



SCHOOL HANDBOOK
For
Parents, Students, Faculty
& Staff

MIDDLE SCHOOL

SCHOOL HANDBOOK

For Students and Parents

WARREN-WALKER SCHOOL

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Printed 2009

INTRODUCTION FOR PARENTS

We are pleased that your child is with us, and we will strive to ensure a successful school experience for him or her. This booklet will acquaint you with the policies and procedures of Warren-Walker School which require parental support for the optimum benefit of all students. Parents will receive ample notice of any necessary changes to this handbook.

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MISSION STATEMENT

We are committed to providing a prekindergarten, lower school, and middle school programs that challenge our students to think, learn, create, communicate, and develop to their highest and fullest potentials while preparing them for success in academically demanding high schools.

This will be achieved in an atmosphere of caring, cooperation, and dedication to helping each student succeed in the learning process. The School and its faculty will formulate multi-faceted educational experiences that foster a lifetime love of learning, breadth of knowledge, and mastery of skills while developing respect for others, confidence, initiative, perseverance, self-discipline, and a sense of responsibility.

EXPECTED SCHOOLWIDE LEARNING RESULTS

Warren-Walker School Students Will Be Prepared To Be:

- I. Respectful and Responsible Citizens Who:
 - A. Possess empathy and the ability to work well with others
 - B. Are dependable and take responsibility for their own actions
 - C. Demonstrate integrity and a commitment to moral values and community service
 - D. Independently produce quality work
 - E. Are able to self-assess accurately, set personal goals, monitor progress, and be a model to others
 - F. Believe in their self-worth and maintain a positive view of self

- II. Successful Scholars Who:
 - A. Demonstrate fluency in oral and written language
 - B. Apply critical thinking and comprehension skills
 - C. Consistently practice the transfer of cognitive skills to individual and/or varied learning experiences
 - D. Communicate effectively
 - E. Use numbers competently
 - F. Demonstrate understanding of mathematical principles
 - G. Apply problem solving strategies to real life situations
 - H. Approach mathematics confidently
 - I. Incorporate technology for organizing, learning, and creating
 - J. Integrate skill, knowledge and creativity across the disciplines
 - K. Are dedicated to a lifetime of multi-faceted learning

- III. Self-Directed and Independent Thinkers Who:
 - A. Gather and comprehend information and apply it to new situations
 - B. Approach new situations willing to think, adjust, create, and find varied solutions
 - C. Analyze data and experiences in order to synthesize parts into a new whole
 - D. Clarify, organize, and express individual thoughts and ideas
 - E. Express creativity through art, music, drama, etc.
 - F. Evaluate information and experiences
 - G. Formulate supported opinions

SCHOOL HISTORY

Warren-Walker School was founded in 1932 by Nellie Warren-Walker. Her first class was held above Senator Kraft's drugstore at 1891 Bacon Street in Ocean Beach. Her students excelled and the school's positive reputation grew quickly, necessitating a move in 1934 to larger quarters, a beach cottage at 4867 Santa Cruz Avenue.

In 1939, Mrs. Walker purchased the current school site used for the Lower School on Point Loma Avenue and moved the cottage onto the property. Thereafter, Mrs. Walker's daughter, Mrs. Ruth Sweeney, joined the school as administrative assistant. The school continued to grow, surrounding the cottage with many of the buildings you see today. Mrs. Walker retired in 1980, leaving the direction of the school to Mrs. Sweeney. In 1983, she was joined by Raymond J. Volker who became the school's first Headmaster. Mrs. Sweeney retired in June of 1988 and Mr. Volker was joined by Janet H. Smith and Pamela L. Volker, who together make up the current board of administration of Warren-Walker Schools. At this time, Mr. and Mrs. Volker are the Heads of School.

Since that time, the School has experienced significant growth, and has added two buildings at the Point Loma Avenue site, a middle school campus in Mission Valley at the First United Methodist Church, and a Lower School in La Mesa at St. Luke's Lutheran Church. The three campuses now accommodate more than 425 students, prekindergarten through eighth grade.

The Middle School occupies about 30,000 square feet which allows students to switch classrooms each period and experience a fully departmentalized program that includes Spanish, concert band, drama, art, interscholastic sports, and information technology. Students participate in physical education and sports activities coached by faculty. Most of the outdoor activities take place at Robb Field, and indoor sports are played in the gymnasium at our Lower School in La Mesa (see below).

The Lower School at 5150 Wilson in La Mesa was opened in September of 2004 with one section of kindergarten. This year we will have over 140 students, prekindergarten through fifth grade. This campus has spacious classrooms surrounding a courtyard next to the St. Luke's Lutheran Church near Interstate 8 off the Jackson Drive exit. It utilizes church property for a playground and a full gymnasium for indoor play, assemblies, and special events. We are excited with our growth in the San Diego area.

PHILOSOPHY

Warren-Walker School believes the development of self-confidence, self-discipline, and academic achievement, are founded in a solid acquisition of basic skills, thinking skills, communication skills, and good character.

Traditional School Colors

Gold: Symbolizes wealth of knowledge with judgment to use it wisely

Purple: Symbolizes the noblest of ideals, service, and achievement

Warren-Walker Spirit Song

There's a school by the seashore that is very dear to me
And amid the lovely foothills of our mount to victory
The school in the valley touched our hearts and made us strong
To the schools of Warren-Walker we sing this mighty song
Warren-Walker—honor is our quest!
Warren-Walker—the best school in the West!

Mascot



“The Gulls”

**WESTERN ASSOCIATION OF SCHOOLS AND
COLLEGES (WASC)**

ACCREDITATION

In the spring of 2008, Warren-Walker School completed a comprehensive Self-Study for the WASC Accrediting Commission for Schools. A Visiting Committee comprised of administrators and educators came to Warren-Walker School for four days to investigate and substantiate our Self-Study. Thereupon, they wrote a report which outlined the stellar aspects of the School, and verified that we truly do what we say we do - and that we do it very well! Through the process, four Major Areas for Improvement were identified and an Action Plan was written and implemented for each:

1. Formalize and Strengthen our Character Education Program
2. Improve Marketing and Community Relations
3. Increase Revenues Derived from all Sources
4. Systemize and Formalize Informal Processes and Practices as They Relate to Student Learning

After careful study of the Visiting Committee Report, the WASC Commission granted accreditation. This demonstrates their confidence in the quality of instruction we offer, and support of our continuing efforts to improve. This year we will continue to fulfill the expectations of our new Action Plan that addresses each of the Major Areas for improvement. In embracing the WASC accreditation cycle, we demonstrate an ongoing commitment to excellence.

DAILY SCHEDULE

The daily schedule has been designed to enable Middle School students and faculty to successfully meet the challenges of these important years. Students must arrive by 7:40 a.m. (Period 1 starts promptly at 7:45 a.m.). The school day ends at 3:00-3:15 p.m. Students are **not** to arrive before 7:30 a.m. unless they are at school for extra help. There is **NO** Extended Care in the morning. Study Hall, billed at the same rate as Lower School Extended Care, will be available beginning at 3:15 until 5:30 p.m.

Middle School

7:40 a.m. – 3:00 p.m.

After School Study Hall

3:15 – 5:30 p.m.

A fee is charged for this service as indicated on the Tuition and Fees Schedule. Again, there is no morning care.

ATTENDANCE

EXCUSED OR UNEXCUSED ABSENCES

If a student is ill, parents are to notify the office (619-260-3663) by 8:00 a.m.

If a parent does not notify the school of the absence, or is not aware that the student is not in school, the absence is unexcused. An absence because of suspension is also unexcused.

We strive to provide a high quality program for the children we serve, and we value each and every minute of instructional time. Your support of our efforts by getting your child to school regularly and on time is important to the success of each and every student. Absenteeism and tardiness can negatively impact individual student progress, as well as the progress of the whole class, and are disruptive. Students who arrive late or leave early are missing important components of the learning and character development processes.

We urge you **not to schedule family vacations** that affect school attendance. Each teacher strives to help students achieve an in-depth level of understanding of the concepts taught. This is accomplished through discussions, activities, and presentations that bring meaning to the content and lead to application, comparison, evaluation, and synthesis of ideas. Independently completed make-up work cannot compare to the learning experience in the classroom. Many students return from trips unprepared and lacking understanding of essential concepts and skills.

One week of standardized testing is scheduled each year in May for Middle School. Please do **not** schedule doctors' appointments, family vacations, etc. during this time as these conflicts make it very difficult for us to complete testing as required. **A proctor fee is charged for standardized test make-ups.**

In order to participate in any school event (i.e. sports, dances, parties, etc.) a student must attend school the entire day of that event. Physical Education is a required class. **Parents and students are strongly encouraged to make routine medical and dental appointments outside the school day (7:40 a.m.-3:00 p.m.).** If a student must unavoidably miss P.E., he/she must be picked up by 1:45 p.m. There is no supervision provided from 2:00-3:00 p.m. to students unless they are in Physical Education or sports activities.

OUTDOOR EDUCATION

All Middle School students go to our outdoor education program for one week in the fall. Middle School outdoor education is an important part of our school program, and all students are expected to participate.

TARDINESS

Late arrivals are disruptive to classes and take away from the learning atmosphere. Tardiness affects the student's grades, because important information, discussions, and activities are missed.

Frequent tardiness may result in an appropriate consequence, such as detention.

MAKE-UP WORK

Students who are absent because of illness may obtain their daily class assignments by contacting the office. Work is usually ready by 2:00 p.m.

Please notify the teacher **at least two weeks in advance** if you are planning a vacation that will affect school attendance. In most cases, some assignments may be given prior to the absence to reduce the amount of make-up work after return. When possible, students are given the opportunity to make up assignments when they return, and students are responsible for all content taught while absent. It is impossible to duplicate the classroom experiences and instruction that are missed. For these reasons, **vacations during school are not recommended.**

Students are responsible for making up the work they miss. Usually students will have one day to make up work for each day of absence. There will be no make-up work for an unexcused absence. Any work due or test missed will receive a "0". Unexcused absences will be recorded as such on the report card. A grade of "0" (zero) will be recorded for make-up work not completed within the agreed time frame.

TRANSPORTATION

Fee-based transportation between the Middle School and Lower School (Point Loma) campuses will be provided. The bus to the Middle School will leave from the front of the Lower School on Pt. Loma Avenue at 7:15 a.m. The

morning bus to the Lower School (Pt. Loma) will leave from the Middle School building at 7:45 a.m.

At the end of the school day, a bus will take Middle School students from their physical education (P.E.) venue at Robb Field to the Middle School for pick up or Study Hall, and another bus will go to the Lower School (Point Loma) with students who may be picked up or walk home. Parents or authorized people are encouraged to pick up at the P.E. or sport event site. **They should arrive for pick up from P.E. by 2:50 p.m., as the buses will load at 2:55 p.m. and leave promptly at 3:00 p.m. On sports game days, students must be picked up within 15 minutes of arrival back at Middle School or they will be signed in and charged for Study Hall.**

Messages to students regarding pick-up destinations must be made before 1:45 p.m. Only emergency calls will be permitted to coaches at P.E. venues.

There is no additional fee for transportation to P.E. from the Middle School campus or from P.E. back to the Middle School, but there is an added fee for bus service to and from the Lower School (Pt. Loma). There is no bus to the Lower School (Pt. Loma) from P.E. at La Mesa or from Middle School.

On special days when there is no P.E. for Middle School (i.e. a special assembly or play), there will be a bus to the Lower School (Pt. Loma) at 3:00 p.m.

On band concert days there is no transportation to the Lower School (Pt. Loma).

With prior authorization, students can be picked up from the La Mesa gym venue at 2:50 p.m. promptly.

It is a state law that once a bus or authorized school vehicle has started, it cannot stop and let out students unless at an authorized stop. So, if you are late, students will be transported to the Middle School. After school Study Hall charges will begin at 3:15 p.m. for all remaining students.

Only previously authorized students will be bused to the Lower School (Pt. Loma) to walk home or be picked up when the bus arrives. No after school care or Study Hall program will be available to the Middle School students at the Lower School. Students who need after school care should stay at or return to the Middle School for Study Hall.

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On minimum days: School ends at 11:15 a.m. Please be prompt to pick up on those days. There is no Extended Care. There will be a bus to the Lower School (Point Loma) which leaves at 11:15 a.m.

RAINY DAYS

On rainy days, students will stay at the Middle School and will not go to the P.E. fields. The decision to stay or not will be made by 12:00 Noon. So, on rainy days, there will be **NO** pick up at Robb Field. Parents or authorized people may pick up at the Middle School at 3:00 p.m. A bus will leave from the Middle School for the Point Loma Lower School (**for those with permission**) at 3:05 p.m. If in doubt, call the Middle School office (619-260-3663).

SAFETY, TRAFFIC, DROP OFF & PICK UP

Maintaining a safe environment for our students at drop off and pick up times, as well as throughout the school day, is our utmost concern. Parents may drop off at the student entrance/exit each school day beginning at 7:30 a.m. A “drive around/drop off” has been created for your convenience. In the afternoon, parents are encouraged to pick up at the P.E. or sports venue unless there is rain.

ARRIVAL: 7:30 – 7:40 A.M.

1. Until 7:40 a.m. all drop off is limited to the south side of the main school building at the entry ramp.
2. **Do not leave your vehicle unattended in the drop-off area during drop off.** If you have school business or you wish to stay and chat with friends, please park in a designated parking area. Please use the elevator to the School office.
3. In the morning, as you drop off, please always pull as far forward as possible. **Do not pass the car in front of you.**
4. The door on the parking lot side will be closed and locked at **7:40 a.m.** After that time (7:40 a.m.), students are to be dropped off at the east side of the main classroom building, enter via the stairwell, and check in with the office. Use of all other entrances and the interior stairs is prohibited at this time.
5. **Parents/visitors must check in at the office (on 2nd floor via elevator) before entering campus at any time during the school day.**

DISMISSAL: 3:00 – 3:15 P.M.

1. Carefully complete and update the forms that inform the School about after school transportation and people authorized to pick up your child(ren). We will not release students to anyone not on the approved list. This includes transportation from sporting events.
2. **Do not leave your vehicle unattended during this time.**
3. Students will come outside as soon as they are ready.
4. P.E. students who stay on campus will be ready to leave at 3:00 p.m.
5. P.E. students who are coming from another venue will be back at campus by 3:15 p.m.
6. Pull up as far as possible on the drop-off/pick-up side of the building (south side).
7. You may pass carefully under the direction of the adult on duty.
8. **Students may not cross the main street at this time.**

EMERGENCY INFORMATION AND DISASTER PLAN

All faculty and staff are trained in Cardiopulmonary Resuscitation (CPR) and First Aid. Periodic fire drills and the earthquake “drop procedure” are conducted to train students and staff to exit buildings safely and to take cover in an earthquake. We also have fire extinguishers placed as directed by the Fire Department throughout the Schools. In case of emergency or disaster, the School is prepared to care for the students for up to 72 hours with supplies on hand throughout the campus, and plans in place. KOGO Radio AM600 is the station we will utilize for updates during the course of a major emergency. Also, the Warren-Walker Parent Association has funded Alert Now, a rapid notification service which is prepared to deliver any message to every parent or guardian within a few minutes of launching by a school administrator. In case of emergency or disaster, the message would tell you what you need to know in order to reconnect with your child(ren), knowing that we are caring for each student until you arrive to sign him or her out. After the initial 72-hour period, any remaining child(ren) will be escorted to the nearest emergency care shelter site, as designated by local authorities.

HEALTH AND MEDICATION

ILLNESS

Please help us prevent illnesses by following these guidelines suggested by the **American Academy of Pediatrics**:

1. Children, who are feverish when not medicated, or obviously ill, should not attend school.
2. Keep your child home from school for a full 24 hours after fever, vomiting, or diarrhea has ended, and no longer requires treatment to control.
3. Teach children to wash hands often, especially after sneezing, coughing, nose blowing, or using the bathroom.
4. Teach children to sneeze into a tissue or in their elbows, and blow their noses often when they have cold or flu symptoms. Dispose of tissues immediately; then wash hands.
5. Provide a healthy, balanced, and varied diet.
6. Establish a routine that allows for lots of rest and relaxation. Stress weakens the immune system.

MEDICATION

If medicine needs to be given during the school day, we require a written request signed by the parent and/or doctor that authorizes the School to administer the medicine. The written request **must** state the student's name, type of medication, time it is to be administered, and the dosage. There is a form available at each front office to complete and return. **All of this should be sent to the office. No student should have medication of any kind in his/her possession.** A phone call from the parent is not considered sufficient authorization. However, we will accept permission via fax.

If your child has frequent but mild headaches, stomachaches, allergic reactions, mild chronic conditions, etc., you may wish the office staff to administer medication on a more regular basis as symptoms appear. If so, send a supply of the preferred medication, clearly marked with the child's name, recommended dosage, and written/signed permission. A form available in the front office helps ensure clear communication about this important issue.

In cases of slight discomfort or with the presence of mild symptoms, when no fever, vomiting or diarrhea are evident, the office staff is willing to treat your child using over-the-counter medication such as Tylenol, Advil, and Tums. Written permission is required to do so, and forms are sent home to parents in the summer packet. Upon return, these forms are placed in the student's file. No medication will be given without parental approval.

FORMS AND RECORDS

State required health forms for students entering Middle School must be completed and returned to the office before the student is admitted to class. New students must always have up-to-date immunizations prior to attendance. We must see the official immunization record (yellow card) for each new student, and necessary immunizations must be maintained thereafter. Ask your doctor about new required and recommended immunizations. Other forms are directed to you from the school office as necessary.

DRESS CODE

Using good judgment and making wise decisions will be a focus for the Middle School. We would like to emphasize good choices regarding the dress code.

Parent and student support of the Dress Code is essential, as it is a matter of school policy. Our goal in establishing this dress code at Warren-Walker School is to provide a special environment in which a high educational standard is the focus for all students. Over the years in working with children on a daily basis, we are acutely aware that dress and grooming are directly reflected in deportment. The School has implemented a prescribed dress code for grades kindergarten through Middle School using a collection from Mills Uniforms located at 7510 Hazard Center Drive. **All clothing shall be properly fitted, clean, neat, and worn as it is designed: i.e., belts with belt loops, shirts with tails tucked in, hats with bills facing forward, etc. You will note that all the polos in our plan and some outerwear have the new logo. Color choices are limited due to inventory requirements.**

Mills designed a wardrobe specifically for Warren-Walker School that can be viewed online at www.millswear.com (Code #411). The website has a sketch, description, and price for each of our selected items. Each day, students must wear coordinated outfits using items from this collection, and Mills P.E. clothes, as well. If you wish to have a brochure, please call the office at (619) 260-3663, and we will be pleased to forward one to you. Mills has our brochure on file at the Hazard Center location. You may shop at the store, order by phone by calling 1-800-541-1850, or shop online: www.millswear.com.

Girls:

Skirts, skorts, and shorts must be near-knee length—**not longer or shorter than 2-3 inches from the knee at the time of purchase**—to allow for growth. Mills P.E. clothes are also required. All outerwear items must be from the Mills' collection or school-approved items sold in the student store (**this is different from Lower School**). The only non-Mills outerwear allowed is rain gear, when it is raining. Shirts and blouses may be un-tucked when wearing skirts only.

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Boys:

Pants and shorts must be properly fitted (not baggy or saggy), clean and neat. Shorts must be near-knee length—**not longer than 1 inch below the knee at the time of purchase**. Mills P.E. clothes are also required.

Shirts are to be tucked in at all times.

All outerwear items must be from the Mills' collection or school-approved items sold in the student store (**this is different from Lower School**). The only non-Mills outerwear allowed is rain gear, when it is raining.

Hats are to be removed indoors.

Additional Guidelines:

- ❖ Belts are required with belt loops and must coordinate appropriately with the outfit (no extreme looks, i.e. no studs in belts). Navy blue, black, or brown belts are recommended. Mills belts are available and appropriate, but not required.
- ❖ Shoes are to be low-heeled. No flip-flops, sandals, backless shoes.
- ❖ No oversized/undersized clothing of any kind.
- ❖ No excessive jewelry for either girls or boys. Moderation in the wearing of jewelry is expected. Jewelry is not considered safe during P.E. and is often lost.
- ❖ Only girls may wear earrings, and only in the earlobe (no more than two pairs).
- ❖ **Extreme hairstyles, unnatural color, will not be acceptable.**
- ❖ Boys' hair must be no longer than collar-length and out of the eyes; any longer and the hair must be worn in a ponytail.
- ❖ No facial hair is permitted.
- ❖ Girls may wear modest make-up (i.e. light lipstick) – no heavy eye make-up.
- ❖ No tattoos.
- ❖ Undershirts need to be Warren-Walker polo shirt colors and must not hang below the overskirt.
- ❖ Undergarments or mid-section skin must not be visible at any time, including while stretching or bending.
- ❖ Skirts may not be rolled at the waist.
- ❖ P.E. clothing must include the Mills' shirts and shorts, as well as appropriate shoes and white or gray socks (these can be purchased elsewhere).
- ❖ **For concert band performances, students must have a white shirt or blouse, black pants or skirt (for girls: knee length or longer), and dark shoes. For your convenience, these items can be purchased at Mills.**

When in doubt about whether something is acceptable, moderation is the key word.

As a positive consequence for following the Dress Code, the Student Council will sponsor special dress days. The students may choose to participate by wearing clothing related to the theme selected (i.e. "Sports Teams", "Hawaiian Holiday", "Clash Day", etc.), or may opt to wear the prescribed dress code attire.

In addition, students may choose what to wear to most dances and other after-school events. Even during these events, however, students are expected to be dressed appropriately.

The Mills' Partners Program

Mills makes a donation to a fund known as the Partners Program in support of the successful implementation of our uniform policy. These funds are used to assist families in need or who are overly burdened by the uniform requirement, or for marketing purposes, at the discretion of the administration.

THE SCHOOL RESERVES THE RIGHT TO BE THE FINAL JUDGE AS TO THE APPROPRIATENESS OF ANY GROOMING CHOICE, MODE OF DRESS, OR STYLE WORN BY THE STUDENTS.

ACADEMIC ACHIEVEMENT

Warren-Walker School is committed to providing a program that challenges students to progress in all areas of growth and development. Academic excellence is a focus, balanced by emphasis on character and leadership development, social-emotional well being, physical fitness, and experience in, and appreciation of, the arts.

A *Curriculum Guide* and a Course of Study has been designed by the School as a guide to grade level expectations. The teachers utilize the *Curriculum Guide*, Course of Study, textbooks, and classroom materials to formulate the program for each class. The teachers adapt the material provided to meet the needs of individual students and the class as a whole.

Individual progress is measured both quantitatively (number of skills mastered, percentage scores, level of achievement, etc.) as well as qualitatively (depth of understanding, level of participation, creativity, etc.) by the teacher. The grades on the Report Cards will reflect both quantity and quality of achievement. Report Cards also allow for evaluation of citizenship, behavior, work habits and effort.

Standardized tests are given each year. We test both academic ability and achievement. In this way, we can evaluate if each student and the student body overall are achieving to potential, and if we are meeting the needs of our students. Our test profile is very strong, and validates that our students' achievement scores meet or exceed ability scores in all areas. Administrators are pleased to meet with parents to share and explain test results. The Headmistress shares grade level and individual test results each fall at the "Coffees with the Heads." Please attend, as this is the best way for her to help parents understand the values and the limitations of standardized test results.

ACADEMIC STANDARDS

Academic standards are established in a Course of Study that has been designed by the School to ensure that students achieve the skills necessary to succeed in college preparatory high school programs.

MIDDLE SCHOOL GRADING SYSTEM

A Quarterly grading system is used. Semester grades are entered on the transcript maintained in each student's cumulative file. Per the teacher's discretion, grades are determined using a combination of subjective and objective evaluation of student work and performance, which includes the following grading scale:

ACADEMICS

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = Below 60%
I = Incomplete

CITIZENSHIP

E = Excellent
G = Good
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

A student who earns a "D" or "F" as a quarter grade for any course will be ineligible for extra curricular activities until the grade improves. An "I" will be earned when required work is incomplete, and will be explained by teacher comment. The teacher will describe the required work to be completed for remediation of the "I" grade. "I" grades revert to "F" grades if the work is not satisfactorily completed within the agreed upon time frame.

MIDDLE SCHOOL HONORS AND AWARDS

The Dean of the Middle School and the Headmaster are pleased to recognize excellent achievement and outstanding progress in many ways. Students may earn awards quarterly for accomplishments in scholarship or citizenship.

Honor Roll status is awarded to any student for excellence in scholarship and citizenship, having earned more A's than B's in academic subjects and no grade lower than a B in academic or non-academic classes in a quarter. A student will not be eligible for the Honor Roll with a citizenship grade below an "S". Each quarter's Honor Roll is proudly displayed in a prominent location.

The Dean's List consists of a report card with all "A's" in academic subjects, and no grade lower than "B" in non-academic subjects. Citizenship must be all "G's" and "E's".

HOMEWORK POLICY FOR MIDDLE SCHOOL

Middle School students can expect to have 1 ½ to 2 hours of homework per night. There will be regular homework on the weekends. **A Middle School student (or parent) should notify the teachers, or the Dean, if consistently too much time is being spent on homework.**

Students will be assigned homework regularly. Long term projects will be assigned with adequate time allowed for completion. Short-term assignments may be made daily or weekly, as deemed necessary by the teacher.

The purpose of homework is to reinforce the skills taught, to provide an opportunity for students to work independently, and to demonstrate the responsibility for completing and returning assignments. Students learn to budget time, utilize research materials, organize, and follow through on assignments. In order for our teachers to best understand your child's strengths and areas which need improvement, please make sure your child does not receive excessive assistance from parents, tutors, or others. If you have a question about what is appropriate, please consult your child's teacher.

The responsibilities of the parents are to provide the time, the supplies, the location, and the expectation for the completion of the assignments. **Please notify us if your child is regularly requiring adult assistance to complete homework, or spending too much time on homework.** In Middle School, 1½ to 2 hours per night should be expected. Occasionally, it is necessary to add additional time for the completion of long term projects, although it is encouraged that work on these is paced out over the term of the assignment.

Students are required to maintain a Daily Planner provided by the School. This tool helps students learn to organize, plan, and budget time wisely. Parents are encouraged to review them to enhance their understanding of classroom expectations. **Again, it is important for parents to notify the teacher if a child is having difficulty with or spending too much time on homework.**

STUDY HALL

There will be a Study Hall during school hours most school days. It is to be a quiet, productive period. Students should have a personal reading book with them each day for use in Study Hall if homework is complete. The books recommended for Summer Reading may be used, and further lists are available from the English teachers or the librarian. Though this reading is recreational, the books must be either on one of these lists or approved by the English teacher.

Study Hall expectations:

1. Prompt arrival.
2. There are to be no conversations with other students without permission
3. To be excused to work in the library / computer lab, a student must present a written note from the appropriate faculty member to the Study Hall proctor at the beginning of Study Hall. The student must remain in the lab during the balance of the period.

AFTER SCHOOL STUDY HALL

A Study Hall is offered for additional charge from 3:15 to 5:30 p.m. It is quiet time proctored by an adult supervisor.

EXTRA HELP

Teachers are available to provide extra help to students before school each day from 7:10 to 7:45 a.m., **except Tuesdays**, when Faculty Meetings are held. Students may also schedule extra help during Study Hall or after school. Students are encouraged to use their own initiative in seeking out extra help from a teacher. These times are for extra help or Study Hall only—**NOT** for socializing, playing, or parent conferences. Parents must schedule conferences through the office.

WARREN-WALKER MIDDLE SCHOOL PHYSICAL EDUCATION AND SPORTS PROGRAM

Middle School students are required to participate in a sport or attend Physical Education (P.E.) classes. P.E. time is important for social interaction at this age level, as well as for exposing students to a variety of activities. **If an appointment is unavoidable during P.E., the student must be picked up by 1:45 p.m. There is no supervision between 2:00 p.m. and 3:00 p.m. for students not in a P.E. program.**

Each season the students will have the opportunity to participate in interscholastic sports in the South Coastal Middle School League with La Jolla Country Day, The Bishop's School, Francis W. Parker, Santa Fe Christian, Horizon Christian, San Diego Jewish Academy, and Coronado Middle School. Approximately 10 games per season are held after regularly scheduled school days on the fields of participating schools. Games generally finish about 5:00 p.m. Parents are encouraged to attend the games, and to take children home from the fields of play. Schedules and directions are provided each season. In order to participate, students must be in good academic and disciplinary standing.

To be excused from a game, once the commitment has been made, there must be a written request with explanation to the coach at least 24 hours before the game or it will be recorded as an unexcused absence. **Students with a grade below "C" and/or a citizenship grade of "U or N" in any subject will miss games until the grades have improved. Grades are reviewed on a weekly basis.**

Students are to provide their own athletic bags, shoes, socks (white or gray) and towels. Physical Education clothes are to be purchased through Mills. We chose P.E. clothes that will also work well for most of our sports uniforms.

Independent Physical Education

Very rarely, the School will grant assignment to independent physical education for a student. This is at the discretion of the Physical Education Department and the Dean. There is a process that must be followed. The forms may be obtained from the Athletic Director. It is not automatically approved.

BEHAVIORAL EXPECTATIONS

Character and Leadership Development

An environment that encourages optimum academic progress must also promote high standards of character and behavior.

The Warren-Walker School administration, faculty, and staff desire to foster a respect for others, and a sense of responsibility in each of our students. To achieve these goals we must provide a school that is safe and inviting, has positive role models, clearly stated expectations, and reasonable limits, and that provides for the positive support and guidance necessary to instill core values and desired virtues in the children.

Our **Character and Leadership Development Program** has been carefully crafted using input from experts, respected colleagues, and parents. Each month we focus on one or more core values or themes: Friendship / Building a Caring Community, Responsibility, Courage, Respect, Self-Discipline, Honesty, Good Judgment, Perseverance, Patience, and Integrity. Students are helped to develop these personal qualities – through special lessons, assignments and activities, with guidance, daily experience, and discipline - and to demonstrate them in their daily lives.

Our character education program is taught in Middle School through the use of a program which emphasizes character traits such as responsibility, respect, integrity, as well as study skills, communication skills, social skills, goal setting and problem solving, and career awareness.

A weekly Life Skills class is held to provide a venue for class discussions on a variety of topics from study skills to health education, commensurate with our character education program.

BEHAVIORAL STANDARDS

We acknowledge and reinforce positive behavior by maintaining good rapport between students and the faculty and staff, setting standards that are supportive of a positive learning environment, establishing open lines of communication, being clear about expectations, affording rights and privileges to good citizens, and enjoying the benefits of a caring community. There are school rules that are explained to the students, as well as classroom rules explained by each teacher.

Students who misbehave are provided with correction and guidance by a teacher, administrator, or staff member, with appropriate follow-up, often in the form of natural or logical consequences, or restitution. Very rarely, more severe consequences, such as detention, suspension, or expulsion are utilized. Parents are contacted if a pattern of misbehavior begins to develop or a major infraction occurs. Conferences with parents are requested when warranted.

Our Character Education Motto

“Character may show most in the great moments, but it is made in the small ones.”

By Phillips Brooks

Philosophy on the Development of Character

Self-esteem and the satisfaction that accompanies achievement are the fruits, not the roots, of virtue.

By Kevin Ryan & Karen Bohlin

GENERAL BEHAVIOR

Students at Warren-Walker School must uphold honor, responsibility, and integrity at all times. They are expected to follow school and classroom rules. The standard rules of courtesy apply to all school situations. We expect Warren-Walker School students to behave properly at school and elsewhere. In addition, Middle School students must:

1. Come to class prepared with books, homework, pen or pencil, paper, and proper notebook.
2. **Never chew gum at school.**

BUS BEHAVIOR

Safety must be our utmost concern when transporting students. All students are to be respectful of the bus driver, other passengers, and other motorists at all times when traveling on a school bus or van. Misbehavior on a bus or van is considered a serious offense and may result in suspension from school and/or the loss of bus-riding privileges.

DISCIPLINE POLICIES

Detention/In-school Suspension

Detention will consist of service work on campus. The detention period may be before, during, or after school, depending on the nature, frequency, or degree of the infraction.

Detention is the usual consequence for seriously inappropriate behavior. Parents are advised of detentions through written notices sent with the student to be signed and returned to the office. An in-school suspension will be served for the designated time at school.

The following behaviors may result in detention/in-school suspension:

1. Being disrespectful to teachers, staff, or other students
2. Not adhering to the dress code
3. Using inappropriate language or gestures
4. Ignoring school, classroom, or bus rules
5. Not respecting school or others' property
6. Frequent tardiness
7. Repeatedly failing to turn in homework assignments

If a student receives in-school suspension for an offense, any tests, homework, projects, etc. will still be due, but will receive a grade equal to the lowest on the grading scale.

These kinds of behaviors will affect the student's citizenship grade for the class in which the misbehavior occurred. Unsatisfactory citizenship grades will eliminate a student as a candidate for the Honor Roll. **Under no circumstances is corporal punishment used to discipline a student.**

MAJOR DISCIPLINARY ACTIONS

The use or possession of alcohol, drugs, or weapons at school or at school-sponsored functions will result in immediate expulsion from school.

Other serious offenses such as lying, stealing, cheating, acts of vandalism, unsafe behavior on the bus, verbal or physical abuse of a teacher, staff member or other student, will also result in major disciplinary action, such as suspension or expulsion.

Cheating includes all forms of copying from another student, whether on a test, quiz, lab report, or homework assignment. It also includes allowing another student to copy one's work. Unauthorized use of notes, books, or other aids during a quiz or test is also cheating.

Plagiarism on research projects and papers is also a serious offense. Plagiarism is the improper inclusion of outside source information without proper citation, whether intentional or unintentional. When writing research papers, students must carefully document their sources. When using the internet, hard copies of the resource must be printed and turned in with the finished report.

It is important for each student to complete his/her work independently, unless a cooperative learning assignment is made by the teacher. Each student is expected to do his/her own work on homework and on tests.

STUDENT COUNCIL

Leadership opportunities are available through service to the school community as a member of the Student Council. Student Council elections are held at the beginning of each semester. Positions include president, vice-president, secretary, treasurer, community service chair, spirit coordinator, social chair, athletic chair, and class representatives. In order to serve, student council members must maintain good academic and disciplinary standing.

COMMUNITY SERVICE PROGRAM

The **Student Council** sponsors community service activities through the school year. Each Middle School student is expected to participate in at least **two** of these activities. Each student is required to **earn a minimum of eight hours of service** that has been approved by the Dean or the Student Council advisor each year. Four of these hours are to be completed by the end of Semester I.

The guidelines for approved community service hours **do** include:

1. Service for a large community in need (i.e. rest home, hospital, food bank, etc.)
2. Races or walks for charitable causes
3. Service that benefits the environment

The guidelines for approved community service hours **do not** include:

1. Hours completed for Boy Scouts, Girl Scouts, MADCAPS, National Charity League, Sprites, or other philanthropic organizations
2. Church hours
3. Animal care hours
4. Individual care hours

ACCEPTABLE COMPUTER USE

Students are to use the lab **only** when there is an adult supervisor present. Food and drink are not allowed in the Computer Lab at any time, due to the danger of damage to the equipment.

Each student and parent must sign the Acceptable Use Policy for a student to have access to the Internet. **Network access must be in support of and consistent with the educational objectives of Warren-Walker School, and the proper advancement of the student at the discretion of the faculty and administration.**

LOCKERS

Lockers are provided at school to help students store and organize books and other belongings. Lockers should be neat and orderly. Personal possessions should not be left on top of the lockers. **Entering a locker belonging to someone else without permission will be considered a serious offense, and there will be an appropriate consequence.** A student may put a lock on the locker and give the combination or key to the office.

Nothing should be permanently affixed directly to the locker. Removal and repair is tedious and costly.

COMMUNICATION

Conferences

Conferences with teachers or administrators may be requested at any time and are encouraged. Please schedule conferences through the office. There is not a specific day scheduled for conferences. Please do not have “impromptu” conferences at sports venues or games. Teachers’ and coaches’ attention should be on the students at all times. Teachers or the Dean will schedule conferences with parents as needed.

Messages

Arrangements for car pools or after-school social engagements must be made at home. Be sure to send a note if you are planning to have someone other than a previously authorized person pick up your child. However, parents may call, or FAX, to leave messages regarding unavoidable circumstances. If a change is to be made related to dismissal, please call in sufficient time for delivery of the message to be possible before the student leaves for P.E. Students may use the phone in cases of emergency or when deemed necessary by the office staff. If a parent needs to communicate directly with a student during the day, the student will be summoned to the office to receive the call, although we would prefer to have this happen at a time that does not disrupt instructional time. **If you wish to leave a message for a staff member that does not need an immediate response, call (619) 260-3572 (our backdoor line), access the directory, and utilize our automated voice mail system. Voice mailbox extensions are listed in the School Directory.**

Tuesday Messages (formerly Tuesday Folders)

Our Tuesday Message packet is an important vehicle of communication between the School and home. Each Tuesday, your child will bring home a stapled packet containing important information. **Please note:** when there is a Monday holiday, the packet will come home on **Wednesday**. It is important for parents to receive and look at the items sent home.

Each week, “The Mid-Point” will be available online. If you prefer a hard copy, please notify the office. We are happy to provide one for you. The All School calendar is also available and is updated regularly—with sub-calendars easily accessed—through the web.

Middle School Student Reports

Reports of student progress will be written by teachers at the end of the first and third quarters, and will accompany Report Cards. Mid-quarter progress reports will be sent for any student doing C+ or below work, or whose performance is lower than expected. These reports may be written by the teacher at any time to signal concern, or to acknowledge significant improvement or exceptional achievement. Only semester grades are entered on the permanent transcript.

Report Cards

Report Cards are the traditional format used to formalize our communication with parents about a student's level of achievement and progress related to grade level expectations. In our small classroom environments, teachers work closely with students and are very aware of each student's strengths and weaknesses. The purpose of the Report Card is to transfer this knowledge to parents as meaningfully, objectively, and concisely as possible.

Report Cards are issued quarterly. Achievement is measured by the student's progress and mastery of grade level expectations, as well as the quality of the work completed.

Tests and work that have been graded by the teacher, and may affect evaluation on the Report Card will be sent home regularly by the teacher. Although this policy may vary by class, Student Reports and conferences will be used to alert the parents to any problem areas early in the quarter, or to commend notable progress.

Report Cards are mailed home at the end of each quarter.

SUPPLIES FOR MIDDLE SCHOOL

Each Middle School student is to bring to school:

- 6 one-inch binders (**red**/history, **green**/Spanish, **blue**/science, **white**/English, **black**/band, **gray**/math, **orange**/computers)
- dividers with pockets
- 3-holed paper; college-ruled, 8 ½" x 11"
- 3-holed ¼ " graph paper
- pencils, pens, colored pencils, highlighters, erasers
- calculator
- ruler

Each student will be issued a student planner at the beginning of the year for which he/she will be held responsible. As part of the organizational emphasis in Middle School, it is necessary for the student to carry the school-issued planner to each academic class, and home and back to school each day. All homework and long term assignments are to be written in the planner.

Student Store

There is a Student Store located on the main floor (second). It is stocked with essentials for school (i.e. paper, pencils, notebooks, etc.) and logo items. There is a selection of books from our Reading List available as well as school-approved sweatshirts and other items. Purchases may be charged to the student's account and added to the monthly statement. The profits from the store go to the Student Council for service projects and activities. Items are also available online, with logo items in all sizes.

LUNCHES

Parents are responsible to provide a lunch for students each day, or participate in the hot lunch program, as provided by an outside vendor. Drinks are provided by the School as a part of tuition and fees. We serve low fat milk, low fat chocolate milk, or juice to the students.

We encourage parents to pack a healthy, well-rounded lunch with a minimum of sugar content, as too much sugar has been shown to affect some students' behavior. Please do not send glass containers or sodas. Students are encouraged to eat their sandwiches, main courses, or "healthy things" first, and then desserts, and to eat all of what is packed.

TUITION AND FEES

Financial obligation to the School is stated in the STUDENT ENROLLMENT CONTRACT. Statements will be mailed monthly unless payment has been made in full. Any Extended Care or miscellaneous charges (i.e. replacement costs for lost books, proctor fees, charges for duplicate mailings, transportation, student store charges, etc.) will be added to the monthly statement.

FIELD TRIPS

A form that includes a yearly field trip permission form is sent in the summer mailing, and should be signed by the parent prior to the beginning of school. Students must have written parental authorization in order to go on a field trip. A telephone call is not an acceptable release. Field trips are financed by Activity Fee funds paid upon enrollment or by the Warren-Walker Parent Association (WWPA), and parents are notified via flyers in the Tuesday Messages and/or the calendar on the back of "The Mid-Point", our weekly newsletter. The field trips are selected by the teacher to reinforce the academic program.

A few other trips, such as the eighth grade excursion to Washington D.C./New York, require payment beyond what is charged in the Activity Fee. Notice of these will be given to parents well in advance of the due date, and payment is made to the educational tour company.

DIRECTORY AND RELEASE OF INFORMATION

The Warren-Walker Parent Association (WWPA) publishes a directory each year, which includes students' names by grade, and parents' names, addresses and telephone numbers. If you do not wish to have this information listed, please follow the directives of the WWPA when you receive the appropriate form.

Please note that being "unlisted" makes it difficult for a child to be invited to birthday parties, or to "network" social arrangements, and often results in calls to the office. The School will not give a student's address or telephone number to anyone upon request if a parent restricts inclusion of this information in the WWPA directory.

Faculty with children at Warren-Walker School request that you not use their home phones for school business. Our voice mail system at School is provided for that purpose.

DANCES/PARTIES

The Student Council sponsors several dances and activities during the year. These events are well chaperoned by the teachers and staff at school and provide a safe environment for socialization.

PARTIES OR EVENTS OUTSIDE OF SCHOOL

Invitations to parties or events held outside of school may be distributed at school only if all members of a grade are invited, or provided either all the boys or all the girls in a grade are invited. Invitations to a select few may not be distributed at school as this causes problems and hurts feelings. Certainly you may mail or deliver invitations as you wish using the information in the school directory.

LOST AND FOUND

Please mark all items with the student's name, and check for missing items in "Lost and Found." **This is essential for Middle School students, as they change clothes for P.E. and items are often misplaced.** Notices to remind parents and students to check "Lost and Found" will be posted in "The Mid-Point," our weekly newsletter, but if unclaimed, the items are donated to charity.

The "Lost and Found" is in the restroom hallway on the main (second) floor.

PERSONAL PROPERTY

- Students must be responsible for all of their possessions. They may not bring valuable items such as CD players, I-pods, headsets, or pagers to school.
- Musical instruments must be labeled and stored in the specified areas. **Musical instruments and/or books may not be taken ("borrowed") without the permission of the owner.** Taking items owned by another without permission is considered stealing, which will exact a major disciplinary consequence.
- Students are responsible for safeguarding their personal belongings

CELL PHONES

Because of the world in which we live today, parents expect to be able to reach their child at all times. We understand that expectation, and therefore, all of our teachers and coaches have phones with them at Physical Education, sports games, and field trips. In cases of student-owned cell phones, we have developed the following guidelines for cell phone usage throughout the school day, including Physical Education and after-school sports:

- Phones must be turned off at school.
- They should be in a locker or backpack in the “off” mode (not vibrate).
- They are to be used only at the direction of a teacher or staff member.
- They are **not** to be used in line while waiting to be picked up.
- Phones are **not** to be used on field trips without the direction of the adult in charge.
- Camera phones may only be used for calls; use of camera phones for taking pictures or video is strictly prohibited at all times.

Phones that ring during the day or are used without permission will be confiscated and given to the Dean. Parents must make arrangements to pick up the phones personally. If there is a second offense, that student will not be allowed to have a phone at school for the remainder of the year.

PHONE CALLS

Phone calls that need to be made during the academic day must be done at the office. Using office phones is a privilege. Calls must be made quickly and quietly. Cell phones, pagers, and other electronic devices may not be used during the school day.

PARENT INVOLVEMENT

Parents are key to the success of their children and the school. We encourage parent participation in many ways, and often request assistance and support for the many activities and events in on campus. Other kinds of parent participation opportunities are available as follows:

WARREN-WALKER PARENT ASSOCIATION

All parents of our students are automatically members of the Warren-Walker Parent Association (WWPA). This group is active in providing special events, and support for Arts Enrichment, the specialist programs, the library, computer lab, etc. The elected Board of Directors assigns parent volunteers to be classroom liaisons, committee chairpersons, to prepare and publish the directory, and to help with class parties, field trips, the class play, etc. The WWPA sponsors special events, hosts the Fall Barbecues, and a Parent Party. Some fund raising is done through the sale of goods such as gift-wrap, the annual Book Fair, and an auction and raffle at the Parent Party.

The WWPA is always looking for volunteers to help with all these projects. Check the Tuesday Messages for information. You are encouraged to speak up, step forward, and lend a hand!

PARENT PRESENTERS

Some parents may wish to volunteer time in a classroom by sharing a special talent, hobby or information with a class as a means of enhancing the curriculum. We have welcomed doctors, artists, actors, "Toastmasters", sportsmen and others into our classrooms for single or multiple presentations. Please sign-up at Back to School Night, or talk to a teacher, if you are interested in making classroom presentations regarding your area of expertise.

VISITATIONS

Warren-Walker School is proud of its stellar student-safety record. An important component of this is the School's ability to closely monitor all visitors on site. Therefore, it is necessary for all visitors, including parents, to sign in with the office staff before entering any part of the Middle School. All extended classroom or school visits are by appointment or invitation only.

CLOSING NOTES

As our Middle School grows, changes in plans and policies are inevitable. This School Handbook for the Middle School is our best attempt to help you and your child prepare for a successful year. Any changes from previous guidelines are due to experience and careful thought.

The Warren-Walker School administration, faculty, and staff are committed to the success of each and every student. Please do not hesitate to telephone or visit the School concerning any matter related to your child.

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-----Please Tear Here-----

SCHOOL HANDBOOK FOR PARENTS, STUDENTS, FACULTY AND STAFF

HANDBOOK AGREEMENT

In signing this agreement, I acknowledge that I have read this *School Handbook*. I understand and agree to abide by all the policies and procedures therein governing Warren-Walker Middle School.

Student Name: _____

Student Signature: _____

In signing this agreement, I acknowledge that I have reviewed this *School Handbook* with my son or daughter and I understand the policies and procedures therein governing Warren-Walker Middle School.

Parent Signature: _____

Date: _____

Please return this form to your 1st Period Teacher.