

WCMS Student Handbook

WCMS

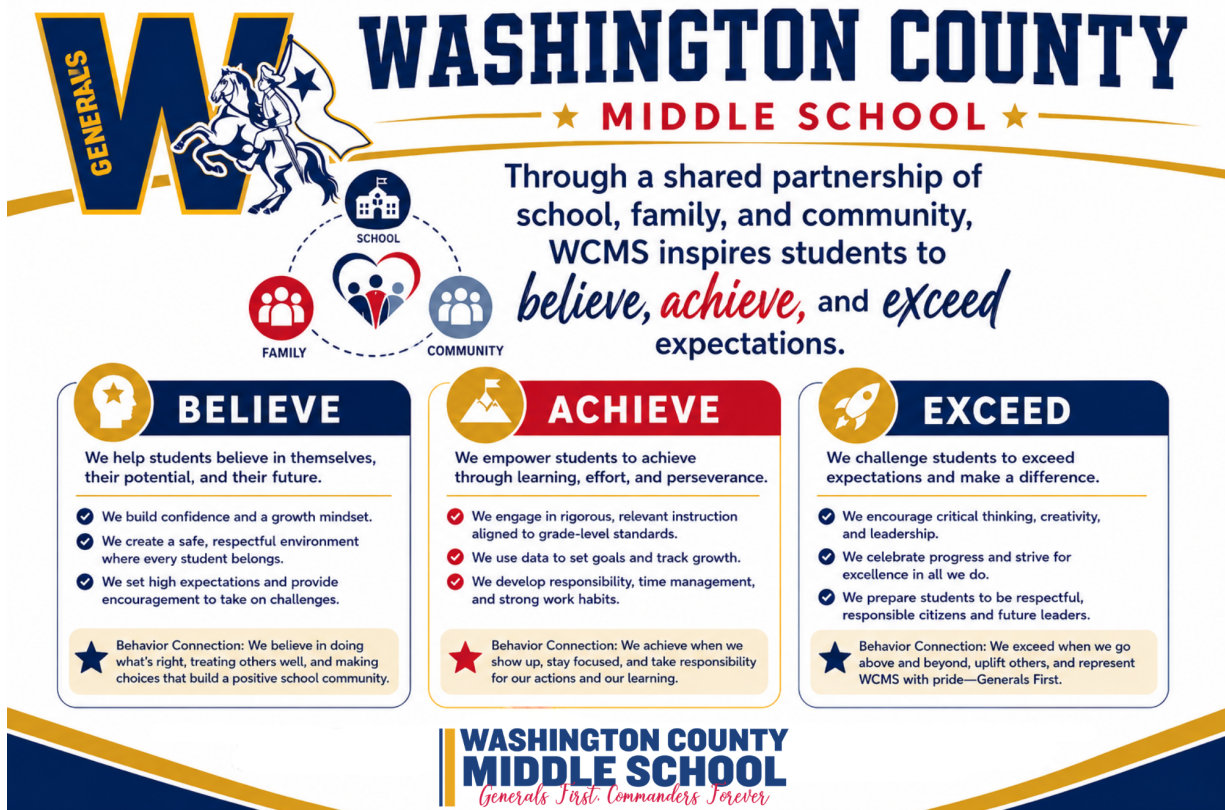
Student Handbook

2026 - 2027



Our Vision

*Through a shared partnership of school, family, and community,
WCMS inspires students to **believe**, **achieve**, and **exceed**
expectations.*



Our Goals

Goal #1: Academic Proficiency

By April of each year, the average iReady diagnostic scale score for all grade levels will equal the KSA proficiency score for both reading and math.

Goal #2: Behavior Proficiency

The total number of major and minor referrals will be 5% less than the previous year's total.

Washington County Middle School's Pledge

I promise to:

PERSEVERE through challenges, **RESPECT** others and show kindness, act with **INTEGRITY**, and remain **DETERMINED** for **EXCELLENCE**.

PRIDE in who I am.

PRIDE in where I am going.

PRIDE in being a General!

Generals First, Commanders Forever!

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Rewards System

Academic Rewards	Frequency	Eligibility	Description
3-Star General	Once per 9 weeks	Minimum grade of 70% (C) in all classes, no more than 1 minor office referrals or no major office referrals, and no more than 2 unexcused absences	Field Trip or Reward Day
KSA Results	Once per year/Fall	Students that meet designated goals	School wide Special Activity
KSA Good Faith Effort	Once per year/Spring	Any student exhibiting good effort on KSA testing based on the checklist	Special Activity TBA
Behavior Rewards	Frequency	Eligibility	Description
Positive Points	Daily and monthly	Positive Behavior Witnessed	Recognition and Small Rewards
Tier 3 Behavior Incentives	Weekly	Able to earn eligibility to return to General Areas. Eligible for weekly incentive.	Individualized Reward
Tier 2 Behavior Incentives	Once per week/Monday	90% weekly average for prior week. Eligible to have full break.	Individualized Rewards
Tier 1 Behavior Incentives	Weekly	Eligible to attend PBIS Reward time in Gym.	Friday Finale
Cafeteria/Lunch Expectations	Every day	100% of cafeteria/lunch expectations are met every day. Determined by grade level.	If all grade levels meet expectations, free choice in seating at assigned table.
Positive Office Referrals		Above and Beyond Positive Behavior Witnessed	Referral form completed and student recognized

School Wide Behavior Expectation

Always Show Respect!

Respect Yourself	Respect Others	Respect Property
Your skills Your talents Your image Your thoughts Your opinions	Their talents Their space Their image Their thoughts Their opinions	Chairs Walls Lockers Books All property

Respect

Yourself



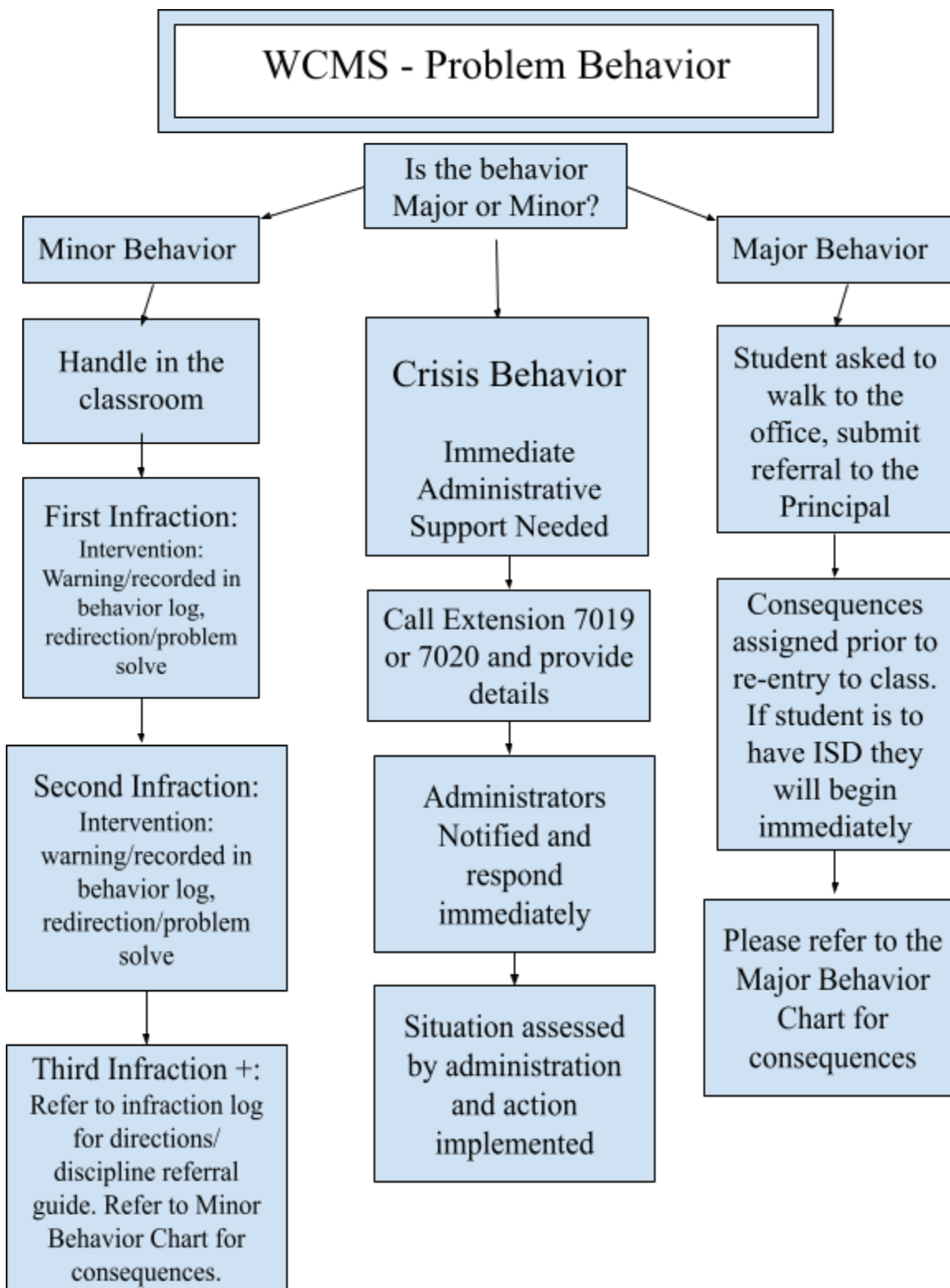
Others

Property

WCMS

Behavior Expectations

School Behavior Expectations	All Settings	Hallways	Restroom	Cafeteria	Arrival to School	Dismissal from School
Respect Yourself 	• Be on task • Give your best effort • Be prepared	• Walk • Have a hall pass and have signed out of classroom during class time	• Visit in a timely manner • Wash your hands	• Keep food on your tray • Raise hand when in need • Practice good table manners	• Be on time • Go directly to the gym or the cafeteria	• Bus riders, car riders, and walkers dismissed from school at the first bell • Late bus riders dismissed from school at the second bell
Respect Others 	• Be kind • Hands/feet to self • Help/share with others	• Use normal voice volume • Use locker at designated time • Walk on the right side of the hallway and stairs • Keep hands to yourself	• Visit between classes at designated times. • Respect other's privacy • Clean up after self	• Sit at designated table • Use normal voice volume • Stay seated • Dismissed back to class by adult • Keep your place in line and do not cut in front of others	• Use normal voice in gym • Stay seated in gym • Walk out of gym to first period class when bell rings • Visit locker before first period	• Visit lockers then exit school
Respect Property 	• Be responsible with all property	• Use lockers correctly	• Use the facilities and supplies correctly	• Clean up after self • Empty tray and place on counter to be washed		



****All behavior management is at the discretion of the Principal.****
No student at WCMS will hinder the educational process for themselves or others.

Minor Problem Behavior

Definitions and Consequences

Minor Problem Behavior	Consequences
Inappropriate Language – Student engages in low-intensity instance of inappropriate language such as crap, sucks, shut-up, etc.	1st Offense 1 Lunch Detention 2nd Offense 2 Lunch Detentions 3rd Offense 1 hour Detention 4th Offense (Becomes a Major Behavior Problem) - Parent/ Teacher Conference - Move to Response to Intervention (RTI) Tier 2 for Behavior 2 - 1 hour Detentions 5th Offense and Beyond - Half-day In-School Detention *Detention could be after school or a combination or lunch, out of class, school activities, or anything else determined by the Principal. If after school detention is assigned it is the parent/guardian's responsibility to arrange after school transportation. Parents will be notified at least 2 days in advance.
Physical Contact/Aggression – Student engages in non-serious, but inappropriate physical contact.	
Defiance/Disrespect/Non-Compliance – Student engages in brief or low intensity failure to respond to adult requests such as not turning in classwork, working too loudly in group, blurting out, etc.	
Disruption - Student engages in low intensity, but inappropriate disruption such as tapping pencil, calling out, talking to peers, being out of seat, laughing, etc.	
Property Misuse – Student engages in low-intensity misuse of property such as writing on desk with pencil, slamming locker door, hitting locker doors, kicking locker doors, etc.	
Dress Code Violation – Student wears clothing that is near, but not within, the dress code guidelines as defined by the school such as heavy coats worn in class, shirts that are lower than 2" from collar bone, jeans with rips, tears, and frays, etc...	
Technology Violation – Student engages in non-serious but inappropriate use of computer and other technology devices such as disrupting computer settings and hardware, etc.	
Class Tardy – Student arrives at class after the bell rings.	
Other – Student engages in problem behavior that is not listed as a minor offense.	

Major Problem Behavior

Definitions and Consequences

Major Problem Behavior	Consequences
Class Tardy – Becomes a major behavior problem after the third offense for a student arriving at class after the bell rings.	1st Offense 1 hour detention - Parent contacted by school personnel 2nd Offense 2 - 1 hour detentions - Parent contacted by school personnel 3rd Offense - Parent/Teacher Conference - Move to Response to Intervention (RTI) Tier 2 for Behavior *4 hour In-School Detention 4th Offense *1-2 days In-School Detention 5th Offense and Beyond 1-3 days Out of school Suspension - Out of Control charges will be considered on any student that exhibits constant discipline incidents after all other avenues of intervention have been exhausted Consequences in addition to the above: - Student must make up the scheduled detention - Student hallway and cellphone privileges may be suspended - Suspension for attending extra curricular activities/events - Internet privileges suspended indefinitely - Compensation for cost of damages - Compensation or return of property to rightful owner in proper condition - Notify SRO
Abusive/Inappropriate Language – Student uses words in an inappropriate way.	
Profanity – Student delivers verbal messages that include swearing.	
Defiance/Disrespect/Non-Compliance – Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions.	
Lying/Cheating – Student delivers message that is untrue and/or deliberately violates rules.	
Teasing/Taunting/Spectator Fighting – Student delivers disrespectful messages such as negative comments based on race, religion, gender, age, and/or national origin; sustained or verbal attacks based on ethnic origin, disabilities or other personal matters to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Intent is to provoke another person or encourage another person to participate in a verbal or physical altercation. *Includes inappropriate electronic communications.	
Disruption of Class – Student engages in behavior causing an interruption in a class or activity such as sustained loud talk, yelling, or screaming; and/or sustained out of seat behavior.	
Plagiarism – Student copies work or assignment from another student or source.	
Absent from class without permission – Student leaves or misses class without permission.	
Public Display of Affection – Student engages in inappropriate, consensual verbal and/or physical gestures/contact, of a sexual nature to another student/adult (ex. Holding hands, kissing, rubbing, hugging, etc.).	
Other – Any inappropriate behavior noted as major that is not already listed.	
Additional Major Problem Behaviors	
Failure To Attend Detention – Student does not stay after school on the day of a scheduled detention. A student may only be excused from detention if he/she has an excused absence for that day.	
Extra-Curricular Violations –School rules are in effect at school-sponsored activities.	
Inappropriate Website or Inappropriate Communications – Student engages in the use of a website that contains inappropriate material for school	

such as vulgarity, profanity, etc. and/or sends/transmits electronic communications that are inappropriate.	
Vandalism – Student participates in an activity that results in destruction or disfigurement of property such as etching on desks and/or bathroom stall doors, spray painting furnishings and/or walls, etc.	
Forgery/Theft – Student is in possession of, having passed on, or being responsible for removing someone else’s property or has signed a person’s name without that person’s permission.	
Property Damage – Student participates in an activity that results in destruction or disfigurement of property such as breaking a chair, breaking a locker, breaking a door, etc.	

*In-School Detention could be a combination of lunch, out-of-class, school activities, or anything else determined by the Principal.

Crisis Problem Behavior

Crisis Problem Behavior	Consequences
	Student will be placed in Tier 2 or 3 of Response to Intervention for behavior in addition to all or a combination of the following:
Fight/Physical Aggression – Student engages in actions involving serious physical contact where injury may occur such as hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.	• Notify Parents / Guardians • Out of School Suspension (1-5 days based on number of offense) • Recommendation for counseling services (anger) • Recommendation for Expulsion (after 3rd offense)
Harassment A person is guilty of this when he/she harasses, annoys, or aggravates another person, he/she: 1. Strikes, shoves, kicks or otherwise subjects a person to physical contact or attempts or threatens to do the same; or 2. Makes an offensive/obscene coarse utterance, gesture or display, or addresses any person abusively; or 3. Engages in a course of conduct or repeatedly commits acts which aggravate, intimidate or seriously annoy other persons. Includes the use of inappropriate electronic communications.	• Notify Administrators and Teachers • Notify Parents / Guardians • Notify SRO • Recommendation for counseling services • Required to complete Cyber Learning sessions/ tasks assigned by school personnel (for students participating in cyber bullying) • Out of School Suspension (1-5 days based on number of offense) • Recommendation for Expulsion (after 3rd offense)

Bullying/ Cyber Bullying Bullying refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time. *Page 25 & 26 for a further definition	• Notify Administrators and Teachers • Notify Parents / Guardians • Notify SRO • Recommendation for counseling services • Required to complete Cyber Learning sessions/ tasks assigned by school personnel (for students participating in cyber bullying) • Out of School Suspension (1-5 days based on number of offense) • Recommendation for Expulsion (after 3rd offense)
Use/Possession of Tobacco, Alcohol, Drugs, Vapor Products, and Combustible Items – Student is in possession of or using alcohol, tobacco, illegal drugs/substances or imitations. Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, and lighter fluid). Also including electronic cigarettes and all vapor products.	• Notify Law enforcement • Notify Parents / Guardians • Notify SRO • In School Suspension (1-10 days based on severity and number of offenses) • Out of School Suspension (1-10 days based on severity and number of offenses) • Scheduled Counseling services- required upon returning to school • Recommendation for Expulsion (based on severity number of offenses)
Bomb Threat, Weapon, Arson, Terroristic Threatening – Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm. Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. Student plans and/or participates in malicious burning of property. Student threatens to harm or kill another student or staff member.	• Notify proper authorities • Notify Parents /Guardians • Notify SRO • Out of School Suspension (1-10 days based on severity and number of offenses) • Scheduled Counseling services- required upon returning to school • Recommendation for Expulsion (based on severity number of offenses)
Self-Harm- Students harm themselves by cutting, poking, piercing, etc... Or have conversations verbal or written of harming themselves.	• Notify Parents • Referral to Resource Agencies • Require student to be Threat Assessed prior to returning to school • Parent Conference required upon return to school

Intervention Tier 2

After the fourth Minor Behavior Referral or second Major Referral, a student moves from Tier 1 to Tier 2. A Tier 2 Student is required to set a daily behavior goal that focuses on behaviors that have resulted in referrals. The student will present a point sheet with this behavior goal to each teacher. The teacher will score the student's progress towards the behavior goal on a scale that includes "Always," "More often than not," "Sometimes" or "Not at All." The daily point total will determine the consequences for the following day. A Tier 2 Student returns to Tier 1 Status after having demonstrated four consecutive days of behavior that meets their Daily Behavior Goal 90% of the time.

Point Sheet	Required for duration of Tier 2 Status.
Lunch Detention	First Day in Tier 2 Lunch Detention is mandatory. Following day's Lunch Detention requirement determined by success of point sheet from previous day (80%).
Friday Finale	Tier 2 Students are <u>not</u> allowed to sit with general student population during Friday Finale

Intervention Tier 3

Tier 3 places a student in a more structured and a more closely supervised system of support. After multiple Tier 2 assignments (3) or 30 days of Total Tier 2 time a student will be moved to Tier 3. Tier 3 will begin with a Parent/Teacher/Student Conference. Tier 3 is a 6 week long intervention that is meant to provide Individual Behavior Instruction to improve student behavior. A point sheet will be used to collect data to identify areas/environments of concern. As the student progresses they will transition into Intervention Tier 2.

Point Sheet	A Tier 3 Student's Long Term Behavior Goal(s)
Lunch Detention	First 3 Days in Tier 3 Lunch Detention is mandatory. Following day's Lunch Detention requirement determined by success of point sheet from previous day (80%).
Friday Finale	Tier 3 Students are <u>not</u> allowed to sit with general student population during Friday Finale
General areas	Tier 3 Students will sit in a closely supervised area in the morning before Tier 1 and Tier 2 Students are dismissed to classes. A Tier 3 student's hallway access is restricted to after the Tardy Bell has rung. The student will proceed promptly to their next class after hallways are clear.

LiveSchool

How LiveSchool Works:

- **Points for Positive Behavior:** Students earn points for demonstrating our school's core values, like showing respect, being responsible, and working hard. We love to see those points add up!
- **Points for Behaviors Needing Improvement:** Just as students earn points for positive actions, they can also receive negative points for behaviors that go against our school's expectations. This helps us track patterns and provide targeted support.

Addressing Behavior: Our Support System

We believe in supporting our students and working together with families. Here's how we address behaviors that accumulate negative points each month:

Number of Negative Points	Intervention
10	1:1 meeting with Administrator
15	Administrator call home with student*
20	Minor Office Referral

Points reset each month for interventions, but continue to show on student's overall dashboard for the year

Restorative Opportunity

Once a student reaches 15 negative points during a month's time, they will be offered the opportunity to complete a restorative project to erase 5 negative points for that month. This project will be designed to help students think about their actions, understand the impact, and plan for positive changes.

Only offered once per 9 weeks

Examples of Projects	
Social Skills Lesson	Reflective Journaling
Restorative Circle	Mediations
Community Service	Reflective Letters
Mentoring	Teaching others

Discipline, Classroom Management, and Safety

WCMS SBDM Policy #603-10

PURPOSE

This policy:

1. Provides the basic expectations and responsibilities for our school to be a safe, happy, productive learning environment.
2. Addresses the legally required components for the school council policy.

BELIEFS

1. Every individual in the school community has value.
2. The approach to discipline in our school is not to catch and punish students, but to help students learn from mistakes, solve problems, and handle disagreements in a way that is consistent with being a productive member of society.

RESPONSIBILITIES

Principal is responsible for:

1. Modeling and promoting a respectful, kind learning and work environment.
2. Disseminating and interpreting the behavioral and discipline standards and guidelines of the district and school.
3. Ensuring that all staff and students adhere to the District Code of Conduct.
4. Providing support and guidance to teachers in the implementation of the district and school behavioral and discipline standards and guidelines.
5. Working with parents and guardians when issues arise that involve behavior and/or discipline of a student.

Teachers are responsible for:

1. Modeling and promoting a respectful, kind learning and work environment.
2. Clearly establishing classroom standards of conduct that:
 - a. include clearly defined consequences when standards are not met,
 - b. are communicated to parents,
 - c. are posted in plain view of the students in the classroom, and
 - d. are reviewed with students during the first two weeks of school and taught and retaught throughout the year.
3. Ensuring that:
 - a. Teacher-student interactions demonstrate general caring and respect
 - b. Interactions among students are generally polite and respectful.
 - c. Disrespectful behavior among students is responded to successfully in a polite and respectful but impersonal way.
 - d. Students are engaged during small-group work.
 - e. Classroom routines work efficiently and function smoothly including smooth transitions between large and small-group activities

- f. Students are held to the classroom standards and appropriate consequences are issued when the standards are not met.
4. Frequently monitoring student behavior including effective responses to student misbehavior as well as acknowledgment of good behavior.
5. Making sure the classroom is safe, that all students can see and hear, and that the room is arranged to support learning/instructional goals and activities.

Counselors are responsible for:

1. Modeling and promoting a respectful, kind learning and work environment.
2. Providing support and guidance to help students and parents understand, correctly interpret, accept, and follow the behavioral standards and guidelines of the district, school, and classrooms.
3. Providing support and guidance to teachers in the implementation of classroom management techniques and strategies.

Students are responsible for:

1. Exhibiting respect for school staff, students, families, visitors, and themselves.
2. Interacting with peers in a polite and collaborative way.
3. Expending effort to complete work of high quality.
4. Accepting and following the behavioral standards of conduct expected by the district, school, and each classroom.
5. Asking for help when they do not understand the behavioral expectations or feel that they are unable to comply.

Parents and Guardians are asked to:

1. Contribute to a respectful, kind learning and work environment.
2. Become familiar with documents related to district and school standards of behavior and discipline and ask the school questions when they do not understand language or details in these documents.
3. Work with the school when issues arise involving their child's behavior or consequences given to their child by the school or teacher.

DISCIPLINE AND CLASSROOM MANAGEMENT TECHNIQUES

In addition to the following the District Code of Conduct and our School Safety/Emergency Plan, we have adopted the following:

- WCMS Behavior Expectations (Appendix A - page 6)
- WCMS Problem Behavior Flow Chart (Appendix B - page 7)
- WCMS Minor Problem Behavior - Definitions and Consequences (Appendix C - page 8)
- WCMS Major Problem Behavior - Definitions and Consequences (Appendix D - page 9)
- WCMS Crisis Problem Behavior - Definitions and Consequences (Appendix E - page 10)
- Tier 2 & Tier 3 Behavior Interventions (Appendix F - page 12)

BULLYING

1. Student Behavior

- a. In order to prevent the disruption of the educational process and the ability of all students to take advantage of the educational opportunities offered at Washington County Middle School the following student behaviors as defined by law will not be tolerated:
 - i. Hazing
 - ii. Bullying
 - iii. Taunting
 - iv. Menacing
 - v. Intimidating
 - vi. Threatening behavior
 - vii. Verbal or physical abuse of others
 - viii. Using lewd, profane, or vulgar language

This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods.

These provisions should not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

2. Violations and Reporting

- a. Students who violate this policy will be subject to appropriate disciplinary action as outlined in the District Code.
- b. Students wishing to report a violation or who believe they are victims may report it to any staff member of Washington County Middle School who will take appropriate action as defined by the Code. Staff will refer the report to the principal (or designee) for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.
- c. When a complaint is received that does not appear to be covered by this policy, the administrators will review other policies that may govern the allegations and take appropriate action.

3. Retaliation

Other students and employees shall not retaliate against a student because he/she reports violation of the Code or assists or participates in any investigation, proceedings, or hearing regarding the violation. The Superintendent (or designee) shall take measures needed to protect students from such retaliation.

As provided in the Code, students who believe they are victims of these behaviors will be provided with a process to enable them to report such incidents to personnel for appropriate action.

DISTRICT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

1. Distribution to Students

Washington County Middle School will follow the Washington County Code of Acceptable Behavior and Discipline.

During the first week of school, the principal (or principal's designee) will:

- a. Provide each student with access to a copy of the District Code of Conduct.
- b. Require each student to return a signed Acknowledgement Form from his or her parent or guardian showing that the parent or guardian has seen and reviewed the Code.
- c. Follow-up as needed with any student who has not returned the signed acceptance, or assign other staff members to do so.

The principal (or principal's designee) will follow steps 1 – 3 above for all students new to the school during the year.

2. Communication with Shareholders

By the end of the first week of school, the Washington County Code of Acceptable Behavior and Discipline will be posted at the school, referenced in our school handbook, and provided to all school employees, parents, and legal guardians, or other persons exercising custodial control or supervision of students including those students who enroll during the school year.

SCHOOL SAFETY/EMERGENCY PLAN

Our school will maintain a School Safety/Emergency Plan as required by state law. Our school coordinates the ongoing development and annual review of that plan with the district office and local authorities.

Wellness Policy

WCMS SBDM Policy #603-30

Washington County Middle School is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

To accomplish these goals:

Nutrition

- Nutrition education will be integrated into other areas of the curriculum such as math, science, language arts, and social studies.
- The school cafeteria serves as an area to allow students to apply critical thinking skills taught in the classroom.
- Nutrition education will involve sharing information with families and the broader community to positively impact students and the community.
- The child nutrition program will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and learn well.
- The school will strive to increase participation in the available federal Child Nutrition programs – school breakfast, school lunch, after-school snack and summer food service programs.
- Students will be encouraged to start each day with a healthy breakfast.

Eating Environment

- Students will have at least 10 minutes for breakfast and 20 minutes for lunch.
- The cafeteria service area is large enough to prevent students from having too much time waiting in line.
- Dining area is attractive and has enough space for seating students at scheduled times.
- Drinking water is available for students at meals.

Food Safety / Food Security

- All foods made available on campus comply with state and local food safety and sanitation regulations
- For the safety and security of the food, access to food service operations is limited to the nutritional staff and other personnel authorized by the principal.

Beverages

- Students will be permitted to bring **water only** in a container with a lid that is spill proof to be consumed during class time.
- Students will not be permitted to bring soda or energy drinks to be consumed anytime during the school day.
- Soft drinks will only be allowed for classroom celebrations and special occasions at the discretion of the classroom teacher.

Physical Activity

- Each student will participate in physical education classes.
- Appropriate accommodations in physical education classes will be made for students with special needs.
- Students will not be deprived of physical education classes as a consequence for behavior or academic performance.
- Physical education courses will be in an environment in which students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge.
- A state certified physical education instructor teaches all physical education classes.
- Physical education includes the instruction of individual activities as well as competitive and non-competitive sports to encourage life-long physical activity.
- Adequate equipment is available for all students to participate in physical education.
- Physical activity facilities are safe.

- Teachers will make reasonable efforts to avoid periods of more than 30 minutes of student physical in-activity. When possible physical activity will be integrated into learning activities.

Policy Implementation

The provisions of this policy will be implemented to comply with provisions required by federal law, state law, and local board policy. If any specific requirement does not fit with those rules, the principal will notify the council so that the policy can be amended.

Policy Evaluation

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Academic Intervention Policy

WCMS SBDM Policy #603-23

Will be assigned by individual teachers if students are consistently not completing academic assignments. Prior to assigning Academic Intervention, teachers will give at least one more day for students to turn in missing assignments and contact parents.

Students will serve their assigned intervention on:

Thursdays: 3:00-4:00 p.m.

The teacher that assigns the academic intervention will be responsible for organizing and providing the class work that is to be completed by each student.

If the student does not attend Academic intervention or refuses, the teacher will contact the parent and document in Infinite Campus communications.

Cell Phone and Other Electronic Devices

WCMS SBDM Policy #603-33

Cell phones and other electronic devices (smart watches, smart glasses, etc) are not allowed during the school day (7:25 - 3:30). If students still choose to bring a cell phone to school, they must have it turned off and in their back pack or locker. This does not apply to students with a medical plan on file with the school nurse that requires the use of a device for health monitoring purposes.

1. First Offense: Staff will confiscate the device for the remainder of the school day and issue a warning.
2. Second Offense: Staff will confiscate the device for the remainder of the day and the student must turn the device into the office on arrival each day for three days and it will be returned at the end of the school day.
3. Third Offense: Staff will confiscate the device for the remainder of the day and a parent will be called to come and pick up the device. The student must turn in the device to the office each day on arrival for five days and it will be returned at the end of each school day.
4. Fourth and Subsequent Offenses: Staff will confiscate the device for the remainder of the day and a parent will be called to come and pick up the device. The student must turn in the device to the office each day on arrival for the remainder of the year and it will be returned at the end of each school day.

Earbuds, headphones, and other listening devices will not be permitted to be used or visible during the school day except for instructional purposes. This does not apply to students with a medical plan on file with the school nurse that requires the use of a device for health monitoring purposes.

If a student is found guilty of abuse of the electronic device/media policies they will be required to turn their device in to the office each morning upon arrival and will be returned to them at dismissal of school.

Chromebooks

Chromebooks will be assigned to all students. Any damage or loss of items, intentional or accidental, will incur a \$25.00 repair fee. If the item can't be repaired, the student is responsible for the full replacement cost of the item.

Getting Support for Chromebook Issues

1. Complete the Student Chromebook Tech Support form and turn in your damaged Chromebook.
2. If needed, check out a temporary device from the WCMS office.
3. If a fee is owed, the bill must be paid before the device is returned. If the fee has been paid or no fee was owed, the device will be returned to you once it is repaired.

Grading Policy

WCMS SBDM #603-05

GRADING SCALE

90-100 = A

80-89 = B

70-79 = C

60-69 = D

Below 60 = F

- There are four grading periods that are nine weeks each
- Teachers will record at least one grade per week into Infinite Campus
- Weights of grades in Infinite Campus
 - Formative Assessments: 30% (homework, classwork, quizzes, etc)
 - Summative Assessments: 70% (Tests and Major projects)

STANDARDS BASED UNIT ASSESSMENTS

Assessments are created in each content area that will measure a student's mastery level for each standard.

Each target or standard is assessed by a percentage:

- Mastered: 80% or above correct
- Partial Mastery: 60-79% correct
- Not Mastered: 0-59% correct

Students may retake portions of the unit tests that they do not score at the mastery level. Students may have a period of reteaching for each standard they do not master prior to retesting.

Student Assignment Policy

WCMS SBDM #603-08

CRITERIA FOR STUDENT ASSIGNMENT TO CLASSES AND PROGRAMS

The principal (or designee) will assign students to classes and programs in a manner that will:

1. Take each student's developmental and academic needs into account.
2. Facilitate the implementation of our school improvement plan.
3. Students will be placed within Advanced courses by meeting the criteria within the Advanced Class policy.
4. Meet the requirements for state class size caps and class sizes*
5. Comply with the state laws for class size caps and teacher caseload maximums for special classrooms*

**In extenuating circumstances, SBDM councils can decide to exceed class size caps.*

PRIVACY RIGHTS

Information about students under the Rights to Privacy Act shall be held in confidence by the administration and staff during the student assignment process.

PARENT REQUESTS

Parent/guardian requests should be submitted only if there are unusual academic, social, or emotional circumstances. The requests will be considered on a case-by-case basis by the principal and counselor, and decisions will be final.

CLASSROOM ASSIGNMENT PROCEDURES

Starting in March, the following procedures will be followed for assigning students to classes:

1. With teacher input as necessary, students will be randomly assigned to classes by the principal(s)/counselor(s) (or designees).
2. Once students are assigned to classes, the teachers may be asked for further input and adjustments may be made, if necessary.
3. The target date of completion of all students being scheduled into classes will be June 30th.
4. Notify parents and students of schedules for the upcoming school year by the yearly Back to School Open House/Back to School Bash.
5. Changes in the student schedules will be handled on a case-by-case basis by the principals/counselors (or designees) with input from teachers and/or parents, if necessary.

As much as possible, participation in one course should not prevent students from having an opportunity to participate in arts, vocational, language courses, etc.

Promotion/Retention Policy

WCMS SBDM #603-21

It is the goal of WCMS to ensure that students excel to their highest ability and move on from grade to grade with the proper knowledge that will ensure future success of students not only in WCMS, but also at WCHS and real-life situations.

Students will be promoted to the next grade level based on the following criteria:

- May only fail two class subjects in average of the four grading periods.

A student shall be considered passing a class for the year based upon:

- The cumulative class average for that particular class at the end of the year.
 - o The class average at the end of each 9 weeks will be totaled and divided by 4 to see if a student has passed that class for the year, as defined in the grading policy.

Students will be notified of promotion/retention no later than June of the current school year.

Note: WCMS Site Base Council reserves the right to alter promotion requirements based on school schedule, district standards and/or state standards.

Each school year, the promotion/retention policy will be re-visited, by the Academic Performance Committee, and revised to meet upcoming school year standards.

Accelerated Courses Policy

WCMS SBDM #603-25

Each year, our school will offer advanced courses that meet our students' learning needs. That could include courses that:

- move students toward success in a core curriculum of Advanced Placement, International Baccalaureate, dual enrollment, or dual credit or similar, and/or
- are already at a college-level

These courses:

- will be accessible to all students who have a reasonable chance of being successful in the class and will be offered at our school, online, or through arrangements with a nearby high school
- may be offered for high school credit

The principal (or designee) will make the necessary master scheduling and student assignment decisions to make the courses available.

STUDENT ASSIGNMENT

All students may take advanced courses. They may establish that they have the level of skill to be assigned to an advanced course by any of the following criteria:

- Student's class average in that subject from the previous school year.
- Distinguished/Proficient scores on diagnostic (ex. iReady, MAP)
- Achievement on statewide assessments
- Gifted/Talented Identification
- Teacher Recommendation
- Parent/Family Recommendation
- Additional methods included in the WC Board of Education advanced plan or policy

*Note: classes cannot exceed staffing allocations

Students who want to take the class but don't meet the criteria above may take the class after meeting with the guidance counselor. The purpose of the meeting will be to discuss and plan the support the student might need to be successful in the class.

RECRUITMENT

We will encourage all students to prepare for and take one or more college-level courses and/or advanced courses.

Homework/ Classwork Intervention

WCMS SBDM #603-26

1. Can be assigned week on Monday-Thursday and can be returned before or on Friday of the same week.
2. Can be assigned by the four core content areas: Math, Language Arts, Science, and Social Studies.
3. Students will be able to complete the homework by spending no more than 60 minutes per day (non-school hours), Monday - Thursday.

Purposes and Guidelines for assigning homework

- Assign purposeful homework. Legitimate purposes for homework include introducing new content, practicing a skill or process that students can do independently but not fluently, elaborating on information that has been addressed in class to deepen students' knowledge, and providing opportunities for students to explore topics of their own interest.
- Design homework to maximize the chances that students will complete it. For example, ensure that homework is at the appropriate level of difficulty. Students should be able to complete homework assignments independently with relatively high success rates, but they should still find the assignments challenging enough to be interesting.
- Involve parents in appropriate ways (for example, as a sounding board to help students summarize what they learned from the homework) without requiring parents to act as teachers or to police student's homework completion.
- Carefully monitor the amount of homework assigned so that it is appropriate to students' age levels and does not take too much time away from other home activities.

Bell Work

WCMS SBDM #603-27

STUDENT RESPONSIBILITY

Students will be required to complete bell work at the start of each class. It is the students' responsibility to begin working on the assigned bell work as soon as he/she enters the classroom and be ready to review with the teacher within the first five minutes of class.

TEACHER RESPONSIBILITY

Teachers will be required to provide copies of or post bell work somewhere in their classroom for all classes. It is the responsibility of the teacher to use bell work in a consistent manner and monitor that all students are completing this in a timely manner.

Extracurricular Policy

WCMS SBDM #603-11

WCMS supports and encourages extracurricular programs that will help students grow in self-esteem, self-respect, team spirit, and self-discipline.

School and District policies are in effect at all school-sponsored activities and events - violation of these policies may result in suspension from attending/participating in further activities and events scheduled for that school year.

PROGRAMS OFFERED

The following extracurricular activities will be provided, upon appropriate sponsorship of activity:

- Athletics - Cheerleading, Basketball, Football, Volleyball, Softball, Baseball
- Student Clubs
- Academic Organizations - Academic Team, STLP, BETA

*This list is not exhaustive and other programs may be offered.

STUDENT PARTICIPATION

Students will be eligible to participate in extracurricular activities if they:

1. Attendance:
 - a. Must attend school for ½ day on the day of the event or preceding day if event is on Saturday or Holiday
 - b. 6 unexcused absences may prohibit students from participating in activities.
 - c. Students may be reinstated after a sponsor, student, and parent conference with the principal (or designee) to determine process and time for future participation.
2. Citizenship

- a. Plan shall be determined by each extracurricular sponsor on criteria for holding students accountable for behavior both in school and while participating in the extracurricular activity. The plan must be written and submitted to the Principal or Athletic Direction prior to the start of the school year or season.
3. Academics
 - a. Students will become ineligible with one “F” at weekly grade check, midterms, or end of 9-week grading period.
 - b. Reinstatement for participation will be determined at the next grade check. Ineligibility runs from Monday - Sunday - Weekly grade checks reviewed on Monday’s for the following week.

COACHES AND SPONSORS

Each extracurricular activity will be led by an adult coach or sponsor who meets any applicable requirements set in law, designated in school board policy for non-faculty employees, and by the sponsoring or governing organizations. The coach, sponsor, or other approved personnel will be responsible for personally supervising or ensuring that all students are supervised by an adult while they are participating in an activity, including practice time and travel time where applicable.

Each coach or sponsor or volunteer who needs to communicate electronically with students enrolled in the school district will exclusively use the district-designated, traceable communication system.

PROGRAM EVALUATION

Our extracurricular program will be evaluated through the needs assessment process for updating our school improvement plan.

Dress Code Policy

WCMS SBDM #603-14

At WCMS we believe student dress should be conducive to a positive school environment, not disturbing others or attracting attention unnecessarily. Appropriateness and moderation in all things, concern for health and safety of students, and avoidance of distractions to educational processes are the guiding principles of the student dress code. The Principal/Designee will assume responsibility for ruling on specific items of clothing and general appearance. Dress code will be routinely checked each morning. Violations of the dress code are at the discretion of the building administrators.

Pants –

- Pants may have holes, rips, cuts, and tears, but no skin may be seen 6 inches above the knee. Clothing may be worn underneath to cover the skin or a patch can be used.
- Must be worn at the waist, and fit properly
- No undergarments may be visible
- Sleepwear and/or house slippers will not be permitted
- Yoga pants, spandex, and leggings are permitted as long as not see through.

Skirts / Shorts / Capri-

- Must follow the guidelines for the pants section and be no more than 6 inches above the knee
- Skirts must be knee length even if leggings are worn underneath
- Slits cannot be more than 2 inches above the knee

- Shorts and Capri's are not permitted from Thanksgiving until after March 1.

Shirts –

- Any color or pattern polo shirt, crew-neck t-shirt, or oxford style shirt is allowable. May be long or short sleeve. Shirts must fit properly and cannot be see through material.
- Any shirt that has a button or zipper must be buttoned/zipped up to show no more than 2 inches below their neckline.
- V-Neck shirts also must be no more than 2 inches below their neckline.
- Shirts are **not** required to be tucked in.
- All Shirts must be of sufficient length, below waist line
- No Sleeveless Shirts.
- Sweatshirts, sweaters, and hoodies with or without zippers may be worn over the above described shirts and must fit properly and be worn at waist level.
- Logos and slogans can be worn as long as they are not offensive or refer to alcohol, drugs, weapons, sex or discriminate against race, creed origin, sex, age, religion, or disability.

Coats/Jackets-

- No coats, jackets, vests, or outer garments are to be worn during the school day.
- No Trench coats.
- Zipper sweatshirt hoodies may be worn in the classroom.
- WCMS Team jackets (ex. Cheerleading jackets) may be worn in the classroom

Head Gear-

- Hats, sweatbands, picks, sun visors, hoods, bandannas, scarves, do-rags, costume attire, headphones, earbuds, or sunglasses will not be worn during school hours.

Shoes-

- Wheels on shoes are not permitted.
- Open toed shoes (sandals or flip flops) are not permitted from Thanksgiving break until March 1st

Piercing-

- Earrings are permitted.
- Body piercings are limited to studs or small hoops.

Body Art-

- Tattoos should not be showing.
- No drawing on skin creating body art in any form

Accessories-

- Gang related attire such as raised pants leg or gang/cult symbols will not be permitted. (Gang attire is defined as clothing or style that worn by an individual or group that makes that individual or group distinguishable from others, in which violence and disrespect for authority is glorified.)
- Spiked accessories, chains (including on wallets) will not be permitted. Necklaces are permitted within reason.

****Schools are educational institutions and no extreme forms of personal appearances will interfere with the educational process.

Attendance Policy

WCMS SBDM #603-16

Students shall attend school on a daily basis in order to receive the full amount of instructional time that will help them become self-sufficient individuals.

EXCUSED ABSENCES

The following reasons will be considered excused absences: (All notes must be presented to the attendance clerk within two (2) school days after student's return.)

1. Illness of the pupil, including mental or behavioral health. For chronic illness, one doctor statement may be sufficient. (Parents and guardians need to contact the building Principal if this case exists)
2. Medical or dental appointments that cannot be made up after school hours. Must bring in statement from doctor confirming date and time;
3. Serious illness in the immediate household (Principal's discretion);
4. Order of a court;
5. Death in immediate family. (Limit three (3) days except for extenuating circumstances.);
6. Family emergency (Principal's discretion);
7. Natural disaster or emergency beyond control of student;
8. College days. Pre-approved by school official and verification of trip by college or tech school.
9. School-sponsored trips are not absences as they relate to the attendance policy. Students are required to make-up missed work;
10. Documented military leave;
11. One (1) day prior to departure of parent/guardian called to active military duty;
12. One (1) day upon the return of parent/guardian from active military duty,
13. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave, or
14. Test administered by school counselors or colleges. Documentation of attendance necessary
15. Driver's license or driver's permit test. (1/2 day each; limit one)
16. Pre-arranged educational family trips may be excused at the discretion of the Principal. (Students must be passing all subjects, have fewer than six (6) absences and none unexcused, student report or project required which reflects the educational value of the trip.) Two (2) day maximum;
17. Students participating in any of the page programs of the General Assembly;² or
18. Students must be in attendance for more than one-half day of the day to be allowed to attend or participate in any extra/co-curricular event.

EXCUSED ABSENCES WITH PARENTAL NOTE—LIMIT 6 DAYS

1. Student is sick and brings a note from parent
2. Student is sick less than 2 days can use parent note, over 2 days requires doctor's note
3. Funeral attendance of extended family

EDUCATIONAL ENHANCEMENT OPPORTUNITY

In accordance with WCBOE Policy 09.123, students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value.

TRUANCY

In accordance with WCBOE Policy 09.123, after 5 unexcused absences the student/parent will be sent a final notice stating that further unexcused absences will result in court charges being filed against the parent/student.

MAKE-UP WORK

Students are required to make-up work (for credit) from unexcused absences. The student and teacher will work together to see that the work is completed in a reasonable amount of time. The Principal or Designee has the final say on any excused absence.

Early Sign Out

Students may be checked out at any time with a valid reason. Person checking the student out **MUST** be on the student emergency form and sign the student out in the office. The Attendance Policy will go into effect upon sign out.

Lockers

- Lockers will only be assigned to those that request one.
- Lockers are not to be shared unless authorized by the Principal.
- Lockers are subject to random searches and/or inspections
- No personal locks are allowed on lockers.

Backpacks

Students will be permitted to use backpacks throughout the school day.

Medication

Over-the-counter medication and prescription medication **must** be registered in the office and kept in the Nurse's office. School personnel that have been trained will administer the medication. No over the counter medication will be allowed with verbal permission. All HKC forms must be completed before this is administered.

Visitors

- Parents and community members are welcomed to visit our school
- All visitors must report to the office immediately when entering the building to sign in and provide valid identification.
- Any visitor who disrupts the educational process will be asked to leave.

Transportation

- Your child will only be allowed to board the bus they are assigned to unless they have written permission from a legal guardian that has been approved through the school office.
- Refer to the District Rules and Regulations for Bus information.

Outstanding Debt Policy

WCMS SBDM #603-24

PURPOSE

To ensure that students understand the responsibility they have when using school textbooks, library books, athletic uniforms, and other items/services.

Any student who owes money due to the following reasons:

- Overdue Library book (5 cents per school day)
- Lost/Damaged Library book (fee- determined by the media specialist)
- Lost/Damaged Textbook (replacement of textbook, or \$50.00 fee)
- Lunchroom Charges (fee- determined by food service director)
- Lost/Damaged Athletic uniforms (fee- to be determined by cost of replacement)
- Chromebook fees

Will be penalized by the following until said amount is paid:

- No extracurricular activities
- No participation in 8th grade ceremonies or honors ceremonies.
- Any non-academic WCMS sponsored event

*If reasonable means are being made to repay the outstanding debt, the Principal has the discretion to waive any or all penalties.

Dance Policy

WCMS SBDM #603-32

Academic Eligibility

- Must be currently passing all classes
- Student must be in attendance at least half of the school day on the day of the dance

Behavior Eligibility

- Any student with 2 or more office referrals for discipline since the last scheduled dance will be ineligible.
- Any student serving ISS or OSS since the last dance will be ineligible for the upcoming dance.

Procedures for the Dance

- Forms will be given to any student that is eligible to attend the dance; the forms will be given to students at least 3 days prior to the dance from the office. In order for a student to enter the dance they will be required to have the form in hand. If they do not have the form they will not be permitted to enter the dance. Students will be permitted to pay for admittance at the door
- As parents arrive in our parking lot to pick up their child, a staff member will be in the parking lot to release the students. Students will be permitted to walk home with a signed permission form from their parent.
- Cameras and cell phones will be permitted at school dances.

Dances Offered

- Fall
- Spring

Dress Code for Dances

Students will follow the school dress code

ParentSquare

The Washington County School District uses ParentSquare for school communication, primarily with email, text and app notifications. ParentSquare automatically generates an account for each parent, using their preferred email address and phone number. We encourage parents to access their accounts so they can download the mobile app and update their preferences on when and how they are notified.

Here's what you can do with ParentSquare:

- Receive messages from the school via email, text, or app notification
- Choose to receive information as it comes or all at once with a daily digest at 6:00 p.m.
- Communicate in your preferred language
- Comment on school postings to engage with your community
- Participate in group messages
- Sign-up for parent-teacher conferences
- Sign forms & permission slips, receive report cards, sign up to volunteer and more all from your desktop or mobile device

Opt-Out:

You can opt-out at any time. Download, fill out and submit the document located at the WC District website (www.washington.kyschools.us)

SB 181 Information

In accordance with SB181 (Traceable Communications), if you wish for your student to communicate outside the WC BOE allowable communication platforms with any school staff or volunteers, you must complete the SB181 waiver online at the district website or turn in a paper copy to the WCMS front office. If you have questions or concerns about SB 181 or waivers, please reach out to WCMS.

Parent and Family Engagement Policy

WCMS SBDM #603-19

WCMS SBDM is committed to getting parental and community involvement.

Mission: WCMS students, staff, parents and community work together to provide a safe and positive learning environment for all students. Working as a team will enable us to reach our vision of Expecting Greatness and Commanding Excellence for all.

DEFINITION OF A PARENT

The legal definition of a “parent” is a parent, stepparent, guardian, or foster parent of a student or a person who has legal custody of a student pursuant to a court order and with whom the student resides.

For the purpose of this policy, we will use the term “parent” to encompass all diverse family situations.

In order to achieve increasing outside involvement, we commit to the following:

- Sharing clear information about each student’s progress with parents.
- Offering practical suggestions to parents on how they can support student learning at home.
- Making representative parents and community member’s full partners in our decision-making.
- Facilitating the involvement of our parents with limited English proficiency, parents with disabilities, and parents of migratory students.
- Seeking and supporting adult volunteers to work with and inspire our students, as well as making every effort when legally appropriate to accommodate the involvement of adults other than parents who are already involved in a student’s life.
- Offer meetings/events at various times with services related to parental involvement

We will honor these commitments through a school-parent compact. During an annual meeting with parents, we will review the compact with parents, ask for input and then revise, if necessary, the compact.

School-Parent Compact

WCMS SBDM #603-20

Washington County Middle School in its quest to attain excellence has been designated as a Title 1 school. This means that we are provided federal money, which is based on free/reduced lunch participants, to be used for instructional purposes. During the annual Title 1 meeting held at the beginning of each school year you will be notified of how WCMS is utilizing their current Title 1 funds. It is the goal of the Title 1 program to develop a partnership with the parents and community that will improve student achievement.

Following are the responsibilities for the school, the parents and the students.

SCHOOL RESPONSIBILITIES:

WCMS will:

- Provide high-quality curriculum and instruction in an effective, supportive, and safe learning environment that enables the students to meet Kentucky’s academic standards.
- Provide information on the content standards students will learn each year.
- Provide parents with midterm reports at the midpoint of each quarter.
- Provide student report cards at the end of each quarter.
- Hold Open House yearly at the beginning of the school year where this compact will be discussed as it is related to the individual student’s achievement.

- Host 6th grade Orientation- Where this compact will be discussed as it is related to the individual student's achievement,
- Hold Parent-Teacher conferences during the year. Opportunities will be provided for the student to participate actively in sharing information on his or her progress with his or her parents during the conference.
- Provide parents contact information for reaching staff including: email address, telephone numbers, planning times, opportunities for individual conferences.
- Weekly Informational Folders –weekly folders will be sent home to ensure constant communication with our school families.
- Utilize the One Call system to inform and remind parents and students of upcoming activities and events.
- Utilize the school / district web page, monthly newsletter and Facebook to provide current school information.
- Support an active PTO, if one is in place.
- Educate teachers, specialized instructional support personnel, principals and other school staff on the value and utility of contributions of parents and how to reach out, communicate, and work with families.

Provide parents the opportunities including but not limited to:

- Observing their child's classroom activities when appropriate and/or scheduled.
- Tutoring
- Assisting with classroom activities that require more than one adult.
- Serving on our decision-making committees
- Joining our PTO and participating in its efforts to strengthen our school, if one is in place.
- Volunteering along with other concerned members of our community in other areas as needed. (Ensure that all adult volunteers working in our school and with our students are subject to board policy and state law regarding criminal record checks, as applicable.)

The Family Resource/Youth Service Center will share responsibility for student achievement by:

- Surveying families to learn what services and activities would most help them support their children as learners.
- Offering a well-planned, well-publicized menu of activities and programs to meet those needs.

PARENT RESPONSIBILITIES

Parents are asking to:

- Monitor and encourage attendance and arrival to school on time.
- Become familiar with and support the school and individual classrooms' homework policies and show interest with questions about and comments on the schoolwork their child brings home.
- Make sure homework is completed.
- Assist their child with time management.
- Participate, as appropriate, in decisions relating to their child's education.
- Stay in close communication with teachers and the school about their child's education by promptly reading all notices and surveys from the school or the school district and responding as necessary.
- To the extent possible, volunteer, serve on the school council or a committee, attend SBDM meetings, and comment on draft policies and plans as they are made available.

STUDENT RESPONSIBILITIES

With support from parents, students are asked to:

- Attend school as regularly as possible.
- Follow school and classroom behavior expectations.
- Bring necessary materials to school and to class.
- Complete and turn in all assigned homework.
- Give parents or the adult responsible for them, all notices and information received from the school.

- Write down assignments and due dates before leaving class.
- Recite and adhere to our school PRIDE pledge daily: I promise to persevere through challenges, respect others and show kindness, act with integrity, and remain determined for excellence. Pride in who I am, Pride in where I am going, Pride in being a General General's First, Commanders Forever"

VOLUNTEERS

WCMS welcomes volunteers! Any parent or family member wishing to serve as a parent or family volunteer in the school must complete the Volunteer application process as defined by the Washington County Board of Education.