

# THOMAS E. WEIGHTMAN MIDDLE SCHOOL

## #WildcatsMakingADifference!

### **Our Mission Statement:**

Thomas E. Weightman Middle School will offer a nurturing and safe environment that provides an academic focus, values diversity, and challenges all students to achieve their full potential with the support of its home, staff, university, and community partnerships.

### **The Wildcat ROAR**

**Respect-** Treat others, their beliefs, and belongings with kindness and fairness.

**Ownership-** Be proud when you have done well and take responsibility for when you have not.

**Academics-** Focus on the educational process and allow others to do the same.

**Ready-** Always be prepared for class, school and life!

### **STUDENT INCENTIVE PROGRAM**

Each quarter students will have the opportunity to earn an "On-Track" lanyard. These lanyards will allow students to participate in various activities and privileges on campus. These privileges will include:

- Outside seating at lunch
- Random incentives (i.e., candy, ice cream, hot chocolate, etc.)
- Participation in incentive activities
- Participation in end of semester incentive day
- Participation in TEAM sponsored incentives

Lanyards will be issued to students using this data during quarters 2, 3, and 4 based on the student's success with meeting criteria listed below for the previous quarter. Students are expected to wear their lanyard every day. Lanyards must remain on while participating in the incentive activities including outside lunch. If a student loses his/her lanyard, a replacement can be purchased from the back office for \$1.00.

In order to qualify for an "On-Track" lanyard, a student must meet a set of three campus wide expectations each quarter:

1. Attendance - Students shall miss no more than 2 days of school, either excused or unexcused. (Medical Excuses will be exempted. Extended illness or family emergencies will be looked at on a case by case basis.)
2. Behavior – Students shall NOT receive any Discipline Referral.
3. Academics – Students shall have a grade of C or better in ALL classes.

If a student believes he/she has an extraordinary reason for an exception to the ON-TRACK requirements, he/she may submit a "Lanyard Appeal Form" located on our school website at: [www.tewms.pasco.k12.fl.us](http://www.tewms.pasco.k12.fl.us). All appeals are reviewed by our MTSS team and communicated through our School Counselors.

### **STUDENT SAFETY AND BEHAVIOR**

The faculty and staff have focused on encouraging positive behaviors and have developed a plan of interventions when these expectations are not met. Specific expectations and methods of modifying behavior will be reviewed with students in a team setting. Students who wish to report what they view as a safety issue are welcome to fill out an "Incident Report" at the back office; they will be contacted by a representative of the administration in regard to their written statements.

### **Rules of Dress, Appearance and Behavior**

*Please see Pasco County Schools District pages (Code of Student Conduct) for a full explanation of the dress code policy.* Students who are out of compliance with the dress code and are unable to obtain a change of clothing will not be allowed back in the general population of the campus. An alternative setting will be determined and classwork will be sent to the student to complete. Below is the consequence schedule used for all students out of compliance for appropriate school dress:

- 1<sup>st</sup> Offense – Warning/Parent Contact/Change of Clothes
- 2<sup>nd</sup> Offense – 1 day Lunch Detention/Parent Contact/Change of Clothes
- 3<sup>rd</sup> Offense – 3 days Lunch Detention/Parent Contact/Change of Clothes
- 4<sup>th</sup> Offense – After School Detention/Parent Contact/Change of Clothes
- 5<sup>th</sup> Offense – Discipline Referral (ISS/OSS)/Parent Contact/Change of Clothes

Once first period begins, drinks (with the exception of bottled water) and food items should only be exposed or consumed in the cafeteria. Drinks or food items will be confiscated and disposed when removed from noncompliant students. **Gum and candy is not permitted.**

There is never any need to resort to violence when dealing with others! Problems must be reported immediately to any adult staff member for help. Fighting, bullying, intimidating, threatening or harassing will not be tolerated. Students who engage in such acts will be immediately given consequences and legal authorities will be notified when appropriate. In order to provide a safe environment for all students, horseplay will not be

tolerated. Students who engage in this type of behavior will receive consequences based on the school’s discipline plan. Students who speak profanely, obscenely or abusively to staff members will receive consequences according to the district behavioral matrix. Students in possession of tobacco products are subject to disciplinary consequences as well as a citation and \$25.00 fine.

**For safety reasons, no children are permitted to be on campus prior to 8:10 a.m. and must leave campus by 3:15 unless participating in an approved after school event.**

**DISCIPLINE PLAN**

The teachers and staff of Thomas E. Weightman Middle School have the highest expectations for all of our students and have adopted the following general guidelines for dealing with those who become disruptive to the educational process:

- Warning(s)**
- Contact with Parent(s)/Guardian(s)**
- Discipline Letter(s)**
- Loss of Privileges**
- Lunch Detention(s)**
- Work Details(s)**
- Conference with Counselor and/or Administration**
- After School Detention**
- On-Team Suspension**
- In-School Suspension**
- Out-of-School Suspension**

**ACTIVITIES AND ATHLETICS**

Activities and athletics are scheduled throughout the school year both during school hours and after school, and you are urged to participate. Students who are active in school often do better in their classwork and enjoy school more. To participate in athletics, you must maintain a 2.0 grade point average and have passed five out of six subjects the previous quarter.

TEWMS students participate in the Pasco County Middle School Athletic Conference in the following sports: Football, Girls’ Volleyball, Girls’ and Boys’ Basketball, Girls’ and Boys’ Soccer, and Girls’ and Boys’ Track.

Each student must have a current FHSAA physical to participate in athletics. The physical is valid for 365 calendar days from the date of evaluation by a physician. Each student must pay an annual, athletic participation fee of \$50.00 before they may take part in any interscholastic sports program. There is no try out fee. Students have 3 days to pay fees after they make the team. Please be aware that the participation fee does not guarantee playing time, only the opportunity to be on the team if selected.

In addition to the basic curriculum, we are proud to offer the following activities to enhance student’s growth:

**Academic Activities**

National Junior Honor Society	Science Fair
Odyssey of the Mind	TEDx Competition
National History Day Competition	CTE Competition
Pasco F.I.R.E. Writers Camp	Turn Around Student of the Year
Study Hall – Binder Organization and Academic Goal Setting	Study Hall – Interventions for Mastery of Essential Standards

**Extra and Co-Curricular Activities**

Band Performances & Competitions	Morning News Crew	Wildcat Idol
Future Business Leaders of America	Student Council	Talent Show
Future Farmers of America	Pasco County Fair	Athletic Teams
Various Club Memberships	Various Field Trips	Special Olympics

## ATTENDANCE

We encourage each student to attend school each day. If a student has been absent, a written excuse from the parent or guardian must be turned into the back office. Parents may also [report a student's absence](http://tewms.pasco.k12.fl.us/?page_id=2673) with our online form: [http://tewms.pasco.k12.fl.us/?page\\_id=2673](http://tewms.pasco.k12.fl.us/?page_id=2673). This needs to be done within two (2) days of returning to school in order for the absence to be excused. (A signed statement should accompany any notes regarding absences or tardies due to medical reasons from the doctor.). The note should include the date, the student's name, the date(s) of absence or tardy, and the reason.

School District policies excuse student absences for personal illness, major illness or death in the immediate family, religious holidays and trips that are prearranged. Parents should be aware that attendance is critical to successful learning. Trips and vacations should not be scheduled during school time except in the most unusual of circumstances. **It is absolutely essential the Principal approve any non-emergency student extended absences in advance. If prior permission has not been granted, the absence will be recorded as unexcused.**

Special Note: A student who has achieved the age of 14 who is absent for 15 or more unexcused days during any 90-day period is subject, by state statute, to denial of driver's license issue at such later time during which application for one is made.

## BEFORE AND AFTER SCHOOL

When you arrive at school, you must remain in the Courtyard or Cafeteria until the bell rings. You may not be in the buildings unless under the direct supervision of an adult staff member of this school. You may, however, use the Media Center when it is open. At the end of the school day, all students who are not involved in official after-school activities are to depart the buildings and grounds as soon as possible. Other than those participating in a school-sponsored activity, all students are to vacate the campus no later than 3:15 p.m. The only approved car rider pickup spot is in front of the Administration Building.

## BUS BEHAVIOR

Please see Pasco County Schools District's pages for full explanation of rules and consequences governing bus behavior. In addition to District's Bus Behavior, students must adhere to the following rules at Thomas E. Weightman Middle School:

*Students are to ride only their assigned bus and are to board or leave the bus only at their regular bus stop. Permission to ride buses other than one's assigned vehicle will be granted only in cases of serious family emergency (NOT for prearranged supervision situations, social functions, parent convenience or school projects), and then only if a parent has made contact with the Assistant Principal's office prior to 12:00 noon of the same day. School is dismissed at 2:50 p.m. and students who ride a bus must report to the bus loading area promptly. Students who are not bus riders are not permitted in the bus loading area.*

**Note:** Students that are suspended off their regular bus will not be able to participate in field trips that fall within that suspension period if they require them to be transported on a Pasco County School Board bus.

## CAFETERIA

The school maintains and operates a clean and orderly cafeteria, serving breakfast and lunch. Reduced prices are available for qualifying families. Free and reduced lunch forms are available in the office. Food and drink are to remain in the lunchroom, and are to be brought on campus only when it is for lunch or approved school functions. Food and drink items prepared from non-school cafeteria sources may be consumed only by the individual student who brought them to school. <http://connectplus.pasco.k12.fl.us/do/fns/>

The cost of breakfast for students is \$1.50 and lunch is \$3.00 depending on food choice. For students who qualify for reduced meals, the cost is .30 for breakfast and .40 for lunch. Students are permitted to charge no more than \$3.00 to their account. These prices are subject to change.

## CLINIC

The clinic is located inside the Administration Building. Minor first aid treatment will be provided in the clinic. If your child's injury or illness is severe, parents will be notified. Every accident in the school building or grounds or at a practice session must be reported immediately to the person in charge and to the clinic. Except in extreme emergencies, the student should have a clinic pass signed by a teacher, as well as a signed Student Planner pass. Only prescribed medicine may be administered in the clinic, and it must be checked in to the Health Assistant before school. Medicine must be in the original bottle and accompanied by a note from home. Students are not permitted to be in possession of either prescribed or over-the-counter medication while on school grounds. Inhalers are exempted from this provision when a doctor's order is filed with the clinic. By law, the school is limited in treatments for illness or injury. If a student is too ill to return to classes, parents will be contacted so that transportation home may be arranged.

## CRISIS PROCEDURES & DRILLS

There will be periodic crisis drills during the school year. These drills are designed to help secure the campus and to protect everyone in the event of an emergency. It is important that students and visitors take such drills seriously and listen carefully to instructions. While it is hoped that these procedures never have to be put into effect in response to an actual crisis, it helps to be prepared. Training will be provided for all staff and students.

## DETENTION

Thomas E. Weightman Middle School Lunch Detention is held Monday-Friday. Detention is a disciplinary intervention served in the cafeteria during lunch times. After School Detention is held once a week from 3-4 pm. Parents must pre-approve the student to stay.

## myStudent – GRADES/ATTENDANCE

Student grades and attendance can now be checked online for all TEWMS students at: <https://www.pasco.k12.fl.us> click on the PARENT link, then on the link listed in the section titled "Parent Access to myStudent." You will be prompted on how to create your account. We have found that this is a very helpful tool. Attendance is updated daily and grades are updated every time a teacher enters a grade (which could be daily or weekly depending on the course).

## **EMERGENCY INFORMATION**

Every parent must complete an emergency information card and return it to school. This card must be kept current. If there is a change in home address, home phone number, employment address or phone number, the Main Office should be notified. The parent's placement of other adult contacts on an emergency information card authorizes those persons to check students out of school.

Any person requesting to check out a student must be listed on the emergency card or have prior written parent/guardian permission. In all cases, proper identification of any adult person is required prior to the school's release of a student into that person's custody.

## **FEES AND LOCKERS**

Fees will be collected at TEWMS at registration time. This money is used for the purchase of supplementary materials and other instructional aids. PE lockers are available for a fee. Parents can use the electronic payment system to pay all fees. Please visit our school website at: [www.tewms.k12.fl.us](http://www.tewms.k12.fl.us) and click on the parent link to access the ACORN system (replacing School Pay).

**Upon reasonable suspicion, student lockers or other areas may be searched for prohibited or illegally possessed substances or objects.**

## **FIELD TRIPS**

When students attend field trips which require transportation by school bus or charter bus, all students must ride the bus to and from the destination. Parents may not transport their child or any other student to or from these events, and no students may be checked in or out of school from an off campus location. For parents to chaperone on a field trip, they MUST be approved Pasco County volunteers.

<http://www.pasco.k12.fl.us/comm/volunteer/>

## **GRADES**

Letter grades are earned each quarter, semester, and a final grade at the end of the course is based on the numerical average of the semester grades (A = 100-90, B = 89-80, C = 79-70, D = 69-60, and F = 59 and below). Students also receive S (satisfactory), N (needs improvement) or U (unsatisfactory) citizenship grades.

## **HONOR ROLL**

Awarded to students with a semester weighted GPA at or above 3.2000 based on grades documented in the myStudent. Students must have a minimum of six grades or a number of grades equivalent to three (3) credits posted for the current semester to be eligible. Students cannot have earned a grade of D or F in any of their semester courses to be eligible.

## **INSURANCE**

The school board does not carry insurance to cover student accidental injury. To relieve the students and parents of financial burden, insurance is available to all students. In case of an accident, claim forms may be secured from the Main Office for insured students only.

## **LEAVING SCHOOL GROUNDS**

Thomas E. Weightman Middle School has a closed campus. Once arriving on campus, a student may not leave the school grounds before dismissal time without permission from the Administration. Unauthorized departure from campus shall be considered skipping, a violation of the Student Code of Conduct. Please note that the grounds of Wesley Chapel High School and Wesley Chapel Elementary School are included in the areas considered to be "off campus."

When parents or guardians pick up a student before dismissal time, they must come to the Main Office to sign the student out. Release of a student to someone other than a parent or guardian requires permission from the parent and proof of identification for the person checking the student out. Without such evidence, a student shall be released only to properly identified persons listed on that student's emergency card.

## **ABSENCES**

Students who are absent will be marked "unexcused" (U) until the parent/guardian notifies the school in writing and justifies the absence with one of the acceptable reasons as defined below.

- Failure to do so within three (3) school days will cause the absence to be recorded as "unexcused".
- In the case of excessive or extended absences, which are claimed to be due to illness, upon request of the principal or designee, a parent must provide documentation (doctor's statement) of a student's illness.
- Excessive or extended absences are considered five (5) in one calendar month or ten (10) in one semester, or a history of excessive absences per period as defined below under Student Consequences for Unexcused Absences. Absences that meet this threshold as defined above will require a doctor's note. If doctor's notes are not provided, absences will be marked as unexcused.

## **MAKE-UP WORK**

When a student is ill, parents must send in a written excuse upon return. Excused absences guarantee students the right to make up any and all assignments assigned on the day(s) of absence at full credit. The student is responsible for asking the teacher(s) for makeup tests, assignments and related work. Students will be given a minimum of two (2) calendar days per day or period of absence to make up all tests, assignments and related work. Students may be given additional time as stipulated on their IEP or based on teacher discretion. Work due to be turned in on the day of the absence will be turned in upon return and be given full credit. The principal or designee shall have the authority to modify these conditions with just cause. Students who have been assigned out-of-school suspension (OSS) may make up all tests, assignments and related work for full credit.

## **OPPORTUNITY HALL**

Students needing academic assistance are invited to take advantage of tutoring on a designated day from 3:00 p.m. to 4:30 p.m. Teachers, parents, and/or students can initiate the process. A form must be completed to indicate a need and parents must provide transportation; found at [www.tewms.pasco.k12.fl.us](http://www.tewms.pasco.k12.fl.us)

## **PARENT - TEACHER CONFERENCES**

Parents are encouraged to confer regularly with the teachers concerning their child's progress. Parents may make arrangements for conferences by contacting their child's Team Leader via e-mail, telephone, or written note.

## **PASSES**

Students are not permitted in the halls or on the grounds during class periods unless they are accompanied by a staff member or have a lanyard pass.

## **PROPERTY IDENTIFICATION/LOST AND FOUND**

Students are to identify all notebooks, billfolds, purses, P.E. clothing, jackets, etc. by writing their names on them. Students who have lost items should check the Lost and Found in the Cafeteria during their lunch period. Prohibited items are not to be brought to school.

## **PROHIBITED ITEMS AND ACTIVITIES**

Please see the Pasco County Schools District pages of the Student Code of Conduct. In addition to the District's Student Code of Conduct policies, students are not permitted to be in the possession (including book bags) of students.

- |                                       |   |
|---------------------------------------|---|
| a. Toys, trading/playing/gaming cards | c. Rubber bands or pins.                  |
| b. Gambling devices                   | d. "Celebration" flowers and/or balloons. |

If any of these items are discovered, they will be confiscated and returned only to a parent/guardian of the party from whom they were taken. This includes any electronic devices which are discovered being used during school hours without permission (see policy below).

## **ELECTRONICS POLICY**

Students may use their electronics devices according to district/school policy. This means all devices need to be powered off and put away while on campus unless otherwise directed by the teacher for instructional purposes. If electronics are used without permission the following consequences will be given:

- 1<sup>st</sup> Violation: Warning
- 2<sup>nd</sup> Violation: Confiscation of device for the class period.
- 3<sup>rd</sup> Violation: Student is sent to the office and device is locked up for the entire day – returned at the end of the day to the student.
- 4<sup>th</sup> Violation and Each Time Thereafter: Student is sent to the office, device is locked up and parent must come to pick up. Student receives a disciplinary referral.

\* At no time are students allowed to audio record, video or photograph others (including staff members) without their consent. This infraction, as well as sending inappropriate pictures of oneself or others via electronic means (i.e., text message, social media, etc.) is prohibited and possibly punishable by law.

## **PROMOTION REQUIREMENTS**

According to the State of Florida rules, middle school students must successfully complete Language Arts, Mathematics, Science and Social Studies **each year (6<sup>th</sup> – 8<sup>th</sup>) to be promoted to high school**. Successful completion of these courses require the earning of a grade of "D" or higher.

In addition, one semester courses which includes Career and Education Planning must be completed by the end of the 8<sup>th</sup> grade year. This course includes using the online student planning & advising system known as ePep, which results in the completion of a personalized academic and career plan.

## **TARDIES TO SCHOOL**

When a student is late coming to school, the parent must sign the student in at the office or send in a note for an excused tardy to be recorded. Repeated tardies (excused or unexcused) will result in lost academic instruction and consequences for habitual problems.

## **TARDY POLICY**

TEWMS has a school-wide tardy policy and procedures that is strictly monitored and enforced. Students are highly encouraged to be in attendance daily and on time to all classes

Students have 3 minutes to transition from one classroom to another. Students who are not inside the classroom when the late bell rings and do not have a pass from a staff member, will be considered tardy and will not be permitted to enter the classroom without a pass.

Tardy students will be sent to the Tardy Table located in the back office, where the tardy will be logged. The student will then receive a pass to enter the classroom. Upon returning to the classroom with a tardy pass, the teacher will mark the student as "Tardy" on myStudent. Tardies are cumulative and not by period or day. Therefore, a student may get up to six tardies in one day, which will result in a more severe consequence.

For each tardy, the student will receive a consequence. Consequences are progressive in nature and includes warnings, lunch detentions, afterschool detentions, in-school suspension, loss of transition time, and disciplinary referrals.

After receiving a tardy pass, the student must return into their classroom with the pass within 3 minutes. Students who are more than 10 minutes late returning to class, will be considered “skipping” and will receive a disciplinary referral.

TEWMS Tardy Consequence Schedule – Resets Each Quarter

Tardies	Consequences
1	1 <sup>st</sup> Warning
2	2 <sup>nd</sup> Warning
3	1 Day of Lunch Detention
4	3 Days of Lunch Detention
5	After School Detention (Parent Contacted)
6	1 Day of ISS (Referral)
7	3 Day of ISS (Referral)
8 and more	We have a problem!!! See an Administrator Immediately (Referral)

\_\_\_\_\_  
Parent/Guardian Signature      Date

\_\_\_\_\_  
Student Signature      Date

**I have received and read the Student Planner which includes the school’s Vision Statement, Calendar, and the Code of Conduct which includes Rules of Dress Appearance and Behavior.**

