

2025-26 Middle School Handbook

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LETTER FROM THE PRINCIPAL

Parents and Students,

Welcome to West Fork Middle School. Our staff and teachers are so excited for you to be here. It is our desire to provide each student with the best educational opportunity possible based on the needs of each unique learner. Walking through the doors of West Fork Middle School brings with it the Tiger tradition of excellence in education, high expectations, and personal accomplishment. We take great pride in our school and look forward to working with parents and students as we inspire and empower our students to become creative, lifelong learners with a vision for their future. We are excited about a new school year and look forward to working TOGETHER to make this a great learning experience for each student.

Sincerely,

Joli Sotallaro Principal

GENERAL INFORMATION

Principal: Joli Sotallaro

School Counselor: Catherine Evans

Office Manager: Deborah Hughes

SCHOOL PHONE NUMBER: 479-839-2231

Elementary ext. 2033

Middle School ext. 3039

High School ext. 4030

Superintendent ext. 5001

Bus Garage ext. 5006

School Nurse ext. 3034

SCHOOL WEBSITE: westforkschools.org

SCHOOL OFFICE HOURS: 7:30 a.m. - 3:30 p.m.

BREAKFAST COST: \$1.50

LUNCH COST: \$3.20

ASSEMBLIES

Assemblies, including pep rallies, will be scheduled at various times throughout the school year. They are considered to be a part of the regular school day. Attendance to assemblies and pep rallies is mandatory unless otherwise stated by the principal. Students can be removed for not showing proper behavior, with disciplinary penalties.

CAMPUS VISITORS

Parents/Guardians are always welcome at our school and every effort will be made to satisfy their needs. However, it is essential that visitations do not disrupt the educational process at West Fork Middle School. A parent or an adult visitor must check in at the main office and request permission before they are allowed to visit the middle school. A valid ID will be required to enter the building. (See District Policy 4.16) The visitor will receive a visitor sticker to proceed into the building.

CAMPUS DELIVERIES

In order to ensure a positive, safe, and orderly learning environment, all deliveries to students must be made through the front office.

- Lunch for students (delivered by parent or third party) must be delivered before the student's lunch time. Food that is delivered to students outside of their designated lunch time will be available for students to pick up during the next transition period.
- Special Occasions and Holidays (Valentines, birthdays, etc): Deliveries must be made to the front office before 2:00 pm. Deliveries will be available for designated pick-up at a predetermined time. There is no guarantee that deliveries made after 2:00 pm will get to the student that day. They will be held in the office for the next day.
- All other deliveries (personal academic/athletic items) will be made available during transition periods.

PARENTAL CONCERNS

If a parent/guardian has a concern over any matter, the parent is encouraged to first, by appointment, address his or her concern with the teacher or staff member involved if applicable. If the concern is not resolved after the initial consultation with the teacher or staff member involved, the parent should then contact the principal for further discussion and resolution. If the concern is with the principal, the parent/guardian is encouraged to address the matter first with the principal before contacting the superintendent of schools. If the concern is a more general concern, the parent is encouraged to contact the principal, dean of students, or counselor.

STUDENT ELECTRONIC DEVICE POLICY

In accordance with Act 122, West Fork Middle School has adopted a policy prohibiting the use of personal electronic devices during the school day. Personal electronic devices include cellular phones, paging devices, beepers, smart phones, digital media players, portable game consoles, tablets, notebooks, and laptop computers, digital cameras, digital video or audio recorders, smart watches, or any other device that can connect and transmit data through Bluetooth. We believe that personal electronic devices are a disruption to the learning environment and prevent students from engaging socially. Students are not allowed to use personal electronic devices during school except for before the first bell and after the final bell to dismiss students for the day. Under no circumstances should students take a picture, video, or audio recording of another student without permission. This is a privacy violation.

We ask that students keep personal electronic devices in their backpacks and turned off during instructional time during the day, including lunch. This includes all time between the first bell of the day and the final bell to dismiss students to go home. Students with medical documentation are allowed to use their phones for medical communication.

A student's personal electronic device may be confiscated by school personnel if the student is found to be in possession of or to be misusing a personal electronic device that is not off and stored in their backpack. The personal electronic device will be taken to the front office. After the personal electronic device has been sent to the office two times, on the third time the parents must come and pick it up from the school. If the student's personal electronic device gets sent to the office a fourth time, the student may be assigned a disciplinary consequence or be provided with an alternative location to keep their personal electronic device while at school. We also ask that parents support this policy by not contacting their child's personal electronic device during school hours, but instead call our office phone line and the message will be delivered to their child in a timely manner.

A student and the student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis expressly assume any risk associated with a student's possession or use of a student's personal electronic device that is not issued by the District. The District is not liable for a personal electronic device that is confiscated if the personal electronic device is lost, stolen, or damaged.

WATER BOTTLES AND DRINKS

All students are encouraged to bring a water bottle to school each day. Water filling stations are located in each wing of the school for students to use. All drinks brought in by students should be in a resealable container. Glass containers are not allowed.

STUDENT ID BADGES

West Fork Middle School is a closed campus and students are required to use their school-issued identification badge to access the exterior doors. Students who do not bring their school badge may be subject to disciplinary actions. A replacement badge can be purchased for \$5 at the front office.

TITLE I SCHOOL

West Fork Middle School has a school-wide Title I program. As a Title I school, we receive federal funds to help disadvantaged children meet challenging academic content and student performance standards

WEST FORK MIDDLE SCHOOL

TITLE I PARENT INVOLVEMENT PLAN

Describe how the School works with parents and families to develop and review relevant plans, policies, and strategies related to engagement.

The School will involve parents/family in school improvement planning committees:

- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement at the Annual Title I meeting.
- The school now has the formation of a Parent-Teacher-Organization (PTO) that will continue to foster family and community involvement within the school.
- The school will engage parents in the annual evaluation of the Title I, Part A program's parental involvement efforts through an annual evaluation using a comprehensive needs assessment. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the parent/family involvement plan and make changes if warranted. While collecting evidence about the satisfaction with the program and the school's efforts to increase parental involvement will be a part of the evaluation, the survey will also collect specific information on the growth in number of parent participation in workshops and meetings; the specific needs of parents; the effectiveness of specific strategies; and engagement of parents in activities to support student academic growth.
- Parents will be given surveys following parent nights and parent-teacher conferences to provide the school with comments and input into the effectiveness of the events. The school will use these surveys to select and plan for other activities that will be offered throughout the year.
- Parental involvement meetings conducted by the F.A.C.E. committee will be held monthly to discuss current issues and upcoming events.

Describe how the School will communicate with and distribute information to parents and families.

- A Parent and Family Information Table has been created in the lobby area of the school.
- Parents and family may check out materials such as a computer and be instructed on how to check grades and visit educational websites.
- Parents and family will be encouraged to view the Title I plan located on the information table or online at www.westforktigers.org. A suggestion sheet will be available for parent input.
- The school will distribute Informational Packets each year at Open House that include access information for the school's Family and Community Engagement plan as well as a

copy of the plan, survey of volunteer interests, recommended roles for parents/teachers/community/students and school, suggestions of ways parents can become involved in their child's education, parental and community involvement activities planned for the current school year, and information about the systems that will be used to allow parents and teachers to communicate.

- The school handbook includes the process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- The school handbook and the Family and Community Engagement packet and Parent-Teacher/Guardian Compact will be posted on the middle school website.
- The school uses text messages and email systems to communicate to families.
- The school sends out a Weekly Update to parents with videos, links, and other important information.
- The school updates its website and online calendar weekly to make sure parents have the most up-to-date information available.
- The school offers in-person and online meetings with parents. We also host meetings after hours if needed to better serve the parents' needs.
- The school uses Facebook and Instagram to post information for the community.

Describe activities that will be used with School staff to build their capacity to work with parents as equal partners.

- Teachers will receive no fewer than 2 hours of professional development every two years designed to enhance their understanding of effective parental involvement strategies.
- Administrators will receive no fewer than 3 hours of parental involvement professional development designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.
- The staff is required to reach out to students before the school year starts.
- The staff is required to keep a communication log with parents.
- The principal and FACE coordinator provide examples of what the welcome message will look like.
- The staff helps develop a Rising 5th Graders Parent Night and an Open House event for the upcoming year.
- Staff participate in a Night at the Museum family event.
- School connects with community partners in family events.

Describe how the School provides opportunities to build parents' capacity to play a role in their children's academic success. This may include conducting workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings or providing equipment or other materials.

- Each student in the middle school will be assigned a mentor. Mentors will meet with their students once per week during Character Strong lessons. Character Strong family letters will be sent home as new concepts are introduced.
- Teachers will discuss with students topics such as attending school regularly, staying on track with assignments, as well as tracking them academically through the use of HAC.
- Students will email a weekly grade and goal update to their parents during Mentor time.

- Parent communication will happen if students are falling behind in any way.
- Teachers will contact parents on an individual basis to communicate about their child's progress when necessary.
- The school will provide parents with progress reports/report cards throughout the year with information regarding their child's academic and behavioral progress or lack thereof.
- Each grade level will send out weekly updates with what standards the classes are working on and will have upcoming events listed on the update.
- The school will discuss ACT Aspire scores, MAP scores, reading Lexile levels, and report cards with parents during parent-teacher conferences after the first nine weeks.
- The school will use the student handbook, school website/weekly update texts, signage at the school entrance, social media, and parent orientation meetings to inform parents about the School-wide Title I Plan and how to get a copy upon request.
- Parents can access their child's grades using an access code for HAC that they receive at the beginning of the school year.
- Parents may also use email to communicate with members of the school staff.
- School staff will utilize Class Dojo as a communication tool for two-way communication and keep parents updated with academic and behavioral progress of students.
- Current and newly adopted Curriculum, accomplishments for that school year, and what is new in the district and in the community is communicated to parents/families in a brochure on the Parent Information Table.
- How-to sheets are also available on the Parent Information table.
- How to go online and view DESE information concerning parents and family is provided in the FACE packet that parents receive at the beginning of the school year.
- The school will hold an orientation for all parents at each grade level to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising the school's Title I plan.
- Teachers will hold conferences individually with parents of children at least two times a year.
- Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be engaged in discussion of how they can support these efforts. Parents will also be given explanations of homework and grading procedures.

Describe how the School will coordinate with other organizations, businesses, and community partners, including alumni, to provide additional supports, services, and resources to families.

- The school utilizes other leaders in the district to come up with community resources that help parents and families in the community (ex. SCOOT Bookmobile, snack pack program, EAST, and Bright Futures Coordinator).
- The school has a Parent-Teacher-Organization (PTO) that will foster parental and community involvement within the school that will help the flow of different activities and events.
- The F.A.C.E. committee will continue to connect with the City of West Fork, Parks Departments, public library, businesses, etc.
- The school has classes and transitional plans (gen ed and special ed) that help students transition from elementary to middle and from middle to high school. To help this

transition take place, the Middle School Student Leadership body alongside the principal collaborates annually with the elementary grades who will transition their way to the middle school.

- Career classes are also offered at the middle school to better prepare students for their future.

Describe the details regarding the Annual Title I meeting used to inform parents of the requirements of Title I, the School's participation, and the parents' rights to be involved.

- The school will conduct an Annual Title I Meeting in August 2024 for Families.
- The school will hold their annual Title I meeting separate from any other meetings or activities to ensure that there is ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.
- The agenda, the presentation, the sign-in sheet, and the minutes for this meeting will be generated separately from any other events and kept on file online.
- The district and school will post the presentation on their websites.

Describe the process School will follow to jointly develop with parents a School-Parent Compact as required under Title I, Part A.

School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. All stakeholders will sign the compact. The compact will be uploaded and available on the Middle School's website under the Parents tab. A hard copy will also be available.

Describe how the School uses Title I, Part A funds set-aside for parent and family engagement programs and activities.

- The school will engage parents in decision-making about the allocation of its Title I, Part A funds for parental involvement at the Annual Title I meeting.
- The school will host quarterly parent meetings to discuss funds.
- PTO board and PTO funds will be established so that these funds go towards parent/family, community, and student activities throughout the year as well as improve the school environment (supplies, materials, equipment, etc.)

PERSONALIZED BEHAVIORAL INTERVENTION SYSTEM

West Fork Middle School staff have developed a Personalized Behavioral Intervention System (PBIS) to help guide the expectations and behaviors at West Fork Middle School. We have developed lessons to teach appropriate behaviors, a reward system, a consequence system, and a behavioral flow chart. We also have a Behavior Team that helps develop supports for students that need extra behavioral support.

Below are key components of the WFMS Tier I PBIS initiative:

R.O.A.R

We are R espectful & R esponsible	We take O wnership	We A im High	We R espond Positively
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CLASS DOJO

West Fork Middle School is a Class Dojo school. We use the online platform to communicate with parents and to track the positive behaviors of the students during the school year. If you are not connected with us on ClassDojo, please reach out to the front office.

ABSENCES

If your child is absent, please notify the office on the day of the absence, and send a note stating such absence the day they return. The school will use the Blackboard Connect system to call all student's parents that are marked absent each morning. District Policy 4.7WF - ABSENCES can be found in its entirety in Section II of this handbook.

TARDIES

Promptness is an important character trait that District staff is encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement. Tardies can lead to disciplinary action as assigned by the administrator.

TRUANCY

Students who are not in their assigned location on campus or are out of class without permission are considered truant. Students who are absent from school without the knowledge of the school or their parents are also considered truant and will be subject to regular disciplinary action. When it is suspected that a student is truant, his/her parents will be notified as soon as possible.

CHECK-IN PROCEDURE

Students arriving at school any time after 8:00 am are required to check into the office. (This includes a student returning to school from an appointment.) Failure to check-in may result in truancy.

CHECK-OUT PROCEDURE

Early check-outs are strongly discouraged. If early check-out is necessary, it should be cleared with the principal or designee. Please refrain from checking out your student after 2:20 pm unless it is absolutely necessary. Students must come into the main office at the time of check-out when leaving during the scheduled day. A parent or guardian must be present to check the student out, or a signed note must be provided granting permission for the student to be checked out by someone other than the parent or guardian. A student may not leave the classroom until they are called out by the office. In cases of sickness, the parent or guardian may speak to a school official in the office over the phone to be checked out. A note from the parent or guardian will be required to be turned into the office the next day. An early check-out will count as an absence if 20% or more of the class is missed.

DRESS CODE: WEST FORK MIDDLE SCHOOL

Leggings	<ul style="list-style-type: none"> • Leggings/Yoga Pants that aren't see-through can be worn.
Pants	<ul style="list-style-type: none"> • Sagging is not allowed. (Arkansas Law, Act 835)
	<ul style="list-style-type: none"> • No clothing with holes, rips, or tears that show any part of the buttocks, private areas, or chest area. • Clothing with holes should not reveal undergarments.
Shirts	<ul style="list-style-type: none"> • Students are prohibited from wearing while on the school ground, during the school day, and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female (State Law 835 of 2011). • Prohibited: • Shirts that expose the midsection (male and female) • Mesh tops, sheer blouses, and see-through shirts (male and female) • Muscle shirts/tank tops that expose the chest area (male and female)
Shorts/Skirts/Dresses	<ul style="list-style-type: none"> • Should not expose underwear, buttocks, breast, or chest area.
Offensive clothing	<ul style="list-style-type: none"> • Clothing that by color, design, or symbol is deemed suggestive, racist, violent, or vulgar or is interpreted as promoting tobacco, drug, or alcohol use, is not to be worn to school.

Other	<ul style="list-style-type: none"> • Hats and hoodies can be worn if worn appropriately and are not a distraction to learning. Individual teachers have the right to set their own rules in their classrooms.
	<ul style="list-style-type: none"> • No bare feet in the interest of safety and hygiene (Health Code)
	<ul style="list-style-type: none"> • No costumes, except for special dress-up days.
	<ul style="list-style-type: none"> • No shoes with rollers (Heelys) • Pajamas as everyday attire, house shoes, and blankets are prohibited. Exceptions may be made for pajama pants.
Disciplinary Actions	<ul style="list-style-type: none"> • Students may not return to class until clothing is appropriate. • Repeated offenses will result in further and more punitive disciplinary action, including out-of-school suspension.

The school's dress code is established to teach grooming and hygiene, prevent disruptions, and minimize safety hazards. It is the campus administrators' or designee's responsibility to ensure that enforcement of this policy is done so in a consistent manner with respect to community standards and age appropriateness. While it is inevitable that there will be differences of opinion regarding the appropriateness of a student's attire, the final decision lies with the building administrator.

STUDENT SCHEDULES AND SCHEDULE CHANGE POLICY

Students complete Schedule Requests forms in the spring for the following school year. Informational meetings are held for both parents and students to learn about the offerings at West Fork Middle School. From the student Course Selection Forms, a master schedule of course offerings is designed in order to accommodate a maximum number of students' choices with a minimum number of conflicts. Personnel assignments are made based on the students' choices. Students are given their schedule at the beginning of the school year and are expected to follow their schedule for the entire year.

Schedule changes will be considered only in the event of **inappropriate placement, movement between academic and Honors classes, lack of prerequisites, or a scheduling conflict.** *Schedule change requests for the reasons above are initiated through the counselor's offices, require parental approval, and will only be made the first week of school.* Any requests made outside of the above listed reasons must be approved by the principal.

*Movement from an honors class may be made later in the semester if there is a concern about academic workload and requirements and/or credit loss. In the event a change is requested or deemed necessary, parents and administrative approval will be required. All efforts will be made to change the schedule with as little disruption to the rest of the student's schedule as is possible. Changing from an honors course could result in the loss of a desired elective based on course availability and seat numbers.

GRADING STATEMENT

Purpose of Grading At West Fork Middle School, we believe that grades and grading policies should:

- Be based on student achievement or what the student knows and is able to do as measured against the Arkansas standards for the course.
- Be a reflection of content mastery rather than behavior, attendance, effort, or attitude.
- Encourage a growth mindset where students have the opportunity for improvement despite past outcomes.
- Provide communication between students, staff, and parents about learning progress.

Teachers will use HAC to communicate grades:

- **M** means the assignment is missing \- this will be counted as a zero until the assignment is turned in and graded
- **X** means the assignment is exempted \- it will not be counted against the student's grade
- **Z** means the student received a zero and the grade will be calculated accordingly
- A blank means the assignment has been turned in but needs to be graded \- this will not be counted against the student's average.

If a pattern of late or missing work is noted, teachers will communicate (phone call and/or email) with parents/guardians.

STUDENT USE OF AI IN THE CLASSROOM

This classroom policy aims to establish guidelines for the responsible and ethical use of AI programs, including ChatGPT, in our learning environment. The use of AI programs can enhance our educational experience when used appropriately and with prior teacher approval. However, if used incorrectly, the use of AI tools can severely limit the potential learning goals for students.

Guidelines:

1. **Prior Teacher Approval:**

- All usage of AI programs in this class requires prior approval from the teacher. Before incorporating any AI tool into an assignment or activity, you must discuss your intent with the teacher.

2. **Responsible Use:**

- AI programs should supplement or enhance learning, not replace it. Use AI as a tool to assist your understanding and creativity, but do not rely on it exclusively for assignments. AI tools are not a substitute for your own critical thinking and understanding of the subject matter.

3. **Originality and Attribution:**

- All work generated with the assistance of AI programs must be original. Plagiarism, even if AI-generated, is not acceptable. Properly cite AI-generated content if it is used in your assignments.

4. **Academic Integrity:**

- Maintain academic integrity in all AI-assisted work. Any violation of academic honesty will be subject to appropriate consequences.

5. **Privacy and Data Security:**

- Respect the privacy and data security of yourself and others when using AI programs. Do not share sensitive information or engage in any unethical activities.

6. **Verbal Review:**

- Any assessment and/or assignment is subject to a verbal review with the teacher. Be prepared to explain and discuss the content of your work, without the contributions or assistance of AI. If you cannot adequately represent your work, it will be assumed AI was utilized as a replacement for your learning, and the consequences will be subject to the teacher's discretion. This could include redoing or completing an alternative assignment to demonstrate mastery of the learning.

Conclusion:

We understand the power of Artificial Intelligence and its ability to enhance student learning. However, it is crucial to maintain the integrity of our academic work and follow ethical guidelines. Remember that **prior teacher approval** is necessary for any AI-related activities, and all assignments created with AI assistance are subject to a verbal review.

REPORT CARDS

The purpose of report cards is to inform the parents and students of the progress which the students are making. The year is divided into four nine-week periods. All students will receive a paper copy of their report cards to be sent home to parents. Parents will also have access to final grades through the Home Access Center (HAC) online.

STATE-MANDATED TESTING

The ATLAS will be given to students in grades 5-8 at West Fork Middle School. The Federal Every Student Succeeds Act (ESSA) requires states to administer tests in English Language Arts, writing, math and science tests to all students and use the results of those tests to evaluate school and school district performance.

The Arkansas Dynamic Learning Maps (DLM) Alternate Assessment System is designed to evaluate the performance of students with significant cognitive disabilities for whom the aforementioned examinations, administered with or without appropriate accommodations, are not appropriate.

INAPPROPRIATE USE OF TECHNOLOGY THAT TRANSMITS DIGITAL IMAGES

The inappropriate use of telecommunication devices capable of taking or transmitting digital photographic images can create a risk factor in locker rooms, restrooms, private areas, and other locations where students and/or staff have a reasonable expectation of privacy. These devices also pose a threat to be used to transmit images during testing. Inappropriate use will result in disciplinary actions under Category III.

CARE OF BUILDING, GROUNDS, AND SCHOOL PROPERTY

Defacing or destruction of school property or facilities is strictly prohibited. Payment or item replacement will be required for any damage done. In addition, punishment may be assigned. Each student is encouraged to keep the school campus and classrooms as neat and orderly as possible in order that we may have a clean and presentable school. Trash cans are provided in each classroom and in the hall.

SCHOOL OR PERSONAL PROPERTY

The student, not the school, is responsible for damaged, lost, or stolen personal property. All personal property should be marked, especially items of clothing, such as jackets, coats, and other items of apparel that could be misplaced. All valuables, including, but not limited to purses, money, and electronic equipment should be kept in a safe place when not in the student's possession. It would be in the student's best interest to leave all valuables at home as much as possible.

A student caught stealing or attempting to steal private or school property will be subject to disciplinary measures as well as making restitution for the stolen property. In addition, the school reserves the right to press criminal charges against the violator.

LIBRARY

The school library is an important part of school life. It is provided for student use, and we encourage students to use it whenever possible. All books, with the exception of reference books, may be checked out of the library for a period of three weeks. Only two items may be checked out at one time. Reference books may be checked out for in-school use only. All lost books and magazines must be reported to the librarian immediately. The borrower is responsible for returning items in good condition. Lost or damaged items must be paid for by the student that checked the items out.

PARENT CENTER

The West Fork Middle School Parent Center is located near the foyer. Please feel free to stop by the Parent Center or contact our Parent Facilitator if you have any questions as to how to support your child's academic and social success at WFMS.

COUNSELING SERVICES

Help is always close at hand at West Fork Middle School. A counselor is available throughout the day for the students' benefit. Guidance services include interpretation of test scores, study help, help with school and/or social concerns, or any questions or problems the students may wish to discuss with the counselor confidentially.

In addition to our school counseling services, Connections Behavioral Health provides us with school-based services for students and families in need of additional support and services. Please let our school counselor know if you are interested in these outside services for your child or family.

SATURDAY SCHOOL

Students may be assigned Saturday School by the principal for violations of school rules. Saturday School will be held at the high school from 8:30 a.m. until 11:30 a.m. on the third Saturday of the month whenever possible. Dates can change due to conflict with other school-related activities outside the control of the middle school (i.e., ACT testing, school holidays, etc.). It should be understood that it is not always possible to change the dates in order to avoid all conflicts that could arise.

Rules and Regulations:

- Parents will be notified prior to the student being assigned Saturday School.
- The sole activity allowed in Saturday School is silent study; therefore, students are responsible for bringing sufficient study materials to keep them busy for the entire period. A library book may be read upon completion of work.
- Students assigned to Saturday School must report on time and sign in. If a student is late, they may not be admitted. Discretion will be left to the teacher in charge.
- Students attending for rules violations will be assigned to ISS for one day if they are late or absent.
- Students involved in extracurricular activities on an assigned day due to rules violations may not participate in any kind of activities, including practice and competition, prior to completion of the Saturday School obligation on the day of the Saturday School.
- Work, oversleeping, or transportation problems are not valid reasons for missing Saturday School.

DISCIPLINARY INFRACTIONS AND CONSEQUENCES

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. When a student violates behavioral expectations, staff may, where appropriate, implement restorative practices that directly relate to the behavior and promote restoration or restitution, accountability, and the development of empathy. Restorative practices are those which logically follow from the behavior, are proportionate, and are designed to maintain the student's dignity while fostering responsibility.

Category I

1. Disrespect or failing to comply with reasonable directions or otherwise demonstrating insubordination
2. Disruption in the classroom
3. Horseplay
4. Inappropriate public displays of affection
5. Gambling
6. Dress code violations
7. Use of vulgar, profane, or obscene language or gestures
8. Taunting or ridiculing another student
9. Excessive tardiness
10. Lying to school personnel
11. Cell phone policy violations
12. Academic dishonesty or copying work from another student or another author (including AI)

Category II

1. Willfully or intentionally damaging, destroying, or stealing school property
2. Truancy--Leaving the school or being in an area in which students are not assigned or instructed to be during the school day.
3. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability (displaying inciting insignias such as "Confederate Rebel flags, swastikas, or gang symbols, etc. on clothing, hats, personal vehicle while on school property, etc.)
4. Hazing or aiding in the hazing of another student
5. Sexual harassment

6. Scuffling (any behavior that could lead to a fight)
7. Bullying \- SEE BULLYING (4.43) in district handbook
8. Stealing another student's work and claiming it as own

Category III

1. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee.
2. Disorderly conduct (causes a inconvenience to the entire school learning environment or recklessly creates a risk of public inconvenience)
3. Fighting
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual
5. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, tobacco, inhalants, prescription or over the counter drugs, intoxicants, vapes, and e-cigarettes.
6. Misusing medication or any medical supplies in their possession;
7. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form
8. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited
9. Possession or use of fireworks
10. Theft of another individual's personal property
11. Possessing, taking, viewing, or distributing images or videos in locker rooms, restrooms, private areas, and other locations where students and/or staff have a reasonable expectation of privacy.
12. Indecent exposure

Disciplinary actions for each category of improper activity:

Category I

Administrator discretion 1st infraction--Student Conference with an administrator and parent phone call 2nd infraction--1 to 3 days of lunch detention and parent phone call 3rd infraction--1 day of ISS & Parent Conference 4th infraction- 1 day of ISS and 1 day of Saturday School (7th and 8th grade only)

Category II

Administrator discretion 1st infraction--1 to 2 days of ISS (In-School Suspension) & Parent Conference 2nd infraction--2 to 3 days of ISS & Parent Conference 3rd infraction - 2 to 3 days of ISS and 1 day of Saturday School (7th and 8th grade only) 4th infraction-- 1 day of OSS (Out of School

Suspension) & Parent Conference

Category III

Administrator discretion 1st infraction--2 to 3 days of ISS & Parent Conference 2nd infraction - 2 to 3 days of ISS and 1 day of Saturday School (7th and 8th grade only) 3rd infraction--1 day of OSS & Parent Conference 4th infraction--up to 5 days of OSS, Parent Conference, and Possible Expulsion

The Principal, Assistant Principal, or Dean of Students are authorized to modify the penalties set forth in the District's student discipline policies on a case-by-case basis. When appropriate, students may be directed to complete service to the school or community, restore items or relationships, provide restitution, or be involved in mediated conversations.