

Webb Bridge Middle School

GEORGIA SCHOOL OF EXCELLENCE
NATIONAL BLUE RIBBON SCHOOL



STUDENT/PARENT HANDBOOK 2018-2019

Rebecca Williams Perkins, Principal
Michelle Garner, 6th Grade Assistant Principal
Carmen Hurst, 7th Grade Assistant Principal
Mike Milak, 8th Grade Assistant Principal

4455 WEBB BRIDGE ROAD
ALPHARETTA, GEORGIA 30005
470-254-2940

SCHOOL MASCOT: JAGUAR
SCHOOL COLORS: ROYAL BLUE AND WHITE
SCHOOL HOURS: 8:55 A.M. – 4:05 P.M.

WWW.WEBBBRIDGE.COM

WWW.WBMSPTA.ORG

E3 = EXEMPLIFYING EXCELLENCE EVERY DAY THROUGH THE WEBB WAY

WEBB BRIDGE MIDDLE SCHOOL

VISION AND MISSION STATEMENT

Arrived at through a collaboration of faculty, staff, parents, students, and community members, the mission of Webb Bridge Middle School is:

W³ = Exemplifying Excellence Every Day Through the Webb Way

Joining together to successfully achieve...

Academic excellence for all learners

Global learners that celebrate the diversity of others

Using technology as an essential part of learning

Accountability for personal and academic successes

Respect towards others

The following is our Positive Behavioral Interventions and Support Matrix:

	LEARNING ENVIRONMENTS "KEEP IT FOCUSED"	CAFETERIA "KEEP IT CLEAN"	HALLWAYS "KEEP IT MOVING"	COMMUNITY "KEEP IT KIND"
<i>exemplifying</i> RESPECT	Think before you speak	Be courteous to all	Allow personal space Use positive language	Appreciate people and value property
<i>exemplifying</i> CITIZENSHIP	Participate positively and with integrity Use appropriate technology	Clean-up after yourself Be technology free	Be technology free Be caring and kind	Serve others
<i>exemplifying</i> RESPONSIBILITY	Be prepared and on time	Use manners	Carry a Hall Pass/Agenda	Be a positive role model

WBMS 2018-2019 School Calendar

JULY/AUGUST '18						
S	M	T	W	Th	F	S
	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 31 Preplanning
 Aug 1-3 Preplanning
 6 First Day of School

JANUARY '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-2 Winter Break
 3 Teacher Workday
 4 Professional Development Day
 7 First Day of Second Semester
 21 M.L. King Jr. Holiday

SEPTEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 Labor Day

FEBRUARY '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

15 Student/Teacher Holiday*
 18 Presidents' Day

OCTOBER '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5 Teacher Workday
 8 Columbus Day

MARCH '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8 Teacher Workday*
 11 Professional Development Day

NOVEMBER '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19-23 Thanksgiving Holidays

APRIL '19						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5 Spring Break

DECEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 Last Day of First Semester
 21-31 Winter Break

MAY '19						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23 Last Day of School
 24 Post Planning
 27 Memorial Day

*Designated as inclement weather make-up days (if needed)

PTA MEETINGS

August 20: General Meeting 6th Grade Open House and Curriculum Night for Parents

August 21: General Meeting General Meeting 7th & 8th Grade Open House and Curriculum Night for Parents

GENERAL INFORMATION

ACCIDENTS

Any student who is injured on the school grounds must report the injury to the supervising staff member or, if the student is not in class at the time of the injury, go directly to the clinic or office. Appropriate safety precautions will be taken. The student will receive any necessary first aid. Parents will be notified if the injury is considered anything other than minor. An accident report will be completed and signed by the supervising faculty member.

ARRIVAL AND DISMISSAL

The school opens for students at 8:25 a.m. Students do not need to have a signed pass from a Webb Bridge staff member to enter the building before 8:25 a.m. for clubs, rehearsals, and extra help sessions. Students must, however, check the staff board to make sure their teacher has arrived and is ready to receive students. The teacher's name will be checked off accordingly on the staff roster posted by the front office. In order to remain after school at the end of the day, students must be participating in a school sponsored activity under the supervision of a teacher.

Students who arrive between 8:25 and 8:35 a.m. report to the gym (6th & 7th graders) or the cafeteria (8th graders). The students will be dismissed from the gym/cafeteria at 8:35 a.m. Students do not need a written pass from a Webb Bridge Middle School employee prior to reporting to a teacher before 8:35 a.m. but need to make sure their teacher is signed in on the staff roster posted outside the front office prior to going to the classroom.

During afternoon dismissal, students are to remain in their classrooms until they are dismissed via intercom or bell to go to their bus or to their activity. Walkers and car riders are dismissed via the *front door only*. Should students be needed earlier, the parent should send a note specifying the time for early check-out. Early check-outs end at 3:45 pm.

ASSEMBLIES

During school assemblies and concerts, student behavior should be appropriate and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Students should give full attention to the performers and appreciation shown only through clapping hands. Whistling, shouting, foot stomping, boisterousness, and talking during a program are not appropriate.

ATTENDANCE

Absences - Regular attendance is essential to the learning process. Students who are absent from school miss a variety of educational experiences shared with their peers.

After a student has accrued **5 unexcused absences**, a letter will be sent home notifying parents of that. Whenever a student is absent for any reason, a note from the parent must be sent to the FRONT OFFICE within three days stating the reason for the absence.

Students who miss **10 days of school or more** in a school year may be required to provide additional verification, including doctors' statements.

- An **excused absence** is considered to be one of the following: personal illness, serious illness, illness or death in the immediate family, recognized religious holidays, court mandates, and other conditions rendering school attendance impossible or hazardous to a students' health or safety.
- An **approved absence** should be pre-arranged through written request to the grade level Assistant Principal prior to the absence. Approved, pre-arranged absences shall be permitted for a travel opportunity with educational benefits, a graduation or wedding of a close family member, a specialized educational experience, or an event mutually agreed to by the parent and Administrator. **Approved absences are limited to six per year.**
- An **unexcused absence** is an absence from school or class for any reason other than those listed above. Students serving as pages in the Georgia General Assembly shall be recorded as present.

Tardiness –

To School: On time arrival to school is the responsibility of the parent(s) and student. Oversleeping is not a legitimate excuse for tardiness. An excused tardy would be due to illness, medical appointments, and other legal excuses mentioned above. Parents are requested to send a note with a child when he/she is tardy. All students who are tardy must report to the office **before** reporting to class. Students with excessive, unexcused tardies will be referred to the school social worker.

To Class: Students have 5 minutes between classes and are expected to be on time. If a student is tardy to class, it will be noted in eSchool (HAC) and the Responsibility Log. After 3 entries on the Responsibility Log (for any reason, including tardies), the grade level Administrator will be notified.

Early Dismissal - If a student needs to leave school before normal dismissal time, a note from the parent or guardian requesting early dismissal must be sent to the office on the morning of the requested early dismissal. **Please refrain from checking out students between 3:45- 4:05 pm as this allows us to protect instructional time at the end of the day for all students.** The student will be dismissed from class to come to the office at the time indicated on the note; however, parents or guardians must come into the office to sign out their children. Your cooperation with this procedure is requested as it minimizes interruptions to instruction. Of course, in an emergency, a parent may come directly to the office to request that a student be dismissed early.

Steps to Follow When Absent: (Fulton County Board of Education Procedure JBD)

1. Parent/guardian should write a note stating the child's name, date(s) of absence(s), reason for absence(s), and parent's signature. The student should give the note to the **FRONT OFFICE** within three days after returning to school.
2. A student is permitted and encouraged to make up work missed because of absences. It is the student's sole responsibility to make contact with the teacher(s) to initiate all make-up work. The contact must be made within one school day of returning. If a teacher is not available, the student needs to inform the principal or designee of his/her desire to make up the missed work. The teacher will establish a reasonable schedule within which the make-up work will occur. The student will be given the same amount of time to make up the work as the student was absent.
3. Students are encouraged to contact other students in their respective classes and check the teacher website/online resource page to get class assignments and homework on the first day of an absence. Parents may request that teachers leave assignments in the front office for students who are absent for 2

days or more. Homework requests must be made by 9:30 a.m. and may be picked up after 4:15 p.m. on the second day of absence.

4. Please present a note from the physician for all absences which exceed 10 consecutive school days in a school year, and for all absences that are due to communicable diseases or under other conditions deemed necessary by the principal.
5. Work missed during the last week of semester must be completed within ten (10) school days of the semester immediately following the semester in which the absence occurred. Failure on the part of the student to submit the work at the assigned time will be treated as a missing assignment. This statement applies to all absences.
6. Final course grades of students shall not be penalized because of absences. The grade should always reflect what a student has learned and understood.

CAFETERIA

The school cafeteria offers several choices of nutritional, well-balanced meals each day. Breakfast and lunch programs are available to each student. **Meal prices are subject to change by the Fulton County Board of Education.**

A **breakfast program** for students is offered each morning before school from 8:25 - 8:45 a.m. Student breakfasts with milk are \$1.20; adult breakfasts are \$1.55. Students may purchase a variety of individual items ranging in price from \$1.00 to \$1.50 (prices are subject to change). Parents can enroll and add money to accounts through Pay Plus: www.mypaymentsplus.com.

All student lunches (with milk) are \$2.70. Students may choose the regular hot food lunch, the deli bar, or a luncheon salad. Lunch menus will be published in the weekly "Friday Notes". Adult lunches may be purchased for \$3.35.

Free/reduced priced meals are provided for students who qualify for these federal programs. Application forms are distributed to all students at the beginning of the school year. The cost of a reduced priced breakfast is \$.30 and a reduced priced lunch is \$.40. Peanut butter and jelly or cheese sandwiches and milk are available free of charge for students who forget their lunch money.

Students are encouraged to open a debit account in the cafeteria before school on Monday morning. Funds may be deposited with cash or a check made payable to *Webb Bridge Middle School Cafeteria*. Debit account numbers are not to be shared among students.

Visitors may purchase lunch for \$3.35. Parents may join their children for lunch. Please notify your child's grade level assistant principal and JAG homeroom teacher prior to the expected visit. **Soft drinks and food from "fast food" restaurants are not allowed at school.** Glass bottles are not permitted for safety reasons. All food and drinks are to remain in the cafeteria, with the exception of water. Students may eat in the outdoor lunchroom on a rotating basis, with adult supervision.

Cafeteria Guidelines

- Always use good table manners and show respect for others during meal times.
- Remain seated at your assigned table until you are dismissed by your teacher.
- Raise your hand for permission to leave your seat.
- Talk quietly to others at your table.
- Remember to clean your eating area (table and floor) before you leave.

- Food and drinks are to be consumed in the cafeteria.
- Technology free (working lunch students may use their device for educational purposes only)

CARPOOL SAFETY PROCEDURES

Parents who are dropping off or picking up children should maintain a **single-file line** in the carpool line in the front of the school. **Drivers should pull up to the yellow line on the driveway before students enter or exit the vehicle.** Children should not be dropped off or picked up in the bus dock area, by the music hall, or in the staff parking lot.

CHANGE OF ADDRESS / PHONE NUMBER

Please inform the school through the Front Office of any changes in names, addresses, phone numbers, or emergency information during the school year. A change of address form will need to be completed with an address change.

CHILDREN'S INTERNET PROTECTION ACT

Internet access is available at school in support of the instructional program. The Fulton County School System complies with the Children's Internet Protection Act. Filtering is in place that blocks access to material that may be inappropriate for children. Websites are permitted or denied upon review of the school's media committee. Acceptable use of the Internet is established in Board Policy/Procedure IFBGA, Electronic Network Access. The policy and procedure may be viewed in the school's media center or on-line at <http://www.fultonschools.org>

CLASSROOM PARTIES

Birthday and holiday celebrations/parties/treats are not permitted in middle school.

CLINIC

The clinic is staffed by a full-time clinic worker. Students must sign in and out upon visiting the clinic. First aid will be administered in the clinic as needed. Each student must have a current clinic form on file in the school, which will be referred to during emergency situations. Parents are requested to notify the school of any changes on the clinic form during the school year. Clinic hours are 8:55 a.m. to 4:05 p.m.

CLUBS / ACTIVITIES

A wide range of clubs and activities is offered for students before and/or after school. A full listing of these clubs and activities is available on the school's web site (www.webbbridge.com) and opportunities will be provided for students to enroll in these activities. Students must be counted present at school in order to participate in extracurricular school activities on that day.

Students are encouraged to join in extracurricular activities. If a student is interested in creating a club that is not already offered, they will need to secure a staff sponsor and complete the [new club application](#).

CONDUCT INFORMATION

One of the goals of middle school is to develop a sense of responsibility and self-discipline in students. It is our belief that good discipline is one of the cornerstones of a good education, and that to ensure good discipline, a close, cooperative relationship must exist between the home and the school. In an effort to promote student growth in these areas, all Webb Bridge Middle School students are expected to behave in a positive manner conducive to learning. Fulton County policies and procedures will be followed in all disciplinary cases. Please refer to the [Fulton County Code of Conduct](#).

WBMS SCHOOL RULES:

1. **Students must have a hall pass to be out of class.** Students are to attend all classes as assigned. Skipping class is defined as being 10 or more minutes late to class without a hall pass.
2. **Students must sign out when leaving class and sign back in to class using the class log book.**
3. Students are expected to walk, not run, on the right side of the hall while in the school building.
4. Toys, radios, computer games, skateboards, shoes with wheels, water guns, non-school issued or approved electronic devices, sunglasses, cameras, yo-yo's, lasers, chains, paint balls, non-instructional items, Bluetooth speakers, etc. are not to be brought to school (unless otherwise directed by the teacher/staff).
5. **Cell phones may not be used during the school day unless permission is given by the teacher.**
6. Students shall adhere to the school dress code (see "Dress Code").
7. Soft drinks are prohibited. Candy and chewing gum are permitted at the discretion of the teacher. Proper disposal is required.
8. Students are not to distribute invitations to private parties at school.
9. Students are not permitted to bring book bags on the last day of school.
10. Book bags, hats, and coats are to be kept in student lockers throughout the school day.

STUDENT ROLE IN CONDUCT

Students have a RESPONSIBILITY to:

1. Attend school regularly, arrive on time, be prepared, bring appropriate materials to class, participate in class, and complete homework.
2. Strive for academic growth.
3. Respect the rights, feelings, and property of fellow students, parents, school personnel, visitors, guests, and school neighbors.
4. Conduct themselves properly on school grounds, in route to and from school, at bus stops, at any school related activity, and in the classroom so as not to interfere with the rights of others to learn.
5. Accept the consequences of their own actions, and follow discipline guidelines adopted by the school and district.

Students have the RIGHT to:

1. Have access to a copy of the [Fulton County Code of Conduct](#).
2. Discuss educational concerns with teachers and other school staff members.
3. Receive special help as needed from professional staff members.
4. Receive fair discipline without discrimination in every aspect of the educational system.
5. Study and learn in a positive atmosphere free from verbal and physical threats and abuse.
6. Review their own records within the appropriate guidelines.

COMMUNITY BALANCE NIGHTS

We want to create a community filled with more balanced lives. On these nights there will not be any homework assigned, and no assessments will occur the next day.

August – 15th
September- 19th
October – 25th
November – 7th
December – 5th
January – 16th
February – 13th
March – 6th
April – 18th
May – 8th

COMMUNICATION

COMMUNICATION WITH FACULTY

Due to limited access to phone during the day, please email faculty members with questions and concerns, so they may answer inquiries and resolve issues. Parents and guardians may arrange individual teacher-parent conferences teachers; however, if a conference with more than one teacher is desired, the student's counselor can help coordinate the meeting. We have found that most concerns can be addressed by speaking directly to the teacher. When contacting the school, we ask that you please follow the steps below:

- Parents meet face-to-face with a teacher
- If further assistance is requested after meeting with the teacher, please contact the grade level counselor.
- If further assistance is still needed, please contact the grade-level administrator.

HOME-SCHOOL COMMUNICATION

FRIDAY NOTES are created weekly throughout the school year. They include a menu for the upcoming week as well as important informational items. Friday Notes are posted on the Webb Bridge web site:

<http://www.webbbridge.com>. Friday Notes are e-mailed to parents with a current email address on file.

PTA WEBSITE address is <http://www.wbmspta.org> or follow them on [Twitter: @wbms_pta](#) or Facebook: <https://www.facebook.com/WBMSPTA/>

PARENT-TEACHER CONFERENCES are a vital part of communication. The student's teacher will contact parents to arrange a time to talk on an individual basis about the student as needed. Parents who would like to have a conference with any staff member should contact the school and leave a number where they may be reached during the teacher's planning time. Teachers cannot be called from class to receive phone calls but will return calls within 24 hours. E-mail is the quickest, most efficient way to contact a teacher.

GUIDANCE COUNSELORS are available for conferences concerning problems at home or at school. They are also available to review test scores and student placement.

Important Notes about Home Access Center

- Must present photo ID to front office in order to receive a login and password

- Request single entry for all children in the household (initially may have one login per student)
- Home Access Internet website: www.fultonschools.org
- Click on Parent icon on FCS website.
- Click on Home Access Center icon “Click for Access”
- Click on “Click Here to Proceed to Home Access Center Application.”
- Enter login and password.
- Click on tabs within the website to see related data
- To Exit click on ‘Exit’ menu item, click ‘OK’ then close your Internet browser window
- We cannot give the login user ID and password to a spouse, student, or other representative.
- Home Access Center files are updated with grade and attendance information
- Changes made to grades or attendance will not be posted until the next update.
- Questions? Problems?
 - o If you are having trouble using Home Access Center, e-mail Betsy Hedger at hedgerb@fultonschools.org.

Experiencing email alert notifications problems from Home Access Center?

Home Access Center does not use an e-mail system which utilizes reverse DNS lookup. For many of the big Internet Services Providers, such as AOL, BellSouth, and Comcast, e-mail is rejected if there is no reverse DNS lookup available. To get around this problem, parents can contact their ISP and request that mail from Home Access Center be delivered They will need to give the ISP the URL of the Home Access website.

TEACHER WEBSITES: ALL Webb Bridge teachers have an online resource that can be accessed through the school's main website <http://www.webbbridge.com>.

E-MAIL: All Webb Bridge faculty and staff members have e-mail. E-mail addresses are listed at <http://www.webbbridge.com>.

COUNSELING AND GUIDANCE

Role of the Counselors

The counseling and guidance program is designed to help students understand themselves as individuals who have personal worth, potential, and unique abilities, but who also share social responsibilities. It is developmental in nature and attempts to provide a continuous sequence of activities to foster growth in the areas of personal development including interpersonal skills, decision-making skills, citizenship skills, study skills, self-management, self-concept, and communication skills. Counseling and guidance programs are proactive and preventive, seeking to meet needs and to avert crisis situations. Counselors offer individual and group counseling, classroom guidance, career education opportunities, school entry and exit information, test interpretation services.

Appointments with Counselors

Counselors are available to the students, parents, and teachers. Students may request an appointment in the counseling office and will be notified through the homeroom teacher as to the time and date. Parents may arrange for a conference or consultation by calling their child’s counselor for an appointment. Counseling is a voluntary and confidential service.

DELIVERIES FOR STUDENTS AT SCHOOL

Students may not receive deliveries from outside organizations. Such items create a disruption to the school day and to the learning process and will remain in the school office until the end of the school day. Deliveries from home should include the student's name and be brought to the front office. Please write the student's name on the display board located outside the office so your student knows to drop in for the item.

DRESS CODE

Fulton County Board of Education Dress Code Policy (Procedure JD, Rule 10):

Students at Webb Bridge Middle School are expected to dress and groom themselves in a way as to reflect neatness, cleanliness, and safety. All students shall dress and groom themselves appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Extremes in dress and grooming will not be permitted. Examples are: lack of cleanliness in person or dress, inappropriately short clothing, bare midriffs, tank tops, see-through clothing, apparel which designates gangs or similar organizations, or any dress or grooming that is disruptive to the educational process. Designated dress involving school activities, approved by the principal, shall be acceptable. Administration shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or intent of this rule.

Webb Bridge Middle School Dress Code:

1. Hats, caps, head scarves, bandannas, sweat bands, chains, sunglasses, tennis skirts and gloves are not to be worn during school hours.
2. All t-shirts must be in good taste (no suggestive wording or illustrations or advertisements for items which are illegal for middle school students- i.e., alcohol and tobacco products, etc.).
3. Shorts, skirts, rompers, and skorts must reach to the student's fingertips when arms are hanging down.
4. Pants should be worn at the waist and not sag.
5. Clothing with excessive rips, tears, holes or frayed edges is considered inappropriate for school.
6. Shoes must be worn at all times. Proper dress does not include bedroom slippers.
7. Undergarments must be worn and not overly exposed.
8. Sleeveless tops are permitted. However, clothing that is excessively revealing such as short mini-skirts, short-shorts, camisoles, tank tops, loosely fitting/ low-cut blouses or halter tops, or shirts exposing the midriff are not to be worn to school. If arms are raised and skin shows, the top is too short for school. Tank tops are permitted if worn with a jacket or sweater.
9. Hair, face, and body paint are inappropriate for school.
10. Any form-fitting "leggings," such as leggings, jeggings, yoga pants, etc., are not appropriate unless the shirt is fingertip length.

Students who violate the dress code will be asked to call home for appropriate change of clothes. If a parent is unavailable, the office will provide appropriate clothes to wear for the remainder of the day.

EMERGENCY DRILLS

Emergency drills are held on a scheduled basis during the school year. It is important students remain silent and follow all instructions of school personnel during these drills.

EMERGENCY SCHOOL CLOSINGS

Once a decision has been made from the central office to close school due to inclement weather the local TV, radio stations and the county will send information through the School Messenger System regarding the closing plan. Please refrain from calling the school. Each Fulton County school has detailed disaster plans and

evacuation plans which are reviewed and updated each year. In the event of these plans being used, parents will be notified by the media. If possible, information regarding school closings will be posted on the school's website.

EVACUATION FROM WEBB BRIDGE MIDDLE SCHOOL

In the event of an emergency, if it becomes necessary to remove students from the premises of Webb Bridge Middle School, students will be evacuated to a secure location. In the event of such an emergency, it would be impossible for parents to contact Webb Bridge. Students would be released to parents from the alternate site. A school messenger will be sent from the school principal or designee.

EXAMS

In preparation for the transition to high school, final exams will be administered to students enrolled in 8th grade courses. ***No students will be permitted to take an exam early.*** Students who have an excused absence on the day of an exam must work with that subject area teacher to establish a time to make up the exam after receiving approval from the content-level administrator. Exams are scheduled and publicized through school communications. Students must make up exams within 10 school days after the end of each semester. Administration strongly encourages family travel not be scheduled during exam times.

FIELD TRIPS

Field trips are a valuable part of the middle school educational process and may be taken at various times throughout the school year. Official Fulton County permission slips must be signed by parent/guardian and returned to the school prior to the trip. Telephone permission and notes from parents will be handled by administration. Guidelines set forth in the field trip permission form are to be followed for students to participate in the field trip experience.

GRADE REPORTING

Mid-semester reports (interims and progress reports) are sent home at 4 ½, 9, and 13 ½ weeks of each semester, and report cards are sent home at the end of each semester. Parents are requested to sign and return all grade reports and teacher communications within two school days.

Interim reports, progress reports, and report cards will be sent home with the students according to Fulton County grading time line which will be posted on our website.

Numerical grades will be used to report academic performance in all courses. The minimum number of grades must be nine per semester, per subject area. According to Fulton County policy, nine week classes must have a minimum of four grades.

Grades earned for mid-semester reports are progress reports (except the nine week connections courses) and are not recorded on the permanent record. The final semester grade is an average of all work completed during the semester and is recorded on the permanent record. The grade recorded for a nine week connections class is a final grade at the end of each nine weeks.

Report cards (grade reports) will be held by the school until all fines are paid and all overdue books/materials are returned.

PROVISION FOR IMPROVING GRADES

Recovery: Per Fulton County policy, recovery is an opportunity for students to recover from a low (73 or below) or failing cumulative grade in a particular subject. It is permitted when all work required to date has been completed and the student has demonstrated a legitimate effort to meet all course requirements, including attendance. Students should contact the teacher concerning recovery opportunities. Teachers are expected to establish a reasonable time period for recovery work to be completed during the semester. All recovery work must be directly related to course objectives and must be completed 10 days prior to the end of a semester.

Reteaching/Reassessment:

Student grades represent what a student knows, understands, and can do. To that end, if students are failing, they are not learning. With this in mind, if a student fails a summative assessment or has a cumulative average of 74 or below he/she is eligible for reteaching/reassessment. Once all work is completed, the student will be required to work with his/her teacher to participate in a re-teaching activity before reassessment to cement learning. The highest grade that can be earned on this re-assessment is 74%. If the student does not work with the teacher to re-learn the standards and has not attempted to meet the course requirements, he or she will not be given the opportunity to re-assess. Students must complete the reassessment prior to the next summative assessment. All recovery work must relate directly to course objectives and must be completed ten school days prior to the end of each semester.

Suggested academic skills to avoid reassessment may include:

- Regularly attended help sessions
- Conferenced with teacher
- Completed all unit work
- Actively engaged in class
- Ask and respond to questions in class
- Completed study aides prior to assessments when provided
- Participate in class activities
- Taken notes and create study aides

GRADING SCALE

The grading scale is based on Fulton County policy. The state of Georgia has set 70 as the minimum passing grade.

A = 90 - 100

B = 80 - 89

C = 70 - 79

F = Below 70

W = Withdrawal/pass or fail

NG = No Grade (for students enrolled fewer than 20 school days with no transfer grades)

INC = Incomplete (with approval of the principal)

GRADING STUDENTS WHEN ABSENT FROM SCHOOL

1. Students must be enrolled at least 20 days during the semester to receive numerical grades on a report card for the current semester.

2. A student is permitted and encouraged to make up work missed because of excused absences. Upon returning to school following an absence, it is the expectation that the student, parent and teachers work together to receive and make-up any missed assignments, test or quizzes. Make-up work must be completed by the student within the time specified by the teacher. At Webb Bridge Middle School, the student will be given the same amount of time to make up the work as the student was absent unless other arrangements have been made. The student will receive the actual grade on the make-up work if the absence was "excused."

HARASSMENT and/or BULLYING

WBMS is dedicated to creating a positive learning environment for all. School personnel will handle harassment and/or bullying complaints very sternly, quickly, and with the utmost confidentiality to protect students. Cooperation and help is needed to make this a safe, orderly, and friendly school for all students. Since negative behaviors like harassment and/or bullying usually happen when adults are not present, *it is important for students to inform their teachers or other school personnel when this happens.* Students who commit the offense of bullying/harassment can be reassigned to an alternative school per state law OCGA 20-2-751.4.

HOMEBOUND SERVICES

Homebound services are available to students expected to be absent for ten or more school days due to surgery or non-contagious illnesses. A doctor's statement is required. Referral forms are available through the counseling office.

HOMEWORK

Purpose of homework should be to preview, prepare, review, practice, and reflect. Homework is an important part of academic growth. It is important that students complete the work independently so teachers can obtain an accurate assessment of their understanding. Parents with questions regarding homework should contact teachers. The Northwest Learning Community has agreed that homework may count no more than 5% of the grade in each course.

HONOR ROLL AND SUPER HONOR ROLL

Honor Roll status requires a 90 cumulative semester average in all course grades. Super Honor Roll requires a 95 cumulative semester average. Mathematically accepted rounding procedures shall be used.

INSURANCE

Student insurance may be purchased in the fall through the school office. The three types of insurance which may be purchased are: 24 hour coverage, school time coverage, and dental coverage. The insurance is for accidental coverage.

Further information and current rates may be obtained from the school office. *Webb Bridge Middle School does not carry insurance to cover accidental injuries of students or volunteers. Parents/guardians are urged to consider purchasing student insurance.*

INTRAMURAL / EXTRAMURAL PROGRAM

A program of intramural athletic activities is offered to students from 7:45-8:30 a.m., Tuesday through Friday. Days are subject to change based on the school schedule. It is the responsibility of the parent or guardian to get the participating students to school at that time. To participate in the intramural program, each student must have an intramural [registration form](#) signed by a parent or legal guardian on file at the school. Intramural activities vary each semester. Read "Friday Notes" to find out which activities are offered during specific time periods.

As an extension of the intramural program, seventh & eighth grade students (boys and girls) may be selected for a traveling team in the following sports in the extramural program:

Fall	-	Soccer	(7 & 8)
Winter	-	Volleyball	(7 & 8)
Spring	-	Basketball	(7 & 8)

Each team will play a six game schedule. A fee may be assessed for participation in the extramural program when team shirts or uniforms are needed.

The following one day sports activities are available to students during the school year:

Fall	-	tennis tournament	(7 & 8)
Spring	-	track and field meet	(7 & 8)

Special regulations exist concerning participation by students on the Fulton County extramural teams.

Regulations include:

- Acceptable school conduct, (i.e., no suspensions during the season of participation)
- Passing 5 out of 7 classes in the semester preceding participation, (The 5 subjects must carry credit toward grade promotion.)
- Completing all require forms and paperwork including a physical examination documented on the appropriate physical form, proof of insurance coverage, concussion protocol, and transportation release.

JUNIOR BETA

"Let us lead, by serving others."

The National Junior Beta Club is an honorary service club for middle school students. The purpose of the WBMS Jr. Beta Club is to promote leadership, integrity and good citizenship at WBMS. Students are approved for membership because of their worthy character, creditable academic achievement, and commendable attitude. The membership of this organization is made up of students in grades 6th through 8th. Eligibility is based on maintaining a 93 cumulative grade point average (CGPA) immediately preceding the induction (or 3 consecutive quarters if the student is coming from a school on the quarter system). All eligible students must maintain conduct grades of 1 or 2. Sixth grade students are eligible to join in January, after first semester grades have been finalized.

Service and Participation

Club members assist with various service projects in our community such as helping with local elementary school activities to helping local shelters in Alpharetta. Members will complete the [online point documentation form](#) to keep a record of their service. A minimum of 50 points are required for the school year for 7th and 8th graders and 25 for 6th graders. Members must complete at least 50 points each year and are required to attend monthly meetings. The WBMS Junior Beta Club meets one morningl per month during the school year. If a member does not complete their points or attend meetings, he/she will be dismissed.

State Convention

Each year Junior Beta members have an opportunity to attend the Georgia Junior Beta Convention in Savannah, Georgia. This is a two-day convention that gives our members a chance to meet hundreds of other

Junior Beta members from schools throughout Georgia and participate in activities ranging from academic contests to quiz bowls to talent competitions. The State Convention provides the opportunity for members to interact, share project ideas, and showcase their academic and leadership abilities. The State Convention is a fun-filled two days that our members look forward to each year.

WBMS Junior Beta Club requirements are as follows:

Members in Junior Beta must be of high character and are required to pay the Junior Beta dues. Students must have an average of 93+ in the four academic subjects (Language Arts, Social Studies, Math, Science) and maintain at least a Satisfactory conduct grade (C2). If the student's average falls below 93, he/she will be placed on probation for the following semester. If the 93 average is not attained at the end of the probationary period, he/she is removed from membership. Any student suspended or who has committed academic dishonesty during a twelve-month period prior to selection may not become a member. Dismissal, because of character, must be based on written documentation and approved by the administration.

LOCKERS

Students rent lockers for the safe keeping of books and personal property. Only school assigned locks may be put on lockers. It is the responsibility of the student to guard his/her combination and to see that his/her locker is secure. Lockers remain the property of the school and are subject to periodic announced and unannounced inspections by school personnel at any time during the year. Students are not to share lockers. Locker rentals (PE and regular hall locker) will be \$15.00 per year. Fees may be paid at the time a student registers for school. Checks should be made payable to Webb Bridge Middle School.

LOST AND FOUND

Items will be stored in the lost and found for students to check for lost items at various times during the school day. Items remaining in the lost and found periodically will be donated to charity. Lost and Found is in the Clinic.

LOST OR DAMAGED INSTRUCTIONAL MATERIALS

Students are responsible for the care and protection of textbooks, textbooks CDs, library books, musical instruments, and other instructional materials assigned to them or checked out by them. The following consequences may be taken against a student who fails to return or refuses to pay for lost or damaged textbooks, library books, media material, or school property, including but not limited to, musical instruments, sheet music, uniforms of all kinds, sports equipment, etc:

1. Refusal to issue any additional textbooks, library books, media materials, school property, or student schedules until restitution is made;

A record of any outstanding fees, fines or charges will accompany students' records whenever they move from school to school within the school system, and sanctions may be taken against a student by his/her new school until the student settles matters with his/her former school.

Appropriate restitution for a lost book is the cost of a new copy. For damaged books, an assessment and appropriate charge will be determined at the local school level. If a student cannot afford the entire charge, the student will be put on a payment plan until the amount owed is paid in full.

MEDIA CENTER

The media center operates on an open policy, permitting students almost unlimited access to materials as needed. At the beginning of the year, sixth grade students receive orientation to the media center as part of their program of studies. The media center is open Monday-Friday, 8:00 a.m. – 4:05 p.m.

MEDICATIONS

Medication (prescription or over-the-counter) may not be given to a student without the required forms on file in the clinic and must be brought to the school by the parent/guardian. Prescription medication requires that the form be signed by the prescribing physician; over-the-counter medication requires that the form be signed by a parent. Medication should be clearly labeled and brought to the clinic where it will be administered under the direct supervision of school employees. Students may **only** carry medication while at school if an Authorization to Carry Medication form is signed and submitted to the clinic.

PARENT VISITATION TO THE CLASSROOM

Fulton County Schools value the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program.

Parent and community members are especially welcome to observe students in the academic setting through special activities and events taking place in the schools. Instructional programs are further showcased through musical and dramatic presentations, art displays, and academic bowls. Parents may also participate directly in the instructional program through volunteer work, chaperoning field trips, membership on school advisory council, and individual teacher/parent conferences.

Parents of currently enrolled students or prospective students may wish to set up individual classroom or school visitations. The following guidelines shall be observed relevant to parent visitations:

Classroom Observations by Parents of Students Currently Enrolled in the School

The parent should:

1. Make the request to the principal in writing at least twenty-four hours prior to the proposed visit.
2. State the purpose of the visit, i.e. identify what is expected to be accomplished by the visit.
3. Sign in at the office and be escorted to the classroom.
4. Stay no longer than one class period unless approved by an administrator.
5. Refrain from engaging the attention of teachers or students through conversation or other means.
6. Return to the office for a brief conference at the end of the visit.

For the safety of students, no unauthorized persons are allowed in the building without administrative approval. Students not enrolled at Webb Bridge Middle School are not permitted to visit during the school day due to unnecessary classroom disruptions which are detrimental to the learning process.

PERSONAL PROPERTY / LOST AND FOUND

The school makes every effort to help students safeguard their valuables. However, the ultimate responsibility for this lies with the student. Name labels should be placed on personal articles and apparel, especially on P.E. uniforms. All lost articles will be placed in the lost and found. Students are encouraged to check the lost and found for missing items. Unclaimed items will be donated to a charitable organization periodically. Students should not bring large amounts of money to school. All valuables should be left inside their locked lockers, particularly during P.E. The school cannot be held accountable for lost, damaged, or stolen articles. In the event a student is missing a personal item, a theft/damage report should be completed in the office by the student.

PHYSICAL EDUCATION INFORMATION

Dressing out for Physical Education

All students are required to dress out each day for physical education class. The school's PE uniform will

consist of a light gray or white t-shirt and royal blue athletic shorts and may be purchased at the beginning of the school year. The student's last name is to be written on the outside of the shorts and shirt. Tennis shoes and socks are also a required part of the P.E. uniform. A portion of the physical education grade is based upon dressing out correctly for class. All clothes and shoes left in the locker rooms will be removed at the end of each semester and donated to charity.

Exemptions from Physical Education

All students are required to participate in physical education in the middle school. A medical excuse is not accepted for exemption from required physical education classes/time. Physical education teachers will modify or adapt the class requirements based on recommendations of the physician so that students with medical difficulties or disabilities can succeed.

Physical Education Lockers

Lockers and locks are provided by the P.E. department on a rental basis. Students are required to lock up all valuables in their assigned lockers. Lock combinations will be given only to the persons assigned to the locker. Routine locker checks may be made by the P.E. staff or the school administration without prior notice. Students are responsible for paying \$5.00 for misplaced locks.

PORTABLE CLASSROOMS

Teachers and students are assigned to portable classrooms on an as needed basis due to room availability inside the building. All classes in the portables have a designated room inside the building to go to in event of a weather or other emergency.

PROMOTION POLICY

Promotion or retention in middle school grades (6-8) will be based on student performance for the entire school year.

Middle school students must have a passing grade in English language arts, reading or year-long world language, mathematics, social studies, science, and one of the following: a combination of grades in the connections segment or the physical education/health connections segment. A passing semester grade in the connections or physical education/health segment is accomplished by earning an average of 70 or above when averaging the combination of two nine week grades during the semester.

Any student who receives an average for both semesters of 69 or below shall fail the subject for the year. Students who are not promoted are either placed in the next grade or retained in the same grade.

A failing grade in a subject can be made up by the student earning a passing grade in an appropriate subject during a summer school session. Students may take two classes during summer school.

Promotion or retention of students receiving special education services shall be determined by a staffing committee which develops the Individual Educational Plan (IEP) for each student.

SCHOOL GOVERNANCE COUNCIL

The School Governance Council is a council comprised of parents, business partners, teachers, and the principal who meet monthly to discuss academic achievement, problem solve difficult education problems, and share ideas for school improvement. The School Governance Council creates the school's Strategic Plan and monitors the school's progress on the plan. The council meets monthly at 7:30 a.m. in the Professional Learning Room (PLR). The calendar for the monthly meetings is posted on the WBMS website. Meetings are open to the public

School Governance Councils are an integral local school control component of the Fulton County Schools charter district designation.

Webb Bridge Middle School SGC website-

<http://school.fultonschools.org/ms/webbbridge/Pages/SchoolGovernanceCouncil.aspx>

SCHOOL SECURITY

Every effort is taken to ensure the safety of students and staff while at school. Webb Bridge Middle School has a school police officer on duty during school hours and at extracurricular events. The school police officer is a certified police person who has the authority to make arrests, if necessary. Additionally, a police person from the Alpharetta Police Department is assigned to Webb Bridge Middle School. Any visitor to Webb Bridge School must use the buzzer system located at the front door, identify themselves, and then be let in to the school building. All visitors are to check in and out at the front office before going to other parts of the building. Guests to the school must wear a visitor's badge while on campus. Students not enrolled at Webb Bridge Middle School are not permitted to visit during the school day unless authorized by an administrator.

SCHOOL STORE

The student store is open daily from 8:35 a.m. until 8:50 a.m. A wide variety of school supplies and spirit wear is available at a nominal cost. Proceeds from this operation are used to resupply the store and purchase instructional items for students. The school store is in the gym lobby.

SEX EDUCATION

The Fulton County School System offers human sexuality education and AIDS education in the required health courses taught in grades 6, 7, and 8. The school system believes that all students should have access to factually accurate and appropriate information about these topics. Students who are armed with the facts are better able to make good, healthy decisions. All instruction in the sex education unit of health is based on the belief that abstinence from sexual activity is best for school-aged children.

All students are required to take one (1) nine-week health education course in each grade level. Prior to the sex education unit of the course, a letter will be sent home to parents informing them of their right to remove their children from this unit. Parents are requested to sign and return the form indicating whether or not their child is to participate in the sex education unit. Students not participating in the sex education portion of health will be given alternative health assignments.

Parents may contact their child's health teacher to make an appointment to review the materials used in the health course.

STUDENT ACTIVITIES / DANCES

All after-school functions are chaperoned by school personnel. If the activity is a fundraiser for a club or cause, an admission fee will be charged. Concessions will be available for purchase at many after-school functions. Students are expected to abide by all school rules whenever they are in the building or attending any school function. Parent permission and student guidelines for dances will be sent home with students prior to the event. **Discipline and behavior policies of the school and the school system are in effect at all school sponsored activities.**

STUDENT COUNCIL

The Webb Bridge Student Council is the student government organization which recommends, plans, and sponsors student activities after approval of the school faculty and administration. Advisory representatives are elected during fall semester and are expected to attend the monthly meetings. Student Council members must maintain a cumulative average of 75 in all classes, conduct themselves in an acceptable manner, and show leadership and responsibility. Student Council representatives must maintain a satisfactory conduct grade in all classes that is, have no 3's or 4's in conduct, and can have no suspensions.

STUDENT REGISTRATION REQUIREMENTS

In order to attend Webb Bridge Middle School, students must live within the designated attendance zone or possess a hardship letter from the central office of the Fulton County School System. Students entering a Fulton County school for the first time must present the following at the time of registration:

- An official copy of the birth certificate
- Proof of residency with 2 verifying documents (ex. GA utility bill, home contract)- new students and 6th grade.
- Copy of the student's Social Security card (or notarized statement of objection)
- Immunization certificate on the appropriate Georgia form (#3231)
- Entering 6th graders and new students must have 2 doses of measles, mumps, varicella, and 1 dose of rubella
- A Georgia certificate of eye, ear, and dental screening (if first time in a Georgia public school)
- Previous year's report card indicating grade placement
- Proof of guardianship (if applicable)
- Copies of recent standardized test scores, if available (This information is necessary for placement into classes as well as qualifying for the world language elective classes open to grades 7 and 8 only.)
- Complete mailing address of last school attended, and
- A copy of Individual Education Plan, eligibility reports, psychological test reports, and/or qualifying test scores that were used for placement if child is receiving special education services, including talented and gifted.

TECHNOLOGY

Technology continues to change our world in many ways. Technology offers the opportunity to provide positive benefits for classroom instruction. To encourage technological growth, Webb Bridge Middle School offers a one-to-one opportunity using the Microsoft Surface 3 device. Students are also permitted to bring their own personal technology to school after signing and returning this [BYOT form](#).

Your child's teacher(s) will provide classroom activities, aligned with current curriculum standards that support and enhance student learning. As part of general practice, students will be permitted to use their one-to-one device and/or personal device at the discretion of the teacher. Teachers will monitor student use of technology closely.

Acceptable Use Policy

Each student, parent, and staff member must read, sign, and agree to abide by the Technology Acceptable Use Policy guidelines before gaining access to the school's network, internet, and computer workstations. Students shall not alter or attempt to alter school or private property including technology hardware and software. Students are not permitted to bring software or hardware equipment (disks, CD-ROM's, external hard drives, etc.) to school without prior permission from the technology specialist and school administration. [Device Agreement form](#)

Security and Damages:

WBMS is not liable for any device that is stolen or damaged. Responsibility to keep the device secure rests on the individual student owner. Students and parents will be required to sign for the school issued device prior to distribution.

Technology Guidelines:

Students and parents participating in school issued and personal technology must adhere to the Student Code of Conduct, as well as the Acceptable Use Policy (AUP) for technology in Fulton County Schools. Fulton County Technology Usage Policy will be implemented.

- The student is responsible for the care and security of their personal technology as well as any school-issued technology.
- Devices cannot be used during assessments, unless otherwise instructed by the teachers.
- Students must *immediately* comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by the teacher.
- Students are NOT permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites.
- Students are permitted to listen to their music. Students are NOT permitted to text or talk on the phone during school hours or on the school bus.
- Devices should be charged at home, for school use. Students can bring chargers, if needed.
- Bringing devices on premises or attempting to infect the network with a Virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions. *The school district has the right to collect and examine any device that is suspected of causing problems to the school's network or is the source of an attack or virus infection.*
- Processing or accessing information on school property related to "hacking," altering, or bypassing the network security is in violation of the AUP policy and will result in disciplinary actions.
- The use of personal and school-issued devices to support the educational experience is a privilege, not a necessity. Everyone benefits when the rules are followed. When the rules are abused, privileges will be taken away.

TEXTBOOKS

All basic textbooks are loaned to students for their use during the school year. These books are the property of the Fulton County Board of Education. Textbooks are expected to be kept clean and handled carefully. Students should identify textbooks issued to them as theirs. It is the responsibility of the student to keep up with and to protect all books with book covers. If a textbook is lost or damaged, a fee is charged.

TRANSPORTATION

Students are expected to follow the instructions of the driver, and FCS Code of Conduct. Any student failing to do so may be denied the privilege of riding the bus. The length of time of suspension from the bus is left to the discretion of the administrative staff.

Students may not ride buses other than the one to which they are assigned, and they must get on and off the bus at their regularly scheduled stop. If other arrangements are necessary, parents must receive permission

from the Transportation Department at (470) 254-2970. **Notes requesting bus changes for childcare purposes must be brought to the office by 9:30 a.m. to be approved by an administrator.**

Students not riding the bus should be dropped off in front of the school no earlier than 8:20 a.m. Students are permitted to enter the school building at 8:25 a.m. or earlier if they have a help session.

Bicycle riders may park their bikes in the designated bike rack. Bikes should be locked during the day. The school cannot accept responsibility for students' bikes. Skateboards, roller skates, roller blades, and scooters are not permitted on campus.

TUTORING / HELP SESSIONS FOR STUDENTS

A list of community tutors is available in the counseling office. All teachers designate at least one help session per week (before school) to assist students who need additional help with a course subject. Students do not need to have a pass from a teacher to attend a morning help session, but need to check the board by the front office to make sure the teacher has arrived to school.

Mondays- Connections/ELA/WL/Reading

Tuesdays- Designated Meetings

Wednesday- Social Studies

Thursday- Math

Friday- Science

VOLUNTEERS

To keep in compliance with State Law and best practices, for the 2018-2019 school year, we will require that all persons interested in volunteering in the Fulton County School District to re-register/register (even if a person has completed an application in the past) by completing the new online volunteer registration/application process. All volunteers must be registered online with FCS in order to volunteer. New Fulton County requirement: You will not be able to volunteer until you complete the online training and application. It could take as long as 48 hours for your application to be processed before you will be eligible to volunteer. Click the link: [Fulton County Schools Volunteer Webpage](#). Become a volunteer in 5 easy steps.

- Complete the mandatory online training.
- Complete the volunteer application.
- Wait 24 – 48 hours for your application to be processed
- Visit the school and begin volunteering (please bring your ID)?

WEB (Where Everybody Belongs) LEADERS

WEB, which stands for “Where Everybody Belongs” is a middle school orientation and transition program that welcomes 6th/7th graders and makes them feel comfortable throughout the first year of their middle school experience. Built on the belief that students can help students succeed, the program trains mentors from your 8th grade class to be WEB Leaders. As positive role models, WEB Leaders are mentors and student leaders who guide the 6th/7th graders to discover what it takes to be successful during the transition to middle school and help facilitate 6th/7th grade success.

YEARBOOKS

A school yearbook, highlighting the events of the school year, is developed annually by the 8th grade journalism students. Orders to purchase a yearbook will be taken during the month of September. The cost of the yearbook will be approximately \$40. Yearbooks will be distributed in late spring. The school is not responsible for lost or damaged yearbooks.

All handbook information is subject to change. Should a change occur, notification will be made in writing.