

**William H. Wetzel Middle School**  
**Student Handbook**  
**2022-2023**



Welcome to William H. Wetsel Middle School!

Dear Wetsel Family,

I would like to warmly welcome each of you to the 2022-2023 school year at William H. Wetsel Middle School! I sincerely hope that your many experiences here will both be fulfilling and rewarding. The administration, faculty, and staff are dedicated to teaching, guiding, counseling, and assisting you in any way possible to make your learning experiences positive and productive.

As we look toward a new school year, we have made adjustments to our daily schedule to include a hybrid block schedule. This change allows for less transitions between classes, increased elective opportunities for students, and enrichment and tiered instructional support opportunities for students.

In an ever-changing technological world and increase in social media, it is our goal to promote the proper use of technology in a positive and safe environment that is free from bullying or negative interactions. We strongly support and will enforce the bullying prevention policy approved by the Madison County School Board. All staff, students, and parents will be expected to treat each other with the respect and dignity that make Madison County Public Schools the best around.

We at Wetsel look forward to building strong relationships with you and working hard together to ensure success for all of our students! Please consider getting involved with our PTO or other volunteering opportunities throughout the school year.

We have a collective responsibility to engage your child with a learning environment that prepares them for lifelong learning. Our school is most successful when we work as a team for the betterment of our students. In an effort to accomplish this, I will build relationships between parents, students, faculty, and staff. I am confident that we will be successful if we align our resources to support our students. Together as a school community, we will build on the traditions of the past and meet the challenges of the future in innovative and exciting ways!

On behalf of the entire staff at William H. Wetsel Middle School, best wishes for a great school year!

Best,

Andrea Wilson, M.Ed.

WWMS Principal

(540) 948-3783

**MADISON COUNTY SCHOOL BOARD MEMBERS &  
CENTRAL OFFICE ADMINISTRATION  
(540) 948-3780**

Karen Allen, School Board Chairman  
Nita Collier, Vice School Board Chairman  
Christopher Wingate, School Board Member  
Charlie Sheads, School Board Member  
Damon Myers, School Board Member

Anna Graham, Division Superintendent  
Dr. Cathy Jones, Assistant Superintendent of Administration

Donald Dodson, Director of Technology & Elementary Education  
Tina Cropp, Director of Finance  
Dr. Comer Gather, School Psychologist  
Donald Farnum, Supervisor of Transportation  
Dr. Stacey Timmons, Supervisor of Facilities Management  
Patty Seale, Supervisor of School Nutrition Program  
Liz Patterson, Clerk of the Board  
Jeanette Alexander, Director of Student Services

## FACULTY AND STAFF

Administration	Front Office
Andrea Wilson, Principal	Terri Weaver, Administration Secretary, Bookkeeper, and Discipline
Carrie Sacra, Assistant Principal	Mandy Jenkins, Attendance and Registrar

School Counseling	Media Specialist	Instructional Coach
Claire Edwards	Liz Ford	Jared Morris
Kayli Toulotte		
6 <sup>th</sup> Grade Team	7 <sup>th</sup> Grade Team	8 <sup>th</sup> Grade Team
*Mary Anne Hankla, English	Sarita Powers, English	Grace Estes, English
David Londrey, English	Dianna Taylor, English	Robert Price, English
Melvin Herndon, Math	*Misty Kolb, Social Studies	Victoria Zimbardo, Math
Samantha Caruso, Math	Nicole Fegeas, Science	Jarrold Tanner, Math
Olivia Carver, Social Studies		*Lindsey Dame, Social Studies
Kelsey Golcar, Social Studies	Megan Shifflett, Math	David Matchen, Science
TBA, Science	Alex Patterson, Math	TBA, Math
Electives Team	Instructional Assistants	Custodians
*Tom Butterworth, Physical Education	Nancy Gennaro	Tyrone Banks
Brian Rehm, Physical Education	Theresa Jenkins	Lucinda Carter
Julie Smith, Physical Education	Olivia Lamar	Richard Chappell
Anna Mann, Art	Emma Ponce-Martinez	William Shelton
Glenn Hannold, STEM	Monique Shifflett	
Laura Daniel, Business		
Alison O'Bryan, Band/Choir		
Carolynn Barrett, Spanish		
Nurse	Student Success Coach	ISS
Sarah Moore	Dianna Taylor	Brandon Utz
Cafeteria Staff	School Resource Officer	Special Education
Alice Hoffman	Deputy Leilani Stanley	BB Slaven
Teresa Corbin	Deputy Michael Foster	Rachael Sheinfeld
Theresa Carpenter		Abby Verling
Judy Seal		Jennifer Johnson
Barbara Carpenter		
Margie Henderson		

\* = Grade Level Chair

## **WILLIAM H. WETSEL MIDDLE SCHOOL MISSION STATEMENT**

The mission of William H. Wetzel Middle School is to provide "Learning for All" and to make a positive difference in the life of every student. To accomplish this, we strive to provide a safe, orderly environment with high expectations. Emphasis is placed on academics, but the growth and development of the individual as a whole is further enriched through physical fitness and specialty courses. Our goal is to provide a caring atmosphere that conveys our mission of "Learning for All" to students, staff, parents and others in the community. We invite all stakeholders to participate in making a positive difference for the youth of our community.

### **W.W.M.S. MOTTO**

Show Your Blue

### **SCHOOL COLORS**

Blue and White

### **PHILOSOPHY**

The purpose of William H. Wetzel Middle School is to prepare young adolescents to be confident, productive, and responsible individuals. This will be achieved in an environment with high expectations for all students. William H. Wetzel Middle School takes great pride in helping young adolescents master skills, gain confidence in their abilities, and find the special talents that will lead them to discover a direction in life.

## **GOALS OF WILLIAM H. WETSEL MIDDLE SCHOOL**

The goals for William H. Wetzel Middle School are as follows:

1. We will continue to refine and enhance our academic, behavioral, and social-emotional VTSS by using data-driven decision making to support student learner outcomes and build a collaborative teaching and learning environment for all.
2. Students will engage in a variety of reading, writing, and mathematical enrichment opportunities to help build literacy skills.
3. Create hands-on activities and projects that clearly define how lessons connect to the real world so that students can define problems, generate ideas, develop solutions, and evaluate the effectiveness.

## ATTENDANCE

### ALL PARENTS/VISITORS MUST SHOW PHOTO ID WHEN CHECKING OUT AND VISITING WITH STUDENTS.

Parents are required to call the Attendance Line (540-948-3783) by 8:30 a.m. to report your student's absence or tardy for the school day.

### [Student Attendance/Truancy Regulations](#)

The Code of Virginia (22.1-254) provides that all students enrolled in Madison County Public Schools are expected to be in school and in class every day in which schools are open. Progress in school and success in daily learning activities depend on the student's presence in class. The following guidelines will help families understand the possible consequences if their child is absent excessively:

1. The schools shall intervene with procedures to work with students with an excessive number of absences and their parents or guardians when the student is approaching five (5) unverified absences during the school year. The schools will attempt to make contact by email, letter, and/or phone call to verify each absence.
2. The schools shall intervene with procedures at six (6) unverified absences and the parent or guardian will receive a letter requesting an Attendance Meeting within ten days.
3. The schools shall intervene with procedures for court action at seven (7) unverified absences. This decision will be based on a review of all circumstances.
4. If a parent/guardian knows in advance that a student will be missing school for five (5) consecutive days, the parent and student must meet with a school official prior to the missed days to make arrangements for the student's work. Students in middle and high school should make every effort to obtain work that will be missed prior to the absence.
5. Students who are absent from school, except school related activities, will not be permitted to attend any extra-curricular school activities on that day/evening. This includes sporting events.
6. **Wetsel's Attendance Policy includes an attendance meeting with the principal at 10 absences, unverified and verified, to discuss the absences.**

## School/Family Intervention Procedures

School/family intervention procedures shall include but are not limited to:

1. Parents or guardians shall contact the school when their child will be absent. Each school's attendance secretary shall attempt to contact parents or guardians by telephone after the School's Messenger System has contacted the home with no results.
2. The school principal or designee shall write the parents or guardian a letter if there is no contact from the home or indication that the parents or guardian is aware of the student's absence when a student is absent for three consecutive days. The letter will request the parents or guardian to come to school with their child.
3. For all other illnesses, if phone contact has not been made with the school(s), parents and guardians are strongly encouraged to write a valid note stating the reason for the absence and/or send a doctor's excuse upon the student's return to school within 24 hours of the student's return to school.
4. The schools shall send the parents or guardian a letter requesting a school conference or child study meeting comprised of a principal, school counselor, the student's teacher(s), the parents, the student (if appropriate), the Family Support Worker and the Intervention Specialist (if appropriate) to review the student's absences and possible interventions necessary.
5. Students may be referred by the schools to the Attendance Officer/Family Support Worker for a home visit or court intervention.
6. The schools shall review student's missing days from instruction as one of the factors considered in making after school remediation, summer school, and promotion/retention decisions with parents or guardians.
7. For high school students (9<sup>th</sup> through 12<sup>th</sup> grades): Credit may be suspended for any class from which a student has been absent more than ten (10) times in a semester. In order to restore credits at this point, students and parents/guardians will be required to meet with school administrators to craft a plan for the student to make up missed work and to be in compliance with school and state attendance regulations. This may include a requirement for adequate documentation for absences, attendance at After-School Detention to make up missing work, etc. Failure to meet these requirements may result in permanent loss of credit for the class(es) from which the student has been excessively absent, and may also result in court action for truancy. This will be an Administrative decision based on a review of all circumstances.
8. Students and parents or guardians shall be made aware of this policy annually.

## ARRIVAL

School opens at 7:45 AM. Buses will unload students in front of Wetsel and MCHS. If a student is driven to school, students should be dropped off at the MCHS back parking lot where they will walk to the Wetsel gym entrance and wait in the cafeteria until the 8:05 dismissal bell rings. No loitering in the hallways or wandering throughout the building will be tolerated. All students are to remain in the cafeteria until the 8:05 AM bell rings. Students should enter through the front door of the school if arriving after 8:15 AM. All other doors are locked from the outside. **Parents should not bring students to school before 7:45 AM.** William H. Wetsel Middle School staff cannot assume responsibility for students before school hours when not under the direct supervision of a Wetsel staff member.

## DISMISSAL: PICK UP

**Students will be dismissed at 3:00 p.m.**

- Students who are picked up at the end of the day are dismissed at 3:00 PM with bus riders. Students should be picked up at the MCHS back parking lot. It is essential that parents follow the directions of teachers and staff members on traffic duty at all times.
- If students are not picked up by the time the teachers and staff members go off duty (approximately 3:35), the students will be escorted to the front of the building or to the lobby inside the middle school. From inside the doors, students will be allowed to watch for their rides. Students will be allowed to go outside only when their ride is waiting at the front door - no student will be allowed outside unsupervised. Parents/guardians do not have to leave their vehicles to pick up students. If your child does not come outside immediately, please pull up to the sidewalk in order to avoid stopping traffic.

## DISMISSAL: BUSES

For the safety of all, students are required to unload and load the buses at school in a quick and orderly manner. All students are required to walk directly to the school from the buses in the morning and directly to the buses from the school in the afternoon **without delay**. To prevent delays, students are to:

- Refrain from standing and/or waiting in some fashion for other students instead of proceeding to their destination.
- Refrain from standing and socializing with other students instead of moving to the school or to the bus.
- Refrain from taking an indirect or longer route to the bus than is necessary.

Failure to follow these procedures will result in a bus suspension. **Any student who attempts to start or becomes involved in a verbal or physical confrontation with another student will receive a bus suspension and possibly a school suspension.**



Dismissal Precautions: Principals will not release a student during the school day to any person other than the legal custodial parent/guardian without written authorization from that parent/guardian. Parents/guardians must request the release stating the date and time. The superintendent shall provide procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal checkout system shall be maintained in the office. Written notes of authorization must be approved by the office **prior to the start of first block classes.**

## BUS TRANSPORTATION

Students are expected to ride the same buses each day, to maintain good order on the buses, to occupy the seat assigned by the driver, and to cooperate with the safety regulations necessary for accident prevention. When leaving the school building and going to the buses, everyone will be required to use the sidewalks. Students shall depart their buses at their regular stop each day. Students are not allowed to ride a bus different from their regular bus or depart at a different stop unless they have a note from their parents, which is signed by office personnel and presented to the driver. This note must be presented to the attendance office by 9:30 AM for approval and signature by the attendance secretary. Student conduct going to and returning from school is subject to disciplinary action if deemed necessary by the principal. Written bus regulations, which will be given to every student by the transportation department, must be signed and returned as directed to the student's bus driver. It is the responsibility of the students and parents to read and obtain clarification when and if necessary of the bus regulations.

## EARLY DISMISSALS

**ALL PARENTS/VISITORS MUST SHOW PHOTO ID WHEN CHECKING OUT.** Whenever it is necessary for a student to leave school early, the student *must* have a note signed by the parent or guardian stating the time and reason. Early dismissal notes must be turned into attendance by 9:30 AM at which time an early dismissal pass will be issued. Students must present the pass to the appropriate teacher at the time of dismissal. **Without a parent note, your child will not be called down to the office until your arrival.**

## SCHOOL VISITORS

Visitors are welcome in our school. All visitors, including parents, must check in at our main office to state the purpose of their visit, show photo identification, and receive a school pass. If visitors are not listed on the student's emergency contact list, the front office will call parent/guardian for permission for the visitor to have contact with the student. Unauthorized persons, including suspended students, will be requested to leave school grounds by a building administrator.

## MOMENT OF SILENCE

As mandated by Code of Virginia, 22.1-203, a moment of silence must be held before each school day. The Madison County School Board recognizes that a moment of silence prepares students and staff for their respective work or school days. Therefore, each teacher and student shall observe a moment of silence at the beginning of the first class of each school day.

Each student is to remain seated and silent and not disrupt or distract other students during the moment of silence. The moment may be used for any lawful **silent** activity, including personal reflection, prayer, and meditation. Students and employees are prohibited from praying aloud during the moment of silence.

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance, as established in 4 U.S.C. § 4, is recited daily in each classroom of the Madison County school division.

During the recitation of the Pledge, students stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform.

No student is compelled to recite the Pledge if the student or the student's parent or legal guardian object on religious, philosophical, or other grounds to the students' participating in this exercise. Students who are exempt from reciting the Pledge shall quietly stand or sit at their desks while others recite the Pledge and shall make no display that disrupts or distracts those who are reciting the Pledge.

Appropriate accommodations are made for students who are unable to comply with the procedures described herein due to disability.

## GRADING AND REPORTING TO PARENTS

- 1) All teachers will take an active role in creating circumstances that ensure the completion of all assignments.
- 2) All subjects will be evaluated using the scale of letter grades and achievement levels established by the Madison County School Board. At the present time, the scale is as follows:

GRADE	VALUE	GRADE	VALUE
A+	99-100	C+	77-79
A	93-98	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	69
B	83-86	D	67-68
B-	80-82	D-	65-66
		F	Below 65

- 3) All parents will be provided access to the Parent Portal of Power School. Printed progress reports will also be issued midway through each marking period, and report cards will be issued one week after the end of each marking period. **Interims and report cards will be sent home with the student at the end of all marking periods.**

## HOMEWORK

Homework should be given its proper place in a student's life and will be assigned in such a manner that it is follow-up work, previously introduced or is supplementary work rather than new work. It is the student's responsibility to meet with each teacher promptly to collect all missed assignments and material. All students are expected to keep their assignments in their agenda and/ or notebooks on a daily basis.

Homework assignments should allow for consideration of special school events that occur after school hours such as holidays, weekends, or school-related events that affect a significant number of students within the class.

## LATE WORK POLICY

### 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade:

Homework, Class Work, Projects/Writing Prompts:

- Lose **5 points** per day late with a maximum penalty of 20 points
- Not turned in by the end of the 9 weeks reporting period (0% F)

\*\*Homework category is never more than 10% of the student's overall grade. All classes for high school credit will follow the high school late work policy.

## NOTIFICATION OF LEARNING OBJECTIVES

As mandated by Code of Virginia, at the beginning of each school year, each school within the Madison County Public School Division will provide to its students' parents or guardians:

1. The learning objectives developed in accordance with the Standards of Accreditation to be achieved at their child's grade level, or, in high school, a copy of the syllabus for each of their child's courses, and a copy of the school division promotion, retention, and remediation policies.
2. A copy of the Standards of Learning applicable to the child's grade or course requirements and the approximate date and potential impact of the child's SOL testing; and
3. An annual notice to students in all grade levels of all requirements for Standard, Advanced Studies, and Applied Studies Diplomas, and the Madison County School Board's policies on promotion and retention as outlined in the Standards of Accreditation.

## STANDARDIZED TESTING

**Standards of Learning (SOL)** The SOL assessments will test the student's achievement in acquiring and applying the knowledge and academic skills in English, mathematics, history, and science. The assessment will include SOL objectives from grades six through eight. Math SOL testing will be given in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades at the end of the year. Science and Civics SOL testing will be given at the 8<sup>th</sup> grade end-of-course. The reading, literature, and research portions of the English SOL test will be given in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades at the end of the year. The 8<sup>th</sup> grade writing SOL will be given in early spring.

## IMMUNIZATION REQUIREMENTS

No student may be enrolled in school without documentary proof that the student has been adequately immunized against communicable diseases as outlined in public law 22.1-271.1, Code of Virginia. All rising seventh graders must have the Hepatitis B vaccination series completed or set in place before entering the seventh grade. All seventh graders must have the tetanus, diphtheria, pertussis (TDAP) booster shot prior to entering school if 5 years have elapsed since the last booster shot.

## COUNSELING SERVICES

The goal of the William H. Wetzel Middle School Counseling program is to foster academic, personal, and career development of early adolescents. Parents, teachers, and students are encouraged to use the services provided in the school. Classroom counseling services will be provided on an ongoing basis.

## LIBRARY PROCEDURES

The school library is open from 8:05 AM until 3:00 PM. Guidelines for the use of the library are as follows:

1. All students will be assigned a computer identification number to use when checking out books.
2. A maximum of three books may be checked out at one time.
3. Lost or damaged books (including damaged/destroyed barcodes) must be paid for in a timely manner.
4. Students owing the library for lost or very late books may lose library privileges until the materials are paid for or returned.
5. Except for reference books, magazines, and books on reserve, students may check out library books for two weeks. When brought to the library, these may be renewed for additional two-week periods.
6. Newspapers and magazines are reserved for use in the library.
7. Food and/or drinks, book bags, and coats are not permitted in the library.

Networked computers or laptops are available to all classrooms and the library for the purpose of research and publishing activities. Networked programs include World Book Encyclopedia and Destiny Card Catalog. Students are expected to be responsible computer users by handling all equipment carefully and following county policies on the use of software and the Internet.

## EMERGENCY DRILLS

Fire drills are held at unannounced times throughout the school year. All students will be instructed on fire drill procedures as follows:

- Fire drills and lock down drills are required by law.
- Schools must conduct one fire drill each month and two lockdown drills per school year.
- Fire drills are conducted in order to train students to leave the building in a quick and orderly manner during an emergency alarm and to teach self-control during emergency situations.
- Students should not return to the building until told to do so by the teacher. In no case should students re-enter the building when a bell rings. Teachers should allow students to re-enter the building only upon the direction of an administrator or designee.
- At least one fire drill must be conducted with some exit(s) blocked. Students should always know their alternative exit. When an exit is blocked, the first person to reach or notice that the exit is blocked should raise his/her right hand clearly above his/her head and turn about-face and proceed to an alternative exit.

Further instructions include:

1. Students will move quickly and quietly out the exit indicated on the diagram posted in each room.
2. The teacher will pick up the roll book, close the door, and follow the students out of the building.
3. Students should proceed to the appropriate side of the road, either in front or behind the building and wait for instructions from the teacher. Once the class is assembled, a safe distance from the building, the roll will be taken into account for each student.
4. Pulling a fire alarm when there is no emergency is a criminal offense.

During the school year, practice drills for bomb threats, intruders, tornados, and earthquakes will also be conducted.

## DRESS CODE

MCPS staff, as part of their professional responsibility, are given the authority to make final judgments as to the appropriateness of student attire. The staff and administration at MCPS will make every effort to educate students on dress-code expectations and model the dress code as well. We understand the interest of many students in being creative with their style and dress; because of this, we will offer opportunities such as spirit days, pep rallies and social events that offer opportunities to be creative within given guidelines. Repeated dress code violations, despite education on the dress code, will be referred to the school administration and can result in a disciplinary referral for refusing to follow school rules and expectations. There may be review of the dress code during the year, which may create a change in standards. If this occurs, you will be notified. If a student is addressed by any staff member for dress code, the student must respectfully comply. The building principal shall have final authority for determining if a particular item of dress complies with school regulations.

Dress Expectations	Grade
Students clothing should never be see-through as to reveal undergarments or private areas of the undressed body.	PK-12
Tops with necklines and backlines that fall at or below the armpit crease should not be worn.	PK-12
Tops must include straps that connect from the front of the shirt to the back.	PK-12
Clothing should cover the midriff at all times.	PK-12
Students should only wear eye-wear within buildings that is untinted (unless medically prescribed)	PK-12
<p>Students may wear head coverings within the school building during the instructional day.</p> <ul style="list-style-type: none"> <li>A. Head coverings must not cover any identifying facial features and ears must be visible.</li> <li>B. Head coverings may be restricted under certain circumstances.</li> </ul>	PK-12
Dresses, skirts, shorts, and other similarly related clothing should be of appropriate length that covers private areas of the body. The buttocks may not be exposed at any time.	PK-12
<p>Appropriate and safe shoes must be worn at all times.</p> <ul style="list-style-type: none"> <li>A. Students must wear tennis shoes for participation in Physical Education class. <i>(Tennis shoes can be provided if needed)</i></li> </ul>	PK-12
Clothing free from language that is profane or images that depict, advertise, or advocate illegal, violent, or lewd conduct, the unlawful possession or use of weapons, drugs, drug paraphernalia, alcohol, tobacco, marijuana, or other controlled substances or are discriminatory.	PK-12

## GENERAL RULES

All students are expected to comply with the rules of William H. Wetsel Middle School as follows:

1. Students are expected to conduct themselves in an orderly, courteous, dignified, and respectful manner at all times.
2. Each student will be expected to produce work that is consistent with his/her individual abilities, to be attentive in class, and to complete all assigned work on time.
3. Students are considered to be under the jurisdiction of the school while at school and while traveling to and from school when using MCPS transportation.
4. A note or phone call from the parent is required upon each absence.
5. All students scheduled in physical education class must participate unless a parent provides a written excuse. If a student is to be excused for more than three days, an excuse from a doctor is required.
6. Any student who damages or destroys any school property will be held responsible, along with the parents, for repair or replacement of such property.
7. Students are not allowed to go to the high school at any time unless taking a class at the high school or participating in an athletic program that practices at the high school. This includes the regular school day as well as mornings before school and afternoons after school.
8. Students must not have any dangerous articles in their possession at any time. This includes matches, fireworks or other items that may cause injury or harm. Violations will result in suspension and notification will be given to parents and law enforcement. Possession of weapons of any kind will result in an automatic suspension and a referral to the Division Discipline Committee (DDC).
9. The use, possession, and/or distribution of tobacco products by students are prohibited. Notification will be given to parents and law enforcement. The policy as stated in Code of Virginia, Section 15.2-2800 is as follows:

Smoking, chewing or any other use of any tobacco products by students shall be prohibited on school property.

- a) "School property" shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following:
- b) All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
- c) Any indoor facility or portion of such facility owned or leased or contracted for and used for the provision of regular or routine health care, day care, or early childhood development (Head Start) services;
- d) All vehicles used by the division for transporting students, staff, visitors or other persons.

- e) "Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, vapes, and all other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing, smoking or both. "Tobacco" shall include cloves or any other product packaged for smoking.
- f) "Smoking" means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

10. The use, possession, and distribution of alcohol, drugs, or "look-alike" drugs are prohibited and violations will result in an automatic suspension and a referral to the DDC. Notification will be given to parents and law enforcement.

11. Any type of fighting, bullying, or aggressive behavior is prohibited and will result in disciplinary action.

12. Students may not sell any items at school unless approved by the school administrator.

13. Students are required to move through the halls in a quiet and orderly manner. All students must have a hall pass and must sign out and in when leaving and re-entering classrooms.

14. Personal electronic devices such as game consoles are prohibited at school. Cell phones must be stored in the student's locker during school hours. **Failure to follow these rules will result in the confiscation of such devices until a parent or designated adult picks up the device no earlier than the end of that school day.**

15. No student may remain after school hours unless he or she is involved in a supervised school activity.

16. Any item that is considered a disruption to the educational process is prohibited. This includes radios, laser pointers, and other listening devices and/or electronic equipment. Such items will be confiscated.

18. Public display of affection is not permitted.

19. A student shall not sexually harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment. If you have been sexually harassed, report the incident to school personnel immediately.

20. Cheating, forgery, plagiarism, and/or lying are not permitted.



Students who fail to follow rules or who behave improperly are subject to any or all of the following consequences:

- Counseling
- Loss of privileges
- Parental conferences
- Tasks or restrictions assigned by the principal or designee
- Placement on a behavior contract
- Detention during lunch
- Suspension from school-sponsored activities or events prior to, during, or after the regular school day
- In-school suspension
- Out-of-school suspension
- Community service on school grounds
- Referral to an alternative education placement
- Notification to legal authority when appropriate
- Suspension to the Division Discipline Committee (DDC)  
\*\*Students who show no improvement in behavior after several referrals or who are involved in very serious offenses will be suspended to the DDC
- Referral from the DDC to the Madison County School Board

## BEHAVIOR CONTRACT

When a student exhibits a pattern of misbehavior, parents are contacted and an intervention team meeting is held with the student in attendance. If this meeting does not result in an improvement in the student's behavior, then a behavior contract may be put into place. If there is little or no change in behavior, a change in placement might be necessary. The contract may be reviewed as needed.

## FIELD TRIPS

Participation in field trips is a privilege which each student may earn. Depending on a student's conduct in school, this privilege may or may not be awarded to an individual.

## TARDY POLICY

### CLASS-TO-CLASS TARDIES

It is important that students report to class on time so that class instruction will not be interrupted. There is a sufficient four-minute exchange time between classes. Students are expected to be in their classrooms when the tardy bell rings. Every teacher will discuss with students and post the tardy policy in the classroom. Individual classroom teachers will record tardies.

### CONSEQUENCES FOR CLASS-TO-CLASS TARDIES

**1<sup>st</sup> Tardy** – Verbal warning (teacher)

**2<sup>nd</sup> Tardy** – Warning and parent notification (teacher)

**3<sup>rd</sup> Tardy** – Lunch Detention and Parent Notification (teacher) Administration will conference with student (Administration)

**4<sup>th</sup> Tardy** – Discipline referral and after school detention

Administration will notify the parent, assign after school detention, and conference with the student. (Administration)

### MORNING TARDIES

Students are expected to be at school by 8:10 AM to allow for going to their lockers. At the 8:15 AM bell, they are to be present in their homerooms, going to lockers first if necessary. Students arriving after the tardy bell at 8:15 AM must go to the main office immediately for a pass in order to enter class.

## LUNCH DETENTION PROCEDURES

### Lunch Detention Procedures

**1st Lunch Detention** - Teacher Documentation (Google Form) & Parent Notification

**2nd Lunch Detention** - Teacher Documentation (Google Form) & Parent Notification

**3rd Lunch Detention** - Teacher Documentation (Google Form) & Parent Notification (Administration will conference with the student)

**4th (+) Lunch Detention** - Teacher Documentation (Google Form) , Parent Notification, Discipline Referral written, (Administration will meet with the student upon receiving the referral and assign consequences.)

## SEARCH AND SEIZURE

To maintain order and discipline at William H. Wetsel Middle School and to protect the health, safety and welfare of students, school authorities may search a student, student lockers or student belongings under the circumstances outlined below. School Authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. Student desks and lockers are the property of the school, and school officials reserve the right to search desks and lockers. Should illegal materials be found during a search, law enforcement officials will be notified.

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or has violated the law or a school rule. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and an adult witness present. In the case of possible illegal materials and a refusal of the student to submit to the search, the parent and the appropriate law enforcement personnel will become involved.

## LOCKERS

Lockers are assigned to individual students, but lockers remain the property of the school division. Lockers may be inspected in order to ensure proper maintenance. **Each student has the responsibility to secure their locker and to refrain from providing the combination to any other student.** Students are not allowed to decorate (stickers, pictures, etc.) the outside of their lockers. Lockers may be searched at any time when the school administration has reasonable suspicion to do so.

## LOST AND FOUND

During the school year, any articles of clothing, books, etc., that you find should be taken to the Lost and Found area in the ISS room. Lost articles may be claimed within nine weeks. Items not claimed within nine weeks will be donated to a local charity or discarded. Any personal items that are left in lockers, classrooms, etc. at the end of the school year will be discarded if not claimed within 2 weeks from the last day of the regular school year.

## TELEPHONES

The office phones are business phones and should not be used by students except in the case of an emergency. ***Students must have a signed permission from a teacher to make a telephone call.*** Teachers will initial a student's pass prior to allowing the student to leave class to use the phone. The school secretaries will initial on the pass, indicating that a student has used the telephone. Excessive use of telephone privileges is discouraged and will be monitored. Please relay routine information to your child before their arrival to school or after their return home. In case of emergency, incoming messages will be relayed to students as soon as possible. If there are changes in your child's after-school transportation arrangements, please make every effort to contact the school one (1) hour prior to dismissal. **Students are not allowed to have cell phones out or in use during regular school hours. Cell phones must remain in the students' locker.** The first offense results in confiscation and phone returned to the student at the end of the school day. The second offense and after results in confiscation and parent pick-up.

## BREAKFAST PROGRAM

Breakfast will be available for purchase in the mornings before school. Students may go to the cafeteria upon arrival to pick up breakfast. Food must be consumed in the cafeteria.

## MEAL PRICES

Breakfast - Student = \$1.10 ; Adult= \$2.00  
Lunch - Student = \$2.55 ; Adult =\$4.00

## LUNCH PERIODS AND PROCEDURES

Students may bring a bag lunch or purchase lunch in the cafeteria. Milk will be offered as well. A la carte items will also be available. In addition to the main lunch items, a variety of snacks can be purchased at various prices from the snack bar. Students will eat lunch by grade level. The school lunch coordinator can answer any questions concerning the school lunch program. The contact number is 948-3780.

Payments can be made online through K12 Payment Center. The web address to access is <https://www.k12paymentcenter.com>. If a student wants to prepay for an entire week, payment must be made to the cafeteria manager on Monday mornings in the cafeteria. If a student should forget his or her lunch money, students at Wetsel Middle School are allowed to charge lunch.

The cafeteria is a place where good human relations and good manners can be developed. The following guidelines apply during the lunch period.

1. Students will refrain from pushing, shoving, breaking in line, and/or throwing food.
2. Students must have permission to leave the cafeteria during lunch. Passes must be obtained to go to lockers, classrooms, or the main office.
3. Students must leave tables clean and free from trash. Food and beverages are not permitted outside of the cafeteria.
4. Talking should be kept at a reasonable level.
5. Respect for others should be shown at all times.
6. When an announcement is being made by staff at the microphone, students must be silent.

## MEDICATION

We strongly encourage that whenever possible medication is given at home. For the safety of all our children, **no student will be allowed to bring his/her own medication to school.** The medication must be brought into the office by the parent/guardian. Medication that has to be given at school must follow the guidelines listed below.

**Prescription medications:** The school nurse or designee may give medication to children only with a physician's written order and signed request from parent or guardian. Such medicine must be in the original container.

**Nonprescription Medications:** The school nurse or designee may give nonprescription medication to students only with the written permission from the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container. In order for nonprescription medication to be given to a student for more than five days, written permission from the child's physician shall be required. Medications brought in envelopes or bags, etc. will not be accepted.

These guidelines are important to ensure that proper medications are given to your children. If you have any questions or problems with this issue, please contact our school at (540) 948-3783.

## PTO AND PARENT VOLUNTEERS

William H. Wetsel Middle School has an active PTO. All parents and other patrons of the school are encouraged to become members by attending PTO meetings and supporting activities.

Parents, guardians, and grandparents are encouraged to help in our school. Volunteers are greatly needed and appreciated throughout the school year. If you would be willing to share your time and talents, please contact the PTO President or call the main office (540) 948-3783.

## WORKERS PERMIT

Students ages 14-15 in need of worker permits should visit the Department of Labor and Industry website to complete the necessary paperwork to obtain a permit. Exceptions are farm, garden, orchard, or domestic work; or when parents employ the student in a non-hazardous occupation. The website can be found at:

<https://www.doli.virginia.gov/labor-law/youth-employment/>

## PARENT-TEACHER CONFERENCES

All parents or guardians are invited to participate in parent-teacher conferences as scheduled on the school calendar. Parents are also welcome to meet with a teacher at any time during the school year. However, we request that you first make an appointment so instructional time is not lost.

## STUDENT COUNCIL ASSOCIATION

Wetsel Middle School has an elected Student Council consisting of officers and representatives from each grade level. Students using secret ballots elect officers and representatives. SCA's primary goal is to be the voice of the student population. Students must be in good academic and behavioral standing in order to participate in SCA.

## GIFTED AND TALENTED PROGRAM

Gifted services are provided for middle school students identified as having specific academic aptitude, intellectual aptitude, and visual and/or performing arts aptitude. Students may be referred at any time by parents, educators, peers, or any other individual who knows the student's abilities. A "Referral/Identification Form" is available in the school counseling office. Once the top part of the form is completed and returned to the school counseling office, the process begins. Services include acceleration based on individual student's needs; guidance services addressing the special needs of the gifted students; in-class differentiation of instruction; and enrichment classes and activities.

## RESTROOMS

**Restroom visits should be planned during class changes.**

- Students will not be permitted to use the restrooms **10 minutes before or after a class change unless it is an emergency.**
- An adequate number of restroom facilities are available to students. Students are expected to use the restroom closest to their classroom.
- Students are expected to keep restrooms clean and in good condition.
- Restroom visits are discouraged during class time unless it is an absolute emergency.
- A teacher issued pass is required to use the restroom during class time.
- Students should use the restroom located outside of the cafeteria doors during lunches.
- Students with medical conditions that require multiple trips to the restroom must provide proper documentation to administration.

## CLUBS

Wetsel has a variety of clubs that meet during the school day. All clubs are supervised by a teacher or staff member. Participation in clubs is contingent on good behavior and cooperation during club activities. A listing of clubs will be provided during the first month of school.

## ATHLETIC POLICY

Through participation in sports, students will learn self-discipline and skills that will benefit them in their school and personal lives. However, academic work comes before any athletic contests or practices. Teachers will be given a roster of each team so that they may communicate with coaches about students' academic development. Any student entering 8th grade is eligible to try out for any JV team. Requirements to participate in sports: A physical examination and parental permission forms must be completed prior to the beginning of practice. If a student arrives at school after 9:00 a.m., is in ISS for ½ a day or more and/or if he/she has an out-of-school suspension, he/she cannot practice for or participate in the scheduled game on the day (s) of suspension. In addition, a student must be in attendance at school all day in order to play or practice unless there is prior approval by the athletic director.

According to the Virginia High School League rules, which govern high school activities in the Virginia public schools, any eighth grade student enrolled in the middle school may participate on the Junior Varsity level of the high school where he/she will be entering the ninth grade.

The V.H.S.L. minimum academic standards require that a participant for the first semester must be currently enrolled in no fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester for schools that certify credits on a semester basis. For the second semester, a participant must be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester.

All athletes and potential athletes must pass five out of eight courses. Some courses such as math count as two classes. At the discretion of the middle school principal in conjunction with the athletic director and coaches, if a student participant is not showing qualities of a positive role model for the school, he or she may be removed from the team.

## ATTENDANCE AT SCHOOL

Athletes should maintain exemplary attendance at all times. To participate in any after school practice or competition, a student must be in school by 9:00 a.m. and remain in school for the rest of the day. The only exceptions to this rule are:

1. A death in the family
2. A dentist/orthodontist appointment
3. A doctor's appointment

A "return to school" note must be presented to the attendance office upon the athletes return to school for a dentist or doctor's appointment.

## NOTICE TO STUDENTS AND PARENTS

All school division policies and state policies (Code of Virginia) may be found in the Madison County School Board Policy Manual. Copies of this manual are located in the school office, administrator's office, school library, and in the Madison County Library.

**Please note: All parents are required to review all information presented in the parent handbook which is handed out during the beginning of each school year to each student in the county. The signature page included must be completed, signed, and returned to Wetsel Middle School. It is also mandatory that parents register their child every year, even if the child had been registered in previous years. Signature page completion and registration must be done within the first ten days of the school year.**







## Student Handbook Signature Page 2022-2023

Please return by: August 29, 2022

By signing this page, I acknowledge I have read in its entirety, the William H. Wetzel Middle School Student Handbook. I further acknowledge that I understand and agree to follow policies set forth in this Handbook, and that I understand what is expected of me as a student and parent/guardian.

Signature Page		
Student Name (Print)		
Student Signature		Date:
Student Grade	6th	7th 8th
Parent Name (Print)		
Parent Signature		Date: