

**WALKER-GRANT MIDDLE SCHOOL
HANDBOOK FOR SCHOLARS
2019-2020**



**ONE LEARNING LANE
FREDERICKSBURG, VIRGINIA 22401
(540) 372-1145**

www.cityschools.com

WALKER-GRANT MIDDLE SCHOOL MISSION STATEMENT

Walker-Grant Middle School will provide a learning environment that promotes **R**espect, **O**rders, **A**chievement, and **R**esponsibility and sets high expectations for all learners. Scholars, parents, community members, faculty, and staff work in partnership to ensure that scholars are equipped with knowledge and skills to contribute and succeed in an ever-changing local and global community.

FREDERICKSBURG CITY PUBLIC SCHOOLS MISSION STATEMENT

Fredericksburg City Public Schools will provide a quality education that assures opportunity and equity for each scholar. Our motto 'Excellence in Education' embodies a commitment to empower scholars to develop personal responsibility for meeting high academic standards and to become productive citizens in a global society.

ADMINISTRATIVE STAFF

Mr. Justin Woodside
Ms. Keesha Keels
Mr. Stephen Ventura

Principal
Assistant Principal
Assistant Principal

GUIDANCE OFFICE

Mrs. Kimberly Cunningham
Mr. Andrew West
Mrs. Courtney McWhirt

Counselor (A-J)
Counselor (K-Z)
Counseling Secretary

ACADEMIC CLASS SCHEDULES

As mandated by the Virginia Department of Education, all middle school scholars are required to enroll in English, social studies, mathematics, science and physical education courses. Please review the Virginia Department of Education's Standards of Quality (SOQ) for further explanation of these requirements.

ACADEMIC GUIDE

The development of good study habits is important in middle school. Grades will improve and scholars will achieve success when a practical study routine is organized and followed. It is recommended that you allow at least two hours daily for homework and review.

It is recommended that scholars have a regular place to do homework with textbooks and other supplies. Take a break for about 15 minutes after an hour of studying. You should turn off the TV and radio and don't accept phone calls or text while studying. Study the most difficult subjects first. Look over your notes from the day and then skim through the pages of reading before beginning. While reading, pay particular attention to titles, pictures, main headings, lists, questions, and items in bold-faced print.

Upon arrival to class, scholars should be seated as soon as possible. Be prepared and have supplies such as your textbook, notebook and agenda organized. Listen and make eye contact with the practitioner. Make notes about the main ideas discussed. Record important concepts mentioned and explained by your practitioner in your notebook. Look over your notes soon after class and make sure they are complete. Use your agenda on a daily basis to note class and homework assignments, test dates, quizzes, etc.

ALERTS

Sign up for the Fredericksburg Notification system to receive notice of weather-related closings and delays via text message and/or e-mail. You may register to receive notices from any or all of the city schools, Parks & Recreation information, traffic information, etc. Register via the "Fredericksburg Notifications" link on the WGMS web page.

ATHLETICS

Walker-Grant Middle School scholars will have the opportunity to participate in interscholastic sports in the following areas: baseball, girls' and boys' basketball, cheerleading, field hockey, football, softball, girls' and boys' lacrosse, and track. A Virginia High School League physical must be completed to be eligible to try-out for any of the above-mentioned sports.

NO PASS NO PLAY POLICY! Any "F" will deem you ineligible for the grading period. Additionally, athletes shall not have more than one "D" in core academic classes. Core classes are Math, English, Science, and History. For Fall sports, grade requirements apply for the quarter prior to play. If an athlete is dismissed for academic reasons, he/she **may** play in the next season as long as his/her grades meet the eligibility requirements. The athletic director will review each scholar athlete's grades each grading period.

ATTENDANCE POLICY

All scholars are expected to report to school each day unless they are ill or suffer a family emergency. School begins at 7:40 a.m. and dismissal time is 2:40 p.m. Scholars will be marked tardy if they arrive after 7:40 a.m. Scholars who wish to eat breakfast must report directly from the buses to the cafeteria in the morning. Scholars must be regular and punctual in attendance. Regular attendance is expected and is the first step to becoming a successful scholar. Scholars and parents are encouraged to make every effort to maintain an excellent attendance record.

If your child must be absent from school, please call the school prior to 9:00 a.m. A written note of explanation for your child's absence is required within two days of his/her return to school. All scholar absences are recorded as "unexcused" until such written notice is received by the school attendance officer. Scholars frequently tardy and/or who accumulate numerous absent days may be referred to the school attendance office. Please see the section on tardies on page 15.

Scholars should not leave the school prior to dismissal for any reason other than illness, family emergency, a physician's appointment (a doctor's note is required) or legal matter (e.g. court appearance). If your child is picked up prior to 2:40 p.m., he/she may miss assignments and may not receive important information. Scholars are expected to be in school except in cases of emergency or for reasons as explained below.

A. Expectations

A scholar is expected to arrive on time and attend class for the full instructional day. A scholar who is tardy to or leaves early from school may disrupt the learning environment for all. Tardiness to or early dismissals from school will be considered excused for the same reasons listed for absences in Section B. Scholars shall attend school unless

otherwise excused. A scholar who is approved to participate in a school-sponsored field trip or other activity shall be counted as present. The Superintendent or designee must approve exceptions to a full day schedule on an individual basis. Walker-Grant scholars who accumulate **three unexcused tardies to class within a nine week period** will be considered absent in that class. Furthermore, scholars are considered absent if they miss over one third of a class period.

B. Absences

There are times when a scholar is unable to attend school. Each parent or legal guardian shall inform the school each time his or her child is absent for all or part of any day. Schools will make a reasonable effort to notify a parent or legal guardian of each scholar's absence, and a log will be kept of notification attempts. Absences that may be considered excused require receipt of a valid, written note from the parent or guardian within two days and are listed below:

- Illness (For excessive absences, the school may require a note from a physician)
- Medical and dental appointments
- Court appearance
- Death in the family
- Observance of a religious holiday
- Extenuating circumstances as determined by the school administration.

C. Excessive Absences

The Virginia Department of Education has revised the compulsory attendance policy for full day unexcused absences. At every grade level, the school is required to take specific actions once a student has accumulated 5, 6, and 7 full days of unexcused absences.

- At 5 days absent, contact must be made with a parent/guardian for an explanation for the absences and to try and develop a plan to resolve the non-attendance.
- At 6 days absent, an attendance conference with designated school personnel is required.
- At 7 days absent, the Juvenile and Domestic Relations Court will be contacted.

It is important that if your child is absent, you contact the school and notify them of the reason for the absence. The reason for the absence needs to be submitted by either paper/pencil or e-mail. Please communicate all attendance-related information with us in a timely manner so that we can document your child's attendance accurately.

Scholars with sixteen (16) absences (excused or unexcused) may be retained. This decision may be appealed. Scholars may be directed to make up missed days by attending Saturday School, enrolling in Summer School for the entire session, or completing an approved online/correspondence course with commensurate hours.

**Scholars who are enrolled in high school credit courses please refer to the class syllabus.

D. Make-up Work

It is the scholar's responsibility to communicate with the practitioner on the day he or she returns to class to schedule the make-up of missed work. Scholars are expected to make up all work missed within a time period not to exceed the total number of days absent. All missed work that is not made up within the time limit will receive **no higher than a grade of 63**. A scholar whose work earns a **grade below 63 will receive the grade earned**. The principal or designee may consider extenuating circumstances in extending the time limit. Walker-Grant Middle School scholars will be permitted to make up work for excused absences to school. In the event that your scholar will be absent from school (for two or more days) due to illness, work may be requested from the Counseling Department.

E. Release of Scholars

Principals shall not release a scholar during the school day to any person not authorized by the parent or legal guardian. The burden of proof that the release is authorized is on the person receiving the scholar. All schools will maintain a formal checkout system to ensure this requirement is met.

F. Saturday School

Scholars who are excessively absent from school may be required to participate in Saturday School. Attendance at one full day of Saturday School will equal one day of school missed. Saturday School will be offered to scholars on designated Saturdays from **8 A.M. to 11 A.M.** Scholars are to provide their own transportation to Saturday School. Arrangements for Saturday School attendance may be made by contacting the Attendance Secretary at 372-1145.

G. Special Requests

As with any procedures developed for our school, consideration will be given to special requests made in advance by the parent/guardian. **These requests must be made in writing to building level administration at least 3 days**

prior to the time the scholar will be out of school. If approved, assignments will be sent home for the days the scholar will be out of school. All work is to be completed and submitted to the practitioner no later than 3 days after the scholar returns to school.

H. Appeals

Parents may appeal, in writing, an attendance failure within three school days. The Principal, who is a member of the Attendance Committee, will present the written appeal to the Attendance Committee, and parents will be notified in writing of the decision of the Attendance Committee within five school days. The decision of the Committee is final.

I. High School Credit-Bearing Classes

High school credit is awarded for the following classes: French I, Latin I, Spanish I, Geometry, Algebra, and World Geography. Scholars enrolled in these courses must meet the James Monroe High School attendance criteria in addition to the Walker-Grant criteria. The James Monroe High School Attendance Policy specifies that eight absences occurring within a nine-week period will result in an “attendance failure” unless the scholar makes up the absences by attending Saturday School. *Course credit will not be awarded if absences exceed eight days within the nine weeks.*

BACKPACK POLICY

Scholars will be permitted to use a backpack during the school day, including being permitted to carry classroom supplies and assignments between classes. WGMS is not responsible for any lost or stolen items should your scholar(s) carry a backpack or book-bag to class. *No wheeled backpacks of any type are to be used at any time.* Large, oversized backpacks, book-bags and duffel bags must remain in the scholar's locker. We encourage scholars not to overload lockers and backpacks. Scholars will have opportunities to go to their lockers several times a day.

The administration reserves the right to prohibit backpacks from being brought to school at any time to ensure a safe and orderly school environment. For safety and logistical reasons, backpacks and book-bags should only contain materials that are required for instructional activities during the school day. The administration reserves the right to revoke this privilege for a scholar at any time. Backpacks may be searched at any time in accordance with School Board policy.

BELL SCHEDULE

7:15 Students enter from buses to gym/cafeteria					
7:30 Dismissal from gym/cafeteria to lockers/class					
Period 1 (1,2 in PowerSchool)		7:40-8:32 (52 min)			
Class change 8:32-8:36					
Period 2 (3, 4 in PowerSchool)		8:36-9:28 (52 min)			
Class Change 9:28-9:32					
Period 3 (5, 6 in PowerSchool)		9:32-10:24 (52 min)			
Class change 10:24-10:28					
6TH GRADE		7TH GRADE		8TH GRADE	
Lunch (7 in P.S.)		Period 4 (7,8 in P.S.)		Period 4 (7, 8 in P.S.)	
10:28-10:56 (28 min)		10:28-11:20 (52 min)		10:28-11:20 (52 min)	
Class change 10:56-11:00		Class change 11:20-11:24		Class change 11:20-11:24	
Period 5 (8, 9 in P.S.)		Lunch (9 in P.S.)		Period 5 (9, 10 in P.S.)	
11:00-11:52 (52 min)		11:24-11:52 (28 min)		11:24-12:16 (52 min)	
Class change 11:52-11:56		Class change 11:52-11:56		Class change 12:16-12:20	
Period 6 (10, 11 in P.S.)		Period 6 (10,11 in P.S.)		Lunch (11 in P.S.)	
11:56-12:48 (52 min)		11:56-12:48 (52 min)		12:20-12:48 (28 min)	
Class Change 12:48-12:52					
Period 7 (12, 13 in PowerSchool)		12:52-1:44 (52 min)			
Class change 1:44-1:48					
Period 8 (14, 15 in PowerSchool)		1:48-2:40 (52 min)			

BULLYING

We are committed to providing a caring, friendly and safe environment for all so they can work and learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all scholars and parents should be able to report and know that incidents will be dealt with promptly and effectively. Bullying should be reported to a faculty member which includes practitioner, guidance counselor, or an administrator. Scholars should know it is okay to TELL. Scholars may access the Bullying Help Form from the Walker-Grant website. www.cityschools.com/walkergrantmiddleschool/

BUSES

Riding the bus to school is a privilege, which may be revoked if safety and discipline rules are not followed. The school principal may suspend or revoke the riding privileges of scholars and/or take other disciplinary actions for scholars who are disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Scholar Code of Conduct or otherwise endangers the health, safety and welfare of other riders, shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions. Upon arriving, scholars will remain on the bus until advised by the driver. Each afternoon, scholars are expected to report directly to the bus following dismissal. Misbehavior on a school bus will not be tolerated and may result in suspension from riding the bus as well as suspension from school. All school rules apply on the way to and from school via the bus. The school administration or the bus driver may assign scholars seats on the bus as necessary.

All scholars must board the bus at the stop closest to their home. Scholars must then ride the bus to which they have been assigned. A scholar may obtain permission to ride another bus by providing a note from a parent/guardian and getting a bus pass from the office the morning of the day in question. A copy of the bus rules will be presented to scholars at the beginning of the school year.

CAR RIDERS

Car riders will be dismissed after all buses have departed in the afternoon. Parents arriving on the campus for scholar pick-up or drop-off should follow the main access road to the end, forming a line behind the buses.

CARE OF BUILDINGS AND GROUNDS

Walker-Grant Middle School has always exhibited pride in our school buildings and grounds. Every scholar should help to keep classrooms, hallways, and walkways clean and attractive. Scholars are expected to pick up all paper and litter from the classroom floor and hallways at the end of each class period. Please help by doing your part.

CELL PHONES

Cell phone use is prohibited throughout the school day. If cell phones are brought to school, they should be turned off and not visible during school hours (scholars may use cell phones prior to 7:15 AM and after 2:40 PM). Scholars are required to keep these devices off and out of view from other scholars or school personnel during the school day. Walker-Grant is not responsible for lost or stolen cellular phones.

CLASS CHANGES

Scholars are expected to be in class and seated on time. Scholars are encouraged to use the time between classes appropriately. Running in the hallways is not permitted.

CLINIC

A full-time nurse is available to provide health screening and first aid for school related illness and injury. In emergencies, scholars too sick to remain in class or needing temporary first aid may be sent to the clinic with a pass from the supervising practitioner. Scholars must have a pass from a practitioner to report to the clinic. Scholars will not be kept in the clinic unless serious illness is detected by the nurse. In such cases, parents will be contacted immediately.

All medications must be kept in the clinic and must be administered by the school nurse. Scholars must not have any medications in their possession. All requests for medications to be administered at school must signed by a physician. Scholars with asthma are the exception to this rule. Please inquire in the clinic at the beginning of the year for guidance on this subject. You may contact the school at 372-1145 for more details.

CLUBS

WGMS offers a variety of activities, which are intended to complement the academic programs. Club meeting dates and times are set by the sponsors. Scholars must pay attention to announcements and posted notices concerning club activities. A list of clubs will be made available early in the school year. The Scholar Cooperative Association (SCA) is the scholar governing body. Officers are elected each school year. The SCA sponsor will set meeting times.

CODE OF SCHOLAR CONDUCT

Fredericksburg City Public Schools believes that the individual behavior of one scholar should not disrupt the entire learning environment. Each year, the FCPS community receives the division Code of Conduct that details the potential areas of discipline that will be a focus for school administrators for the upcoming year. The Code of Conduct also includes a discipline matrix that serves as a guide for the frequency of disciplinary infractions throughout the school year. School administrators will thoroughly investigate each discipline infraction and determine consequences based on the severity of the infraction, previous disciplinary incidents, etc. Additional information regarding scholar discipline can be found in Policy JFC-Scholar Conduct. Division administrators participate in professional development workshops designed to review discipline data and develop strategies to reduce discipline in schools. Fredericksburg City Public Schools will continue to develop programs to address character development at all levels with the overarching goal of reducing scholar discipline and increasing scholar achievement.

A copy of the Fredericksburg City Public Schools' Code of Scholar Conduct is a separate document which is issued as part of a scholar packet distributed to all scholars at the start of the school year. It contains specific information concerning expectations for scholars. This information will be reviewed during the opening weeks of school each year. Parents and scholars are asked to read this information together.

Scholars are expected to conduct themselves in accordance with these basic responsibilities each day:

- Attend all classes, arriving on time, and being prepared with needed materials.
- Work to his/her potential and complete ALL assignments including homework.
- Follow school and class rules and regulations.
- Refrain from unnecessary talking and disruptive behavior at school, in class, and on the buses.
- Show respect for self, other scholars, practitioners, administrators, and other adults at WGMS.

COMPUTER USAGE AND INTEGRITY

Computers are an important part of the education of each scholar. The following guidelines apply to all computer workstations and labs:

- Scholars will use computers and access information only with permission and under the direction of a practitioner or other school employee.
- Scholars will not make any changes to computer programs or applications unless directed to do so by a practitioner or other school employee.
- Scholars will only use consumable supplies as approved by school personnel.
- Scholars will only use computer software, files, or information which has been authorized and in a prescribed and legal manner.
- Scholars are responsible for the care and proper use of equipment in their use. No food or drink may be consumed around computer equipment.
- Scholars must have an Acceptable Use Agreement signed by both the scholar and parent before they may use the computer.
- Permission to use computer equipment may be denied for violation of the above rules and other infractions of the Code of Scholar Conduct.

COUNSELING OFFICE

The Counseling Office assists scholars with any concerns, which may be related to school, personal adjustment, or planning for the future. There are two counselors at WGMS. Many support services are available to scholars upon request. Scholars, parents, or practitioners may request assistance. Counseling sessions are confidential. Scholars who wish to see their counselor may stop by the Counseling Office to make an appointment or complete an on-line Tiger Help Form on the WGMS website:

www.cityschools.com/walkergrantmiddleschool/

DELIVERIES

Flowers, balloons, gifts, etc. may not be delivered to scholars at school.

DISCIPLINE

If a scholar is unable to manage his/her own behavior and is found in non-compliance with school rules, he/she will be addressed by a practitioner or an administrator. When a scholar fails to respond to a practitioner's efforts to address and correct behavior, he/she will be referred to a school administrator for disciplinary action.

Disciplinary action may include a conference with scholar, a mandatory conference with a parent and scholar, a scholar being assigned detention (lunch or after-school), in-school suspension, out-of-school suspension, or being recommended for a long-term suspension or expulsion, depending upon the severity of the infraction in question.

Possible disciplinary actions are:

- **Warning and Counseling** – This is used where appropriate to assist a scholar in understanding that his/her conduct interfered with the educational process, threatens the rights of others, or is contrary to school policy and needs to be corrected.
- **Behavior Adjustment Center (BAC)** – A “time-out” room. **Before returning to class, a scholar must present a meaningful plan for changing his/her disruptive behavior.** Excessive times in BAC will result in a disciplinary referral and subsequent action.
- **Detention** – Practitioner and/or administrators may detain a scholar after school or during lunch for breaking a school or classroom rule. Scholars may take the activity bus home unless they have lost that privilege. For after-school detention, prior notice will be given.
- **In-School Suspension** – The In-School Suspension (ISS) Center houses scholars who have received a consequence for breaking a school or classroom rule. During ISS time, the scholar is assigned to a classroom for the day and given class work and other assignments to do under the direction of a staff member who serves as the ISS coordinator. Scholars are required to complete all assignments and to comply with all rules while serving in ISS. Failure to complete their assignments may result in additional consequences. Failure to observe ISS rules will result in suspension out of school.
- **Out-of-School Suspension** – A scholar may be assigned out-of-school suspension (OSS) for up to ten (10) days at a time for violation of a school or classroom rule.
- **Disciplinary Hearing** – A scholar who commits a serious violation of the Code of Scholar Conduct or who accumulates an excessive number of referrals, may be suspended by the building administration. A disciplinary hearing may then be called. Disciplinary hearings are serious proceedings where infractions are discussed and consideration regarding alternative scholar placement is made.

SCHOLARS ARE SPECIFICALLY ADVISED THAT THE FOLLOWING INFRACTIONS WILL NOT BE TOLERATED AND MAY RESULT IN DETENTION, ISS OR OSS AND/OR A RECOMMENDATION FOR EXPULSION:

- Fighting; instigating a fight; pushing; shoving; wrestling; horseplay; play fighting; and other types of aggressive or potentially dangerous behavior
- Bullying by exhibiting repeated negative behavior targeting a specific victim. Bullying behavior may include, but is not limited to, threats, verbal and written, physical abuse, or harassment in the form of ethnic or gender slurs.
- Causing or attempting to damage school or personal property
- Conduct that endangers self or others
- Cursing or verbally abusing any person
- Cursing casually
- Violations of dress code
- Disobedience or defiance of any staff members
- Disruption of the school's program or activities
- Possession of any weapon at school, on a school bus or at a school bus stop
- Dishonesty, forgery, and theft
- Selling or trading items without school permission. All items being sold will be confiscated until claimed by a parent.
- Consuming food/beverages outside of the cafeteria (unless given specific permission by an adult)
- Physical display of affection
- Disrespect towards an adult or peer
- Verbal or written threats made directly or indirectly to a person or against the school
- Cheating or plagiarism.
- Possession or use of drugs, alcohol, tobacco or e-cigarettes

In addition, the following are considered either dangerous or illegal to possess in FCPS and will be confiscated: spiked rings; any type of gun (real, look alike, or toy); pistol; shot gun; laser; revolver; rifle; bb gun; air rifle; air soft; dirk; knife; razor; slingshot; spring sticks; blackjacks; brass knuckles; flailing instruments, i.e. nun chucks; chains; any disc of any configuration having at least

two points or pointed blade and which is designed to be thrown (known as a throwing star or oriental dart); fire crackers or fireworks; poppers; radios; “stink” bombs; etc. Failure to comply with these restrictions may result in one of the disciplinary actions listed above.

Scholar may be restricted from school-wide activities upon:

- Excessive trips to BAC in one quarter
- Outstanding obligations such as overdue books, lost or damaged books
- Excessive ISS or any OSS
- Any scholar who participates on an athletic team and is assigned ISS or OSS will be prohibited from participating in the next game and/or contest.

DRESS CODE

Dress guidelines are designed to promote an appropriate standard of appearance that complements the learning environment. Scholars may not wear extreme or potentially disruptive apparel to school.

If there is any doubt about a particular item of apparel, one should probably not wear the item to school. If the item is deemed inappropriate for school, the scholar will be denied entrance to class until appropriately dressed for school. The scholar may be assigned ISS until appropriate attire is available: The following guidelines are established for all scholars:

- Scholars may not wear tank tops (shirts must be shoulder width), fishnet shirts, muscle shirts, tops showing the midriff, low-cut tops, mesh or see-through blouses/shirts, visible undergarments, pajamas, or apparel specifically designed as beachwear.
- Shorts, dresses and skirts must be at least fingertip length when arms are at rest by your side. Biker shorts, athletic shorts, cut-off shorts without a hem, cut-off sweatpants, bathing suit shorts, and boxer shorts may not be worn. The privilege of wearing shorts may be revoked if a scholar fails to adhere to this guideline regarding length of shorts. Leggings are permitted, but the accompanying shirt must be at least fingertip length when arms are at rest by your side.
- Pants must be worn at the waist. Both pant legs should be worn down.
- Scholars may not wear clothing or accessories which suggest or promote sex, drugs, alcohol, tobacco, weapons, violence, gangs, or paraphernalia illegal to minors.
- Hats or headgear may not be worn inside the building. Sweatbands on the head are not permitted. Bandanas are not permitted. A hat may be worn for a religious or medical reason. Written approval must be obtained from an administrator.
- Scholars must wear appropriate footwear at all times. Slippers are not allowed.
- During physical education, scholars will wear school P.E. uniforms (\$15.00). Socks and tennis shoes are necessary apparel for P.E.
- Heavy perfumes/colognes should not be worn, as they can aggravate allergies or asthma for those who suffer from these conditions.
- Winter coats should be kept in lockers. In the event that a classroom or area of the building is unusually cold, practitioners have the discretion to allow scholars to temporarily wear a coat in class, given the conditions.

Dress influences behavior. We encourage scholars to take pride in their appearance and to dress appropriately when attending school and school-sponsored activities. It is inappropriate to wear anything that distracts/disrupts the learning environment or educational process. Repeated failure to comply with these guidelines for appropriate dress may result in disciplinary consequences. **THE ADMINISTRATION RESERVES THE RIGHT TO MAKE THE FINAL DECISION REGARDING THE APPROPRIATENESS OF ANY QUESTIONABLE ITEM OF CLOTHING.**

DRUG/ALCOHOL USE

Scholars shall not use, possess, or be under the influence of drugs or alcoholic beverages while traveling to and from school, while on school premises or at any school-sponsored function. School personnel are required to report immediately to the administration any suspected violation. Offenders will be suspended out of school pending a disciplinary hearing and may also be subject to arrest. In addition, offenders will be required to participate in a substance abuse and awareness program. By law, all drug related cases must be referred to the police immediately. Some violations may result in a recommendation for expulsion.

FEES, FINES, & CHARGES

Policy JN-R

Fees are reduced or waived for economically disadvantaged scholars and scholars whose families are undergoing economic hardships and are financially unable to pay them, including but not limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless. An application for a fee waiver may be obtained from the office at each school.

The consequences for nonpayment of fees include exclusion from the activity related to the fee. No scholar's report card, diploma or class schedule will be withheld because of nonpayment of fees or charges. No scholar will be suspended or expelled for nonpayment of fees or charges.

FIELD TRIPS

Classes are sometimes permitted to take academic field trips. Scholars from these classes will be permitted to attend if they have a signed parental/guardian permission form and their behavior has been acceptable to school administration.

FIRE AND EMERGENCY DRILLS

WGMS conducts regular fire evacuation and emergency drills. When a fire alarm is sounded, scholars are to evacuate the building quickly and in an orderly manner. Scholars must not talk and should remain focused on their practitioner awaiting further instructions. Each room in the school will have a diagram posted showing the proper evacuation route. Scholars should follow their practitioner's instructions. The law requires that everyone move at least 100 feet from the building and remain outside until the "all clear" signal has been given.

GIFTED PROGRAM

Referrals for General Intellectual Aptitude eligibility are accepted throughout the year. Referrals can be accepted from educators, parents/guardians, community members, peers, or scholars themselves. The referral is submitted to the counseling department. Referrals for the Visual and Performing Arts (VPA) Gifted eligibility are accepted twice a year from educators, parents/guardians, community members, peers, or scholars themselves. Referral forms are available to all and can be obtained from and returned to the guidance department. The guidance department also collects the referral forms.

GRADING SYSTEM/REPORTING GRADES

GRADING SCALE:

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

The school year is divided into four nine-week grading periods. All scholars are issued interim progress reports mid-way through each nine-week grading period. Grades reported at this time serve as formal communication of a scholar's progress. Report cards are issued after the close of each nine-week grading period. Report cards become an official part of a scholar's school record. Parents are also encouraged to communicate with their child's practitioners relative to academic progress whenever the need arises. Conferences may be arranged by contacting the scholar's practitioner(s) or the guidance office.

Weight Values of Academic Assignments

Homework	10%
Projects/Class work	30%
Quiz	25%
Tests	35%

Scholars are able to enroll in high school credit classes during middle school. Scholars will be given mid-terms and finals for these classes. Below are the list of classes and credit.

Math	Credits
Algebra 1	1
Geometry	1
World Language	
French 1	1
Latin 1	1
Spanish 1	1
Social Science/History	
World Geography	1

HALL PASSES

A hall pass is required for movement outside of the assigned classroom except during class change times. Scholars must have a hall pass for release from a classroom to go anywhere in the building.

HARASSMENT

The deliberate and persistent intention to irritate, annoy, embarrass, bully, or intimidate another person by any means is considered harassment. Harassment is anything from excessive teasing to physically pushing someone around and trying to frighten him/her. Harassment including sexual harassment is a violation of the Code of Scholar Conduct. Harassment complaints will be handled sternly, quickly and confidentially. Any concern about harassment should be reported to an administrator.

HOMEWORK

The following homework guidelines, in accordance with Fredericksburg School Board Policy, will be followed at Walker-Grant Middle School:

FCPS Homework Regulation

Purpose:

The purpose of homework in Fredericksburg City Public Schools is to:

- Provide pre-learning opportunities to organize new information and generate interest in an upcoming topic or unit of study;
- Provide additional practice for applying new knowledge;
- Provide additional practice in areas of need; or
- Prepare for an upcoming assessment.

Expectations:

1. Homework will only be assigned if it is justified by one or more of the above purpose statements.
2. Practitioners may differentiate homework assignments for individual scholars based on scholars' abilities and instructional needs as needed.
3. Homework will be assigned with consideration given to scholar access to resource materials.
4. Homework will not be used for disciplinary purposes.
5. Homework will not be assigned over school holidays or extended breaks to include Thanksgiving break, the winter holiday, and spring break. During these breaks and/or holidays, students may choose to work on previously assigned long-term projects. However, no assignment or assessment (excluding SOL or MAP) will be required or completed on the first day that students return to class. Exceptions for advanced courses are outlined in expectation number 8.
6. Homework will be assigned in such a manner that the daily amount of time the student spends on all subjects combined will

not exceed the time allotments below:

Grade	Frequency	Maximum Daily Time Allotment
K – 1	Monday – Thursday	20 minutes
2 – 3	Monday – Thursday	30 minutes
4 – 5	Monday – Thursday	50 minutes
6 – 8	Monday – Friday	80 minutes
9 – 12	Monday – Friday	120 minutes

Practitioners will collaborate to ensure that these maximum allotments are not exceeded. Exceptions for advanced courses are outlined in expectation number 8.

- Daily reading for homework is strongly encouraged at all levels, especially grades K – 8. Reading time is included in the maximum daily time allotment for homework.
- Homework given in advanced courses (to include Advanced, Honors, Advanced Placement, Dual Enrollment, and International Baccalaureate Diploma Programme courses) may exceed the maximum time allotment listed in expectation number 5. Practitioners of these courses will consult with their program coordinator and/or supervising administrator to ensure expectations are reasonable. Scholars enrolled in these courses may be expected to complete assignments during holidays and summer break.
- Homework will be coordinated amongst practitioners to minimize overlap of long-term projects/assignments and assessments. Due dates of long-term projects/assignments that may require work outside of school will be clearly communicated in a timely manner.
- Consideration will be given to the amount of homework assigned during periods of standardized testing.
- Homework will be reviewed and returned in a timely fashion with feedback from the practitioner. Grading will count for no more than 10% of the overall grade.

HONOR CODE

Each Walker-Grant Middle School scholar is expected to accept the academic responsibilities associated with his/her classes and to behave in an honorable and respectful manner. Scholars are expected to do their own work and to accept responsibility for the assigned grade. Copying from someone else’s classwork, homework, projects, or tests is not acceptable. Violations may result in a loss of credit for an assignment and any other appropriate consequence. Honor code violations may include cheating, plagiarism, falsification (lying, forgery), or an attempt to do any of these things.

Honor Pledge: “I have neither given nor received help on this work.”
(This pledge will be written and signed on each quiz, project, and test, or as otherwise requested by the practitioner).

HONOR ROLL

A Scholar Achievement assembly will take place at the end of each quarter and at the end of the year. Scholars are eligible for “A” or “A-B” honor roll recognition following each marking period. Scholars may not receive a grade lower than a “B” to be eligible for “A-B” honor roll.

INCLEMENT WEATHER

Decisions to close schools, delay openings, or dismiss early are made by the superintendent. Register for the Fredericksburg Alert system to receive notice of weather-related closings and delays via text message and/or e-mail. A link to the sign up page is located on our website. The city schools’ website www.cityschools.com is updated to reflect school closings as soon as a decision is made, and radio and TV stations are notified. Fredericksburg radio stations (FM stations 93.3, 99.3, 96.9, 101.5, 95.9, and 104.5; AM station 1230) and area TV stations (Channels 4, 5, 6, 7, 8, 9, 83) provide timely information. Be aware, however, that as weather conditions change during early morning hours so may the decision regarding the opening or closing of school.

INTERNATIONAL BACCALAUREATE MIDDLE YEARS PROGRAM

Fredericksburg City Public Schools is an authorized International Baccalaureate (IB) Middle Years Program (MYP)! This means that

all scholars in grades 6-10 will be exposed to a well-rounded variety of concept-based courses (from performing and visual arts to design, science, math and physical education) to develop learning skills in addition to the traditional content. Culminating projects will be completed in grades 8 and 10 where all scholars explore interests and demonstrate learning.

MYP Community Project Description - Grades 6-8 (MYP Years 1-3)

*As a school who offers years 1-5 of MYP, FCPS will ask scholars to prepare for their culminating personal project by completing a community project in year 3 of the program. This long-term project will focus on community and service action and will not be administered through a subject group class. Scholars will gain strength in skills for this task in years 1 and 2 of the program. Then, scholars will be assigned a project supervisor by year 3 and may have the option to work alone, or in small groups of up to three scholars, to plan and execute their year 3 community service project. Scholars are expected to spend **15 hours** on the project in meeting with a supervisor, independent work and reporting on the project. This component will begin for year 3 8th graders in our first year of authorization, 2017-18, and is required to receive internal MYP recognition. For further explanation of the project, reference the [ibo.org MYP projects page](#).*

The community project will include three components: **service as action, a process journal and the presentation.**

1. Types of action include:

- a) **Direct service** that involves people, the environment, or animals. For example-like tutoring or working in a community garden.
- b) **Indirect service** where the scholar does not see the recipients but their actions benefit the community or environment like producing an educational material, improving a website, or organizing a supply drive for a community shelter.
- c) **Advocacy** where scholars promote action on an issue of public importance such as making a resource to prevent bullying or starting an awareness campaign to prevent teen suicide.
- d) **Research** where scholars collect and analyze information to report on a topic to change policy or practice including conducting environmental surveys to protect an aspect of their community or analyzing the most effective recycling practices with the community resources.

2. In the process scholars will identify a goal to address a need in the community, select the global context, research and site sources, develop an action plan, consider ATL skills, document using a process journal, complete an academic honesty form, and practice and present to an audience. The projects will be measured on four assessment criteria:

Objective A: Investigating

Objective B: Planning

Objective C: Taking action

Objective D: Reflecting

3. The culmination must be an oral presentation by each scholar to an audience with 6-10 minutes for individuals and 10-14 minutes for groups of up to three, 3-5 minutes per scholar in the group.

LOCKERS

Lockers are located in the hallways and are assigned to each scholar. Lockers should be locked at all times and combinations should be kept confidential. Although reports of stolen items will be investigated, the school cannot be responsible for scholars' personal belongings. Scholars are responsible for keeping their lockers neat and clean. Lockers may be searched when there is reasonable cause to do so.

LOST AND FOUND

Items that are found should be turned in to the main office.

LUNCH/BREAKFAST REGULATIONS

WGMS participates in the CEP program which makes all scholars eligible to receive free breakfast and lunch. There is no paperwork required for scholars to receive these services for the 2018-2019 school year. Any WGMS scholar must simply go to the serving line to receive a free nutritious meal.

Lunchtime should be a happy, relaxed, and pleasant period of the day. The lunch schedule is designed to afford scholars time to eat and enjoy their lunch. In order for everyone to enjoy their lunch, proper table manners must be used at all times.

The following list of cafeteria rules is provided to help make lunch a pleasant period of the day:

1. Enter the cafeteria in an orderly and timely manner.
2. No running, pushing, or horseplay.
3. The lunch line is to be orderly and single file with no “cutting.”
4. No throwing trash, food, or other items.
5. Scholars are responsible for taking back their own trays and trash to the provided area.
6. Scholars are not permitted to leave the cafeteria for any reason, unless they have a pass.
7. Scholars are expected to remain seated (except for dumping their trays or going to/from the snack line) until dismissed.
8. Keep your lunch area clean for others (scholars are expected to rotate cleaning tables).
9. At the end of the lunch period, scholars should leave the cafeteria in an orderly manner.
10. Scholars should not leave the cafeteria with food items.

No commercial fast food is permitted in the school cafeteria. Bag lunches from home are certainly welcome. Sodas and/or energy drinks are prohibited along with any glass containers. Items such as donuts, cupcakes, cakes, etc. cannot be distributed to scholars in the cafeteria.

MAKE-UP WORK

When a scholar is absent, he/she will be allowed to make-up missed work. It is the scholar’s responsibility to consult with practitioners to obtain missed work. If a parent would like to request missed work for scholars who are absent, please be aware that 24 hours’ notice is requested to give the practitioners time to compile the assignments. If a parent does not send their child to school because of illness, they may call the counseling office early in the morning. The counseling office will attempt to notify the scholar’s practitioners before their planning period, in order to have their assignments available at the end of the school day.

MENTAL HEALTH WELLNESS POSITION STATEMENT

Fredericksburg City Public Schools recognizes the link between scholar health and learning and desires to provide a comprehensive program promoting healthy lifestyles. One aspect of a healthy lifestyle is the area of mental health.

Mental Health is an integral component of scholars’ overall well-being and it plays a major role in their academic successes. Fredericksburg City Public Schools (FCPS) has school counselors and registered nurses in every school to help support scholars. Additional supports for scholars include programs and services related to: bullying prevention, drug and alcohol prevention and self-destructive behavior assessments. Community counseling service resources are also made available to staff and parents to assist scholars and families with various mental health issues.

- Scholars and staff have access to school counselors, nurses, school psychologists and school social workers throughout the division to help promote positive mental health and well-being.
- Various resources and programs are available in schools and in the community to provide assistance to individuals requiring mental health support (i.e.: groups, referrals to community agencies, referrals to individual counseling etc.).
- Individual schools have implemented various bully prevention programs or campaigns.
- Outside agencies provide in-school (therapeutic day treatment) support to qualifying scholars at all levels within the school day.

NON-DISCRIMINATION & 504 ACCOMMODATIONS

The Fredericksburg City Public School Division does not discriminate on the basis of handicapping conditions, sex, age, color, religion, national origin or race in admission or treatment or employment in its programs and activities. Any questions should be referred to Pam Steinkoenig, 200 Gunnery Road, Fredericksburg, VA 22401 or you may contact the Principal of Walker-Grant Middle School.

No otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

If your child has any type of learning or physical problem, he/she may qualify for accommodations under 504 or special education services. Please call the Walker-Grant Counseling Office at 372-1145 if you have any questions or would like to refer your child for screening and possible assessment.

PARENT PORTAL

Parents/guardians may view password-protected information on your child’s grades, attendance, discipline, etc. Account information is available from the school’s front office.

PERSONAL PROPERTY

Fredericksburg City Public Schools is not responsible for personal property that may be lost, stolen, or damaged. School personnel will take reports for such incidents. For stolen or damaged personal property, school personnel may investigate if there is reasonable suspicion that the perpetrator is or can be readily known. The results of the investigation may be used in disciplinary action and may be provided to the police. All staff and scholars should be cautious with valuable personal items to prevent loss. In addition, staff and scholars should not carry large amounts of cash that draw attention to themselves. Fredericksburg City Public Schools does not assume any responsibility for theft or vandalism that may occur on school grounds.

PROMOTION/RETENTION

A scholar will be promoted to the next grade level upon passing a minimum of three of four core subjects (Reading, Science, Math, and Social Studies). Promotion is also contingent on an acceptable attendance record for the year (no more than 16 absences). At the conclusion of the first semester a committee of grade level practitioners, a counselor, and an administrator, will make recommendations to the principal for scholars who are at risk for retention.

Timely notification will be provided to the parents/guardians of scholars for whom retention is recommended. If parents/guardians wish to appeal the decision to retain, a retention meeting will be scheduled with the counselors and practitioners by the school administration. The guiding principle of any decision made relative to promotion will always be the welfare of the scholar, and each decision will be made on an individual basis.

PTA (PARENT-TEACHER ASSOCIATION)

The Walker-Grant Middle School Parent-Teacher Organization (PTA) will meet regularly throughout the school year. Parents are encouraged to participate as officers and members in this vital organization which represents our school and our community.

REPORT CARDS/INTERIMS

Interim Dates	Last Day of Grading Period	Report Card Distribution
September 12	October 11	October 18
November 13	December 19	January 10
February 7	March 12	March 27
April 22	May 22	May 29

SPORTSMANSHIP REGULATIONS

Each participant in an extracurricular activity- coaches, scholars, and spectators- should display the highest level of sportsmanship at all times. Consequences for acts of poor sportsmanship are as follows:

PARTICIPANTS- Each participant’s behavior reflects on the school’s reputation and each participant who does not display good sportsmanship must accept the responsibility and consequences for poor behavior. Any participant ejected from a contest for poor sportsmanship will be ineligible for the next two (2) contests. A second ejection will cause the player to be ineligible for the next four (4) contests and may result in dismissal from the team. Penalties for any ejection in the last game will carry over to the next season. Participants who are not ejected but receive unsportsmanlike conduct penalties may, as determined by the Principal and Athletic Director, be penalized for that behavior. Also any acts committed while attending school, participating in a practice or contest, or away from school that damage the reputation of the school may result in penalties or sanctions.

COACHES- Coaches should educate participants in all aspects of good sportsmanship and model the highest levels of good behavior at all times. The failure of a coach to do so may result in a game suspension, and/or practice suspension. Repeated offenses could result in the removal from the coaching assignment. Also any acts committed while attending school, participating in a practice or contest, or away from school that damage the reputation of the school may result in penalties or sanctions.

SPECTATORS- Spectators will be expected to display good sportsmanship at every event. Unsportsmanlike behavior may result in removal from the event and/or exclusion from all extracurricular events.

Assessment of behaviors will be made by the Principal and Athletic Director of the school, and consequences will be applied immediately. Appeals may be made to the Superintendent or Superintendent's designee.

SUMMER SCHOOL

Scholars who experience academic challenges may be required to attend summer school. Failure to attend summer school, for those selected to participate, may result in retention.

TARDIES

The late bell rings at 7:40 AM. Scholars not in class at that time will be considered tardy to school. Tardiness will be excused for the following reasons only: emergency, illness (maximum of three parent notes per nine-week period), or court appearance (documentation required).

TARDINESS TO SCHOOL will be addressed in the following manner each 9 weeks:

- 1st and 2nd Tardy –A tardy slip will be issued by the attendance secretary.
- 3rd Tardy -A letter will be sent to the parent.
- 4th Tardy -A second letter will be sent to the parent.
- 5th Tardy -After school detention will be assigned.
- 6th Tardy -A conference will be scheduled with the parent and the principal (or designee).
- 7th Tardy –Administrative action is taken.

TARDINESS BETWEEN CLASSES will be addressed in the following manner each 9 weeks:

- 1st Tardy –Warning is given to scholar.
- 2nd Tardy -Parent contact is initiated by the classroom practitioner.
- 3rd Tardy -After school detention will be assigned.
- 4th Tardy -In-School Suspension will be assigned.
- 5th Tardy -In-School Suspension will be assigned and a parent conference requested.
- For every three occasions of scholar tardiness to class, said scholar shall be considered absent for one class meeting.

TELEPHONES

Scholars may not use the telephones during class times without the permission of their practitioner. Permission will only be granted in the case of an emergency. Scholars will not be dismissed from class to accept telephone calls unless there is an emergency. Scholars who must use the phone must have a written pass from their classroom practitioner. If cell phones are brought to school, they should be turned off and not visible during school hours (cell phone usage is allowed prior to 7:15 AM and after 2:40 PM). Walker-Grant is not responsible for lost or stolen cellular phones.

TEXTBOOKS

Fredericksburg City Schools has a free textbook system. However, scholars are expected to return them in good condition. A scholar is responsible for those textbooks issued to him/her. This includes the cost of lost and/or damaged textbooks.

TITLE I SCHOOL-WIDE PROGRAM

WGMS receives funding as a Title I School-Wide Program. These funds are used to provide additional support staff, training for practitioners and parents, instructional materials and programs for all scholars. The Title I school-wide plan may be viewed at any time on our website or by contacting the school for a paper copy. Through our Title I plan, parents and other stakeholders are encouraged to provide feedback about the school, the programs offered and the materials used. This feedback is welcome through an annual survey, quarterly School Committee meetings, and individual meetings with staff. If you wish to set up a meeting with our administrative team or teaching staff to provide feedback or ask questions, please contact the main office.

TOBACCO PRODUCTS

The possession or use of tobacco products by scholars is prohibited in all Fredericksburg City Public Schools. The school staff strictly enforces this regulation. It is also a violation of state law for minors to be in possession of tobacco products.

TRESPASSING

Scholars who are assigned suspension out of school are not allowed on any school property during the time of the suspension. Scholars who have been expelled may not appear on any school property. Violations may result in trespassing charges being filed. Scholars who refuse to leave an after-school event after being told to do so are considered trespassing. Scholars on school property at night without official authorization may be considered trespassing. Individuals on school property without permission and who fail to respond to school officials appropriately will be considered trespassing. School property consists of not only WGMS, but all properties of the Fredericksburg City Public Schools.

TRUANCY

Truancy is an intentional absence from school and a violation of the Virginia Compulsory Attendance Law. Any scholar guilty of truancy (skipping classes or staying out of school without permission) is subject to disciplinary action. Any scholar found to be consistently truant may be referred to the school resource officer/social worker and the courts for violation of school attendance laws. Virginia State law requires schools to refer scholars to the court system after seven unexcused absences.

VISITORS TO THE SCHOOL

All visitors must report to the office upon entering the building where they may be issued a Visitor's Pass. Picture identification is required and will be held in the office for the duration of the visit. It is unlawful for any person, whether a scholar or not, to enter or remain on school property after having been directed to leave the property by an authorized person. It is also unlawful for anyone, without the consent of an authorized person, to enter school property when school is not in session. Scholars are not to bring visitors with them to school.

WALKING/BIKE RIDING TO AND FROM SCHOOL

Parents who allow their children to walk to or from school must send a signed note with their child at the beginning of the school year granting the child permission to walk or ride a bike. Walkers are dismissed after buses depart and should leave the school grounds promptly.

Walker-Grant Middle School A/B Day Calendar

AUGUST 2019					SEPTEMBER 2019				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
			1	2	2	3 A	4 B	5 A	6 B
5	6	7	8	9	9 A	10 B	11 A	12 B	13 A
12 A	13 B	14 A	15 B	16 A	16 B	17 A	18 B	19 A	20 B
19 B	20 A	21 B	22 A	23 B	23 A	24 B	25 A	26 B	27 A
26 A	27 B	28 A	29 B	30	30 B				
OCTOBER 2019					NOVEMBER 2019				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
	1 A	2 B	3 A	4 B					1 A
7 A	8 B	9 A	10 B	11 A	4 B	5	6 A	7 B	8 A
14	15 B	16 A	17 B	18 A	11 B	12 A	13 B	14 A	15 B
21 B	22 A	23 B	24 A	25 B	18 A	19 B	20 A	21 B	22 A
28 A	29 B	30 A	31 B		25 B	26 A	27	28	29
DECEMBER 2019					JANUARY 2020				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
2 B	3 A	4 B	5 A	6 B			1	2	3
9 A	10 B	11 A	12 B	13 A	6 B	7 A	8 B	9 A	10 B
16 B	17 A	18 B	19 A	20	13 A	14 B	15 A	16 B	17 A
23	24	25	26	27	20	21 B	22 A	23 B	24 A
30	31				27 B	28 A	29 B	30 A	31 B
FEBRUARY 2020					MARCH 2020				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
3 A	4 B	5 A	6 B	7 A	2 A	3 B	4 A	5 B	6 A
10 B	11 A	12 B	13 A	14 B	9 B	10 A	11 B	12 A	13 B
17 A	18 B	19 A	20 B	21 A	16	17	18	19	20
24 B	25 A	26 B	27 A	28 B	23 A	24 B	25 A	26 B	27 A
					30 B	31 A			
APRIL 2020					MAY 2020				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
		1 B	2 A	3 B					1 A
6 A	7 B	8 A	9 B	10 A	4 B	5 A	6 B	7 A	8 B
13	14 B	15 A	16 B	17 A	11 A	12 B	13 A	14 B	15 A
20 B	21 A	22 B	23 A	24 B	18 B	19 A	20 B	21 A	22 B
27 A	28 B	29 A	30 B		25	26	27	28	29