day. No unplanned early check-outs can be taken care of after 2:50 PM.

Participation in Activities (Attendance Requirement)
Any student participating in any school activity must be in attendance the full day of the school day of the activity - verified medical appointments excluded.

BETA CLUB MEMBERSHIP
The Beta Club is a Leadership-Service Organization for Grades 7 and 8. The purpose of the Beta Club is to stimulate effort and to promote those qualities of character that make for good citizenship. The qualifications for individual membership include worthy character, good mentality, credible achievement and commendable attitude. A student must attain a Cumulative Grade Point Average of a 90 or higher in all classes to be considered for membership. The school’s administrators must approve prospective members.

BOOK BAG POLICY
Students are permitted to use book bags to transport books and materials to and from school. Book bags must be stored in the lockers during the day. Phones are to be stored in the book bags all day. Students are allowed to bring protective cases/bags for electronic devices. Cases are to be size appropriate. Book bags are to remain in lockers.

CHARACTER EDUCATION PROGRAM
O.C.G.A. 20-2-145 Comprehensive character education program
a) The State Board of Education shall develop by the start of the 1997-1998 school year a comprehensive character education program for levels K-12. This comprehensive character education program shall be known as the “character curriculum” and shall focus on the students’ development of the following character traits: courage, patriotism, citizenship, honesty, fairness, respect for others, kindness, cooperation, self-respect, self-control, courtesy, cheerfulness, school pride, respect for the environment, respect for the creator, patience, creativity, sportsmanship, loyalty, perseverance, and virtue. Such program shall also address, by the start of the 1999-2000 school year, methods of discouraging bullying and violent acts against fellow students. Local boards shall implement such a program in all grade levels at the beginning of the 2000-2001 school year and shall provide opportunities for parental involvement in establishing expected outcomes of the character education program.


CLINIC
All students will receive medical attention, if needed, in the school clinic. We are very fortunate to have a licensed nurse working at Whitewater. This allows us to provide a full time nurse on a daily basis in the school clinic. For the safety of your child we ask that all medication used at school be taken to the clinic along with a physician’s signature and explanation of how the medication is to be given. We also require a parent signature along with the information from your physician. Please make sure that all medication is in its original container. Over-the-counter medications may be administered with completed medication form. Prescription medications must have a physician’s order, as well as, parent’s written permission. School Medical Authorization forms are located at www.fcboe.org under School Health Services.
Clinic Procedures

1. The student should first check in with that period teacher and get his/her agenda signed to go to the clinic.
2. The student should check in with the nurse immediately and enter from the main hall door.
3. Students may lie down in the clinic if they are sick enough to go home and are waiting for parents to come. Otherwise they should return to class.
4. The parent or legal guardian must complete and sign a School Medication Authorization for all medications (prescriptions and over-the-counter) given at school. For prescription medications, a duly licensed physician must also complete and sign the School Medication Authorization. These forms are available in the clinic and must be on file in order for medications to be administered. NOTE: The school or clinic worker is not responsible for correct dosage. This is a student responsibility.
5. If a student is running a fever or is unable to return to class, the parent(s) must come and check the student out of school.
6. Prescription medications brought to the clinic must be in original containers (small bottles only please).
7. All medications must be brought to the school office or clinic before the start of school by a parent or legal guardian or other designated adult accompanied by the School Medical Authorization.
8. Clinic cards are sent home the first day of school. Please fill these out and return to the homeroom teacher within 5 days. Current, accurate information will enable us to contact you. If any information changes during the school year, contact the school immediately.

DANCES

Generally, there are two dances during the school year, and only WMS students may attend the dance. Each student must have a permission slip filled out and signed in order to participate (see below).

At WMS, we want to ensure that our dances remain fun and socially acceptable to all students and all members of our community. With that being said, students need to be aware that there are certain types of dancing which are simply not acceptable at school-sponsored functions. In addition, the state of Georgia has a statue that makes some types of dancing in the presence of minors (any person under the age of 18) a violation of the law. The statue reads:

*16-608: “A lewd caress or indecent fondling of the body of another person.”
*16-12-100: “Sexually explicit conduct” means actual or simulated. “Performance” means any play, dance, or exhibit to be shown or viewed by an audience. It is unlawful for any parent, legal guardian, or person having custody or control of a minor to engage in or to assist any other person to engage in sexually explicit conduct for the purpose of any performance.

To ensure that we are in complete compliance with the above statute, the Administration will enforce the following dance guideline at all school-sponsored functions.

DANCE RULES

- Students not picked up within 15 minutes after the end of the dance will not be allowed to attend the next dance.
- Students in ISS, OSS, assigned to the alternative school, or receiving a discipline referral the week of the dance cannot attend. Students that are not present for at least half of the school day are not allowed to attend.
- Students shall dress in a tasteful manner, in keeping with the county dress code.
- Students will be required to have the form below, signed by their parents, when they pay for the dance.
- No refunds will be given if student does not attend dance.

I have read and understand the aforementioned policies and give permission for my son/daughter to attend the WMS dance on the assigned date from 3:15-5:00PM. I agree to pick my child up no later than 5:00pm.

Student Name: ________________________________
Parent/Guardian Name: ________________________________
Phone Numbers: Home: __________________________ Cell: __________________________
Emergency Contact Name and Number: ________________________________
The administration, faculty, and staff of Whitewater Middle School desire to establish a comfortable and safe atmosphere conducive to good learning that will ensure a greater opportunity for each student to learn and grow as an individual. Our goal is to encourage all students to act in a mature, reasonable, and responsible manner. Failure to comply with behavioral expectations will result in a disciplinary referral for inappropriate actions which include but are not limited to the following:

1. Insubordination; an unwillingness to follow school personnel instructions,
2. Disrespect toward school personnel, or any adult in the building,
3. Fighting, assault, or aggressive behavior which includes the threat to cause physical injury or harm to another person,
4. Theft,
5. Smoking, chewing, dipping, or possession of any form of tobacco, lighters, or matches, vaping equipment/products,
6. Destruction or defacement of school property,
7. Possession or use of weapons including knives, firearms, or explosives,
8. Truancy,
9. Possession or use of alcohol, drugs, (this may include illegal, over-the-counter prescription, or counterfeit drugs) or drug paraphernalia at school or any school-sponsored activity,
10. Racial remarks or slurs,
11. Harassment: sexual, verbal, or physical,
12. Gang activity or display of gang affiliation,
13. Use of profanity or otherwise objectionable language or gestures directed toward students or teachers,
14. Chewing gum,
15. Open displays of affection, including kissing, hugging, holding hands,
16. Rowdy behavior or horsing around,
17. Academic dishonesty,
18. Dress Code,
19. No aerosol cans or glass bottles are to be brought to school.

* Students must keep their hands to themselves.

**Progressive Discipline Process**

Our discipline procedures are age appropriate and designed so that the degree of discipline will be in proportion to the severity of the behavior leading to the consequences. The previous discipline history of the student being disciplined and other relevant factors will be taken into account, and all due process procedures required by federal and state law will be followed.

**Disruptive Items**

Any item which disrupts the educational process of Whitewater should not be brought to school. Students found with disruptive items will have them confiscated, and the student will be subject to disciplinary action.

**Electronic Communication Devices**

Students will be permitted to use cell phones and other electronic devices during the school day. **However, this use will be limited to instructional purposes which are specifically allowed by the teachers.** Students will be allowed to use cell phones and other technology in the mornings before 8:00AM. After 8:00AM all technology (including headphones) must be powered off and stored in the student's locker until dismissal. **Use of cell phones for the purpose of communicating with parents regarding transportation is allowed only after school.**

**Searches**

According to Georgia Laws and Board of Education policy, schools have access to student lockers, automobiles, and personal belongings while on the school campus when there is reason to suspect that the welfare of students and other personnel may be threatened. The search shall be made in the presence of at least one witness except in emergency situations or if dangerous or illegal materials are in plain view. Discovery of dangerous or illegal materials shall be reported to proper authorities. Delegated search officials are the principal or the assistant principals (during school hours and/or any function under school jurisdiction) and certified employees who are responsible for students who are away from school before, during, or after regular school hours.
In-school Suspension (ISS)
The in-school suspension program at Whitewater Middle School is designed to give a student an appropriate consequence for unacceptable behavior. The program enables the student to remain in school and receive appropriate education supervised by a certified paraprofessional, while also separating him/her from his peers to allow for reflective thought about appropriate behaviors. ISS is assigned for inappropriate behaviors including insubordination, vandalism, minor/major theft, vulgar or obscene language, harassment, or similar offenses. ISS may also be assigned when previous intervention strategies have not been effective in the modification of a behavior.

For more detailed information on discipline issues, please refer to the Fayette County School System Code of Conduct for Secondary Students 2021-2022.

DRESS CODE
Fayette County School System students are expected to dress and be groomed in such a way as to reflect neatness, modesty, cleanliness, and respect for your school. Students must ensure that their dress does not distract or cause disruption in the educational program or orderly operation of the school. School administrators will be responsible for determining dress code violations. The principal may interpret or add to these provisions as he/she deems to be in the best interest of the school, students or the educational process. The following are the standards for school dress:

1. Garments will cover the waist, shoulders, back, torso, and chest in all situations. Sleeveless shirts must cover the entire width of the shoulders (4-finger test). Backless or strapless dresses or shirts and tank tops/muscle shirts are not to be worn. No skin may show at the waist. No low-cut necklines.
2. Pants, shorts, slacks, shirts, dresses and skirts will be of appropriate size and fit. Holes must be below the fingertips or mid-thigh. Pants and slacks must not touch the floor. Pants and shorts must always be on the waist. Skirts, dresses or shorts hems must be at or below the fingertips or mid-thigh.
3. Proper undergarments must be worn. Undergarments must not be exposed.
4. Clothing containing the following are not allowed: inappropriate language; advertisement of drugs, alcohol, tobacco, or sex; suggestive lettering or graphics advocating/gloryfying death and/or violence.
5. Transparent or mesh clothing must be worn with appropriate clothing underneath.
6. Trench coats may not be worn inside the building.
7. Clothing that is extreme form fitting (leggings, yoga pants, jeggings, compression shirts, etc.) must be worn with an outer garment of appropriate length (see item #2).
8. Sleepwear and/or bedroom footwear may not be worn.
9. Sunglasses may not be worn inside the buildings.
10. Wallet chains or other type chains that may be dangerous or disruptive may not be worn.
11. Hats, caps, visors or hoods may not be worn inside the building.
12. Gang related clothing, bandannas, signs, symbols, and tattoos are not allowed.
13. Body piercing or tattoos that are disruptive, offensive or dangerous are not ALLOWED.
The dress code applies to ALL school functions.

E-MAIL ADDRESS
Parents are encouraged to communicate with their child’s teachers via electronic mail. You may reach any teacher/staff member by typing his/her last name.first name@fcboe.org - E.G. smith.alice@fcboe.org

GIFTED EDUCATION PROGRAM
Students placed in the gifted education program will be eligible for a minimum of one gifted academic class. Requests for gifted class placement will occur in the spring of the school year. Placement requests will be considered, but are not guaranteed. Class placements are final, and teacher choice will not be considered in the placement phase.

EXAMS
Eighth grade students are required to take semester exams. These semester exams count 15% of the semester grade. Eighth grade students enrolled in Acc Coord Alg/Geom A will take an End-of-Course Test (EOC) in the spring, and the grade shall count as 20% of the semester average. Students enrolled in Physical Science for high school credit and/or a World Language for high school credit will take a final exam and the exam shall count 20% of the semester average.
EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in school-sponsored clubs, athletic programs and extra-curricular activities. Participation, however, requires a student to meet the guidelines established by the No Pass, No Play Policy. **A student must be in school and counted present for at least half of the day to be allowed to participate in a school sponsored activity after normal school hours.** All games, practices, tryouts, dances, concerts, competitions, etc. are classified as school-sponsored events.

**After School/Extra-Curricular Activities Student Pick-Up**

It is the responsibility of the student to make arrangements prior to the school day for transportation from after school activities or field trips. The ending time for after school activities are announced and should be communicated by the students to the person responsible for picking them up prior to the event. Failure of students to be picked up in a timely manner will result in the student not being allowed to attend future after school activities.

**No Pass No Play Policy**

Students wishing to participate in athletics, clubs, and extra-curricular activities must pass all academic subjects. Eligibility is based on the preceding semester average. Fayette County middle school policy states that if a student is suspended or in ISS, he/she will not be allowed to participate in any extra-curricular activity on that day. If the student is not present for at least half of the day of the activity, the student may not participate. Participation in athletics does not allow one to be excused from participating in P.E. Board policy states that students have one year of eligibility for athletics in the 7th grade and one year in the 8th grade.

**Sports**

Seventh and eighth grade students are invited to try out for the following sports during the year: football, cheerleading, basketball, volleyball and track. Sixth graders may not participate in athletics; however, an intramural sports program is offered.

**FIELD TRIPS**

Permission slips will be sent home with students for parents’ signature. No student will be allowed to participate in a trip unless the permission slip is signed and returned to school by the time specified by the teacher. Field trips involve transportation expenses. Students are expected to pay for those costs and event fees, if they wish to attend. Students will be excluded from field trips for the following behaviors within a school semester:

- 3 or more days in in-school suspension
- Any in-school suspension assigned for the day of a trip
- Any out-of-school suspension
- 7 or more absences during a 9-week period or single class period or 12 or more days up to day of the trip
- Inappropriate behaviors on previous field trips
- A total of five days of in-school suspension
- Lack of proof of insurance for overnight field trips
- Refunds are not guaranteed if a student is removed from the field trip opportunity

**The school dress code will be enforced on all field trips. Parents are expected to pick students up on time when field trips extend beyond normal school hours.**

**FIRE DRILLS/TORNADO DRILLS**

The immediate evacuation of the school building during a fire drill is important. Upon the sound of a fire alarm, a student must proceed quickly and quietly to designated exits. A tornado drill is signaled by different alarm sound. Students will report to the areas indicated on maps posted throughout the building.

**FOOD ITEMS**

Due to the high number of students with food allergies or other medical concerns, parents are not permitted to send in food items such as cookies or cupcakes for a child’s birthday or any other event. **“Fast food” items are not allowed at school.**

**FORGOTTEN ITEMS AT HOME**

Whitewater Middle will not interrupt classes to deliver forgotten items (lunch, homework, projects, clothing, uniforms). Students that have forgotten items will be called up to the office before their lunch period to pick up forgotten items. Therefore, no child will miss out on a lunch that was left at home or as a result of forgetting lunch money.
HALL PASSES
Authorization to leave a classroom must be given by staff personnel and recorded as a hall pass in the student’s agenda. Students are required to carry the agenda at all times.

IMMUNIZATION
Georgia Law states that all students in a public school must be immunized against diphtheria, whooping cough, measles, mumps, polio, chicken pox, rubella, tetanus and hepatitis (if born after 1/1/92). If a student fails to have all immunizations before entering school or by the end of a 30-day grace period the child must be withdrawn from school. The only accepted proof of immunization is a Certificate of Immunization which must be approved by a private physician licensed in Georgia or an appropriate official of a local board of health.

INSURANCE
Primary insurance is offered at the beginning of the year for students who would like the coverage. The two choices of this insurance are:
1. School day coverage from bus pick up until bus drop off.
2. 24 hour coverage for 12 months.

Students attending overnight field trips must show proof of insurance prior to paying for the trip or they will not be allowed to participate in the field trip.

INTERNET
BE SAFE ON THE NET
- DO NOT give out personal information (phone numbers, addresses, passwords)
- DO NOT send a picture of yourself or someone else
- DO NOT agree to meet someone
- DO NOT take pictures of other students or teachers at school or on the bus
- DO NOT access unapproved sites
- TELL a teacher or a parent if you get a message that makes you feel unsafe
- TELL a teacher or a parent if you see bad language or threats online

REMEMBER: DO NOT ACCEPT ALL ONLINE INFORMATION AS THE ABSOLUTE TRUTH. BE CAUTIOUS.

LEGAL DOCUMENTS
All legal documents that you need for the school to be aware of should be given to our Student Information Specialist. Documents should reflect the most updated information and those documents will be uploaded into Infinite Campus.

LOCKERS
A $3.00 rental fee will be collected at the beginning of the school year for one hall locker per student. A $1.00 fee is collected per gym locker. All lockers have combination locks. Locker combinations should be kept confidential, and lockers should be locked at all times. The school is not responsible for lost books, notebooks, gym clothes, etc. Locker problems should be reported to the office immediately. There are to be NO decorations inside or outside of lockers at any time.

LOST AND FOUND
A lost and found area will be maintained by the school. Please check there for lost and found items. At the end of each semester, remaining items will be donated to charity.

LUNCH
Prepayment can be made at any time, and you may apply as much money as needed. All money goes into the student’s account. If the parent chooses for his/her child not to have a la carte, this option can be blocked from their account. Each child will have a unique 6-digit ID number. He/she will enter the number into a key pad, and the computer will keep a running total of his/her account. Parents may come in and check the account at any time. Middle school students may not charge a lunch.
[Commercial fast food items will not be allowed in the cafeteria. Students may not purchase carbonated drinks at school or bring them from home for lunch or breakfast.]
LUNCHROOM CONDUCT
Students are required to keep the lunchroom clean. In order to accomplish this, the following rules must be followed:

- Students are to place disposable articles in the waste containers. All silverware and trays are to be placed in the window for dirty dishes.
- Students are not to misuse any lunchroom facilities.
- Food/drink should not be taken out of the lunchroom.
- Students who spill food/drink are expected to clean up any mess.
- Tables and chairs are not to be removed without permission.
- Be orderly, courteous, and respectful in the serving line.
- Students are not permitted to sit on table tops at any point during the day.
- Students are to go to restrooms before or after lunch.
- **Carbonated drinks are not allowed during lunch.**
- Glass containers are not permitted at school.

No fast food will be allowed in the cafeteria by students or guests.

MAKE-UP WORK
School attendance promotes student development in the areas of responsibility, self-discipline, and character; however, when it is necessary for a student to be absent, the following guidelines should be adhered to for completing missed assignments.

- A student is allowed one day to make up work for each day of an absence.
- Provided prior approval has been obtained from the principal, absences due to family or school-related trips entitle the student to obtain assignments prior to the absence provided the work is submitted upon the student’s return to school. The absence is unexcused.
- Students assigned out-of-school suspension (OSS) will be allowed to make up any missed assignments.
- Tests, quizzes, or other class assignments should be made up before or after school. If alternate arrangements are necessary, the parent should consult the teacher.
- It is the student’s responsibility to obtain make-up work and to submit completed assignments to his/her teacher in a timely fashion.
- Failure to make up work in a timely manner will result in loss of credit.

**Students or parents should check Schoology, Infinite Campus, or email teachers to request assignments that were missed due to an absence.**

MEDIA CENTER
The Whitewater Middle School (WMS) Media Center is a resource area for book distribution, research, individual and group student project assistance, and leisure reading. Media passes are required at all times for a student to use the media center when he/she is not with his/her class. Student ID cards and/or barcodes in the student agenda are required for checkout. Proper checkout procedures must be used for all books and materials leaving the media center. Books may be checked out for a two-week period. One renewal is allowed for an additional two-week period. A student is responsible for all materials checked-out in his/her name. Replacement costs for severely damaged and/or lost items, processing fees, and any fines associated with each item (10¢ per day per item) will be totaled and communicated with students and parents. Payment is expected and required to be paid upon receipt. Students with fines or overdue items will receive a notice via their homeroom teacher. In addition, checkout privileges may be restricted and limited until the account is reconciled. Notices are also emailed to the student’s parent/guardian and serve as reminders for the student to return or renew their books and pay their fine(s) if applicable.

The WMS Media Center hours of operation are 7:45 am - 3:10 pm. Students may stay later only with parental permission and permission from one of the media center staff members. The student should ask permission to stay the day before the requested date and NOT on the day needed.

The WMS Media Center has items available for purchase: poster board, construction paper, earbuds, and copies in black and white or color.

Please check out the WMS Media Center Schoology site for our complete handbook, additional, helpful links, and important information.
MESSAGES AND PHONE CALLS

Classes will not be interrupted for messages, deliveries or phone calls (except for verified emergencies) during the school day. Because of the small staff in the front office, the school will not guarantee receipt of non-emergency messages. Please make your arrangements with your children before they leave for school. Any deliveries sent to the school for special occasions may be picked up at the main office after school. Parents please do not call or text your child’s cell phone during the day. If a student needs to call home during the day for an emergency, the student must come to the office with a signed note from a teacher to use the office phone. Students are not to use cell phones during school hours to make calls.

NOTICE FOR LANGUAGE AND DISABILITY ASSISTANCE FOR THE SCHOOL NUTRITION PROGRAM

If you have difficulty communicating with us or understanding this information because you do not speak English or have a disability, please let us know. Contact (770-460-3535 ext 1058). Free language assistance or other aids and services are available upon request:

Español:
Si tiene dificultades para comunicarse con nosotros, o para entender esta información porque no habla inglés o tiene alguna discapacidad, por favor infórmenos. Comuníquese con (770-460-3535 ext 1058). Tenemos disponibilidad de servicios gratuitos de ayuda en otros idiomas y otro tipo de asistencia y servicios cuando lo solicite.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
Fax: (202) 690-7442; or
Email: program.intake@usda.gov.
This institution is an equal opportunity provider.

OUT-OF-SCHOOL SUSPENSION

Students who are assigned out-of-school suspension are not allowed to attend any school related activities. Students who are assigned are will be allowed to make up any missed assignments.

PARENT INVOLVEMENT

Parents are encouraged to become actively involved in their student’s educational experience. The following is a list of ways to participate:

- Parent volunteers at the school site
- Parent Teacher Organization (PTO)
- Booster Club Membership (academic and athletic)
- Committee Participation
- Chaperones (field trips and extracurricular activities)
- Parent Teacher Conferences
- Mentoring
PARENT/TEACHER CONFERENCES
Parent/Teacher conferences are encouraged for better communication. If a conference is desired, please call the counselor or your child’s teacher or team leader to set up an appointment.

PERMANENT RECORDS
Your child’s permanent record folder is kept on file. If a parent/guardian wishes to see these records, call the school and arrange a conference with a counselor.

PHYSICAL EDUCATION
Physical education and health classes are offered to all students at WMS. Students who are in P.E. will be required to participate unless they have a doctor’s excuse. Students are asked to have shorts and shirts for these classes and tennis shoes with white soles. The student’s name should be on each article of clothing, preferably on the outside where it can be seen. If a student is ill, the parent must write a note explaining the reason for not participating in P.E.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS
Whitewater Middle School implements Positive Behavior Interventions and Supports (PBIS) - a framework that seeks to improve and integrate data, systems, and practices that affect student outcomes. PBIS takes a positive, proactive behavior approach by focusing on and recognizing students for behavior that is exhibited in the educational setting. PBIS places an emphasis on teaching and modeling appropriate behavior as well as reinforcing the positive behavior of students. Every teacher and staff member in the school is aware of the behavioral expectations and works to ensure students are hearing the common behavior language, regardless of their setting or the adult they encounter daily.

QUIET REFLECTION LEGISLATION
1994 GEORGIA SENATE BILL 396
To comply with the provision of Bill 396, immediately following the school day’s morning announcements, all students and faculty will be asked to observe a moment of silence to reflect on the anticipated activities of the day.

REPORT CARDS AND PROGRESS REPORTS
During each nine week grading period a report card and an interim progress report will be available for parental review through Infinite Campus. Students are expected to return report cards and any other materials which require a parent’s signature on the following day. Eligibility for participation in competitive interscholastic events will be based on passing grades for the semester preceding the activity. To pass a subject area for the year, an average of both semester grades must equal a minimum numerical grade of seventy (70). Communication with parents is encouraged through school visits and scheduled conferences. To schedule a conference, parents may contact the guidance office or the teacher. Fayette County School report card grades are designated numerically; however, the letter grade equivalent for numerical grades is designated in the following scale:

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89</td>
<td>B</td>
</tr>
<tr>
<td>71 – 79</td>
<td>C</td>
</tr>
<tr>
<td>70</td>
<td>D</td>
</tr>
<tr>
<td>Below 70</td>
<td>F</td>
</tr>
</tbody>
</table>

Promotion Policy
Any student failing an academic subject in the 6th, 7th, or 8th grades will be required to attend summer school. Failure to attend summer school may result in retention.

SATURDAY SCHOOL
Saturday School is an opportunity for students to make up work missing work. Students will be recommended to attend Saturday School by a teacher or administrator. Dates and times for Saturday School will be announced at a later date.
SEXUAL HARASSMENT

It is the policy of the Fayette County Board of Education to maintain a learning environment that is free from sexual harassment. It is a violation of this policy for students to harass other students through conduct or communications of a sexual nature. Sexual harassment includes, but is not limited to, the following:

- Touching, grabbing or pinching body parts—could be sexual battery
- Pulling off your own or someone else’s clothes
- Showing sexual drawings or pictures
- Spreading sexual rumors about a person
- Making sexual comments, gestures or jokes
- Writing sexual graffiti
- Assault

Students who commit acts of sexual harassment will be subject to strict disciplinary action and possible prosecution. Please keep your hands to yourself.

SCHEDULE CHANGES

Because much time and effort goes into the process of scheduling students for classes, schedule changes are rarely made. Occasionally, however the need to change a class is justified. The only legitimate reason for requesting a schedule change is if the student has been misplaced in the class and his or her ability level requires a change of schedule. If such an error has been made, the classroom teacher will work through the administration in making the change. The student must remain in his or her scheduled class until he or she is notified that the schedule change is complete.

Connection classes are randomly selected by the computer scheduler. Students are not given the opportunity to choose connection classes.

Some common requests for schedule changes that will not be granted are:

- Requests for a change of teacher/team,
- Requests to move into classes with friends or out of class with students one doesn’t like.

SCHOOL RESOURCE OFFICER

For the safety of students and staff, a Fayette County sheriff’s deputy has been assigned to Whitewater Middle School as a school resource officer.

THREATS

For all students to learn and grow, school must be a safe environment. Current events suggest that ensuring such an environment is a task which requires a strict, no-nonsense approach to any words or deeds which reflect the violence of our times. WMS will regard all written and/or verbal threats, implied or directed toward students, staff members, or school and staff property as acts of malice and endangerment. The school’s discipline action will be immediate and severe. Incidences may be reported to the police and/or sheriff’s department depending on the specific jurisdiction.

TRANSPORTATION

The driver of a school bus carries a heavy burden of responsibility. Students and parents should be aware that the sole purpose of the school bus is to transport students safely to and from school. Any student disobeying the transportation rules may be removed from the bus. Any inquiries regarding transportation or delayed buses should be directed to the director of transportation at 770-460-3520.

TRANSPORTATION-CAR

All car riders need to follow safety procedures as they enter and exit the school. Morning drop off is in the gym parking lot near the bus loop. Afternoon pick up is in the bus loop after buses have departed. All car riders must load and unload at the curb. Students are not to be picked up in front of the school, unless they are being checked out early from the office. For the safety of our students, students will not be allowed to meet parents in the parking lot.
TRANSPORTATION-RIDING A DIFFERENT BUS HOME

If a student rides a different bus home, he/she must have a note from a parent or guardian. \textit{This note must be brought to the front office during homeroom.} The note should include your child’s name, the date, bus number, and the child’s name with whom your child is riding home. At this time a bus pass will be issued. The bus pass is necessary if the student needs to ride another bus. \textit{Bus passes may be restricted due to overcrowding.}

BUS ARRIVAL AND DISMISSAL

\textbf{Morning}
- All students will enter through the gym at the bus loop.
- Sixth and Seventh grade students will remain in the gym until dismissed.
- Eighth grade students will remain in the commons until dismissed.
- There are no locker privileges before dismissal to homeroom.
- All car riders must be dropped off at the curb closest to the gym, no earlier than 7:25am. Students are not to be dropped off at the front door, or in the parking lot.

\textbf{Afternoon}
- Students will remain in their last period class until dismissed for the buses.
- When dismissed, students must go directly to their buses.
- Car riders will be dismissed and need to go directly to the pick-up area.
- \textit{All car riders must load from the curb; students will walk to the far right of the sidewalk to load cars. Parents are not to park and ask students to cross the line of traffic to meet them at the curb.}

TEXTBOOKS

Each student will be issued state-owned textbooks and will be responsible for the proper care of each book. Due to the recent increase in the price of books, losing or abusing textbooks can be very expensive. Lost book reimbursement is dictated by the replacement cost of the textbook. Compensation for damaged books is mandated by the county as follows:

1st Year - 100% of cost
2nd Year - 80% of cost
3rd Year - 60% of cost
4th Year - 40% of cost
5th Year or more - 20% of cost

VISITORS

Visitors to the building should first check in at the front office to register and receive a visitor’s pass to be displayed at all times. At no time are visitors permitted in the classrooms without prior consent from the teacher. They must sign in with the office and document the reason for the visit. Friends from other schools or relatives visiting the area will not be allowed to visit classes during school hours.

WITHDRAWING A STUDENT FROM SCHOOL

The following is a list of procedures to follow when withdrawing a student:

Parent or guardian should contact the school to sign the withdrawal form.

1. Student should come by the guidance office, before homeroom, on the morning of his/her last day to pick up the withdrawal form.
2. The student should take the withdrawal form to the media center to begin withdrawal procedures.
3. The student should take the withdrawal form to each class. All textbooks are turned in and the withdrawal form is signed by each teacher.
4. Student returns to the guidance office no later than 3:00 p.m. to bring the completed withdrawal form to the counselor and to get it signed by the administration.
5. It is very important that parents leave a forwarding address so that we can send the yearbook, if ordered. When the yearbooks arrive at the end of the year, your child’s yearbook will be mailed directly to him/her.
# WHITENWATER MIDDLE SCHOOL MATRIX

## Positive Behavior Support Guidelines

<table>
<thead>
<tr>
<th></th>
<th>Cooperate</th>
<th>Act With Appropriate Attitude</th>
<th>Take Responsibility</th>
<th>Show Respect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>*Follow directions the 1st time</td>
<td>*Show eagerness to learn</td>
<td>*Bring all needed materials</td>
<td>*Leave property of others alone</td>
</tr>
<tr>
<td></td>
<td>*Stay on task</td>
<td>*Speak positively toward both teachers and students</td>
<td>*Be prepared</td>
<td>*Respect personal space</td>
</tr>
<tr>
<td></td>
<td>*Speak appropriately</td>
<td>*Follow rules</td>
<td>*Complete all assignments on time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Stay in assigned area</td>
<td></td>
<td>*Keep classroom area clean</td>
<td></td>
</tr>
<tr>
<td>Assemblies</td>
<td>*Be attentive to the program</td>
<td>*Exhibit school pride and spirit</td>
<td>*Be on time</td>
<td>*Listen/focus on speaker</td>
</tr>
<tr>
<td>Extracurricular</td>
<td>*Follow directions</td>
<td>*Demonstrate good sportsmanship</td>
<td>*Keep area clean</td>
<td>*Follow directions</td>
</tr>
<tr>
<td></td>
<td>*Participate when asked</td>
<td>*Use only positive responses</td>
<td>*Move orderly and quietly</td>
<td>*Respect others’ space</td>
</tr>
<tr>
<td>Field Trips</td>
<td>*Be on time</td>
<td>*Show school pride in community</td>
<td>*Notify parents of pick-up time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Be ready to participate and enjoy the field trip</td>
<td>*Show self-respect by being clean and dressing neatly</td>
<td>*Turn in paperwork on time</td>
<td>*Follow directions</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>*Follow all bus rules</td>
<td>*Be attentive when someone is speaking</td>
</tr>
<tr>
<td>Gym/Locker Room</td>
<td>*Dress out daily</td>
<td>*Keep hands to yourself</td>
<td>*Follow directions the 1st time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Participate daily</td>
<td>*Keep belongings secure</td>
<td>*Keep hands, feet, and objects to self</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Turn in lost items</td>
<td>*Be in roll call on time</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>*Keep locker room clean</td>
<td>*Encourage peer participation</td>
</tr>
<tr>
<td>Cafeteria/Patio</td>
<td>*Stay in line</td>
<td>*Use quiet voices</td>
<td>*Have a signed agenda/pass</td>
<td>*Leave property of others’ alone</td>
</tr>
<tr>
<td></td>
<td>*Chew food with mouth closed</td>
<td>*Clean your area</td>
<td>*Keep restroom clean and floor dry</td>
<td>*Take and eat only your food</td>
</tr>
<tr>
<td></td>
<td>*Food goes from plate to fork to mouth</td>
<td>*Choose healthy foods</td>
<td>*Return to class ASAP</td>
<td>*Stay in your assigned area</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restroom</td>
<td>*Dispose of paper towels in trash container</td>
<td>*Mind your own business</td>
<td>*Have a signed agenda/pass</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Choose it, use it, flush it</td>
<td>*Return to learn</td>
<td>*Keep restroom clean and floor dry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Wash hands</td>
<td>*Report acts of vandalism</td>
<td>*Return to class ASAP</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Center</td>
<td>*Use quiet voice</td>
<td>*Have a purpose</td>
<td>*Sign in and out</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Have permission to go</td>
<td>*Wait patiently for assistance</td>
<td>*Take care of all materials</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>*Bring signed agenda/pass</td>
<td>*Follow directions</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>*Return books on time</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>*Bring needed items</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>*Ask for help if needed</td>
<td></td>
</tr>
<tr>
<td>Hallway</td>
<td>*Keep hands, feet, and objects to yourself</td>
<td>*Keep hallway clean</td>
<td>*Have a signed agenda/pass during class time</td>
<td>*Keep hands, feet, and objects away from others, walls and displays</td>
</tr>
<tr>
<td></td>
<td>*Leave room for others to pass</td>
<td>*Keep lockers and walls clean</td>
<td>*Stay in designated area</td>
<td>*Use quiet voices</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>*Walk on right side of hallway</td>
</tr>
<tr>
<td>Office</td>
<td>*State purpose politely</td>
<td>*State purpose politely</td>
<td>*Have signed permission to come to office</td>
<td>*Ask permission to use the phone</td>
</tr>
<tr>
<td></td>
<td>*Exit when business is completed</td>
<td>*Wait patiently</td>
<td>*Walk directly to the office</td>
<td>*Be polite to office staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>*Wait your turn</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>*Ask permission to use the phone</td>
<td></td>
</tr>
<tr>
<td>Arrival/Dismissal</td>
<td>*Walk directly to designated area</td>
<td>*Be courteous to other riders</td>
<td>*Use quiet voices</td>
<td></td>
</tr>
<tr>
<td>For Car and Bus</td>
<td>*Follow directions the 1st time</td>
<td>*Follow directions the 1st time</td>
<td>*Keep hands, feet, and objects to yourself</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Keep hands, feet, and objects to yourself</td>
<td></td>
<td>*Have permission to leave the assigned area</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Locker Breaks</td>
<td>*Go straight to locker</td>
<td>*Wait your turn</td>
<td>*Get necessary items for each class</td>
<td>*Be polite</td>
</tr>
<tr>
<td></td>
<td>*Get to class on time</td>
<td>*Be helpful when needed</td>
<td>*Keep locker neat and organized</td>
<td>*Keep area clean</td>
</tr>
<tr>
<td></td>
<td>*Follow directions the 1st time</td>
<td>*Concentrate on designated task</td>
<td>*Move quickly from locker to class</td>
<td></td>
</tr>
</tbody>
</table>