



The Walker School
Handbook
2009-10 School Year

PREFACE

The purpose of this Handbook is to provide rules, regulations, and expectations for the school year. For your welfare and the efficient operation of the School, it is important that parents and students acquaint themselves with the Handbook and abide by the established rules and procedures.

THIS WALKER SCHOOL HANDBOOK IS PUBLISHED FOR PARENTS AND FACULTY. USE OF THIS INFORMATION FOR ANY OTHER PURPOSE, PRIVATE OR COMMERCIAL, IS PROHIBITED.

The policies, procedures, and regulations outlined in this Handbook are the products of cooperative measures through specific channels and approved by our governing Board of Trustees. No person, parent or otherwise, may unilaterally override, abrogate, or ignore procedures or policies outlined in this Handbook. The Walker School believes that a positive and constructive working relationship between the School and a student's parents/guardian is essential to the accomplishment of the School's educational mission. The School accordingly reserves the right to terminate or not renew a student's enrollment contract if the School reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interferes with the School's accomplishment of its educational purposes. No independent school could grow and build a fine reputation without the necessary cooperation of parents in upholding its procedures, standards, and expectations. Walker strongly encourages a cooperative spirit within the parent body. If parents are concerned with a particular matter they are encouraged to discuss the matter with the appropriate member of the administration or faculty.

NONDISCRIMINATORY POLICY AS TO STUDENTS

The Walker School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

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THE WALKER SCHOOL

History

The Walker School was founded in 1957 as St. James Kindergarten under the direction of Father Joseph T. Walker, Rector. In 1960, elementary grades were added, and the school became known as St. James Day School. The school functioned as part of the St. James Episcopal Church until 1971. At that time it became an independent school. The school was then moved to the Waterman Street location where it was housed for six years. The Upper School (grades 7-12) was added beginning with the 1975-76 school term. In 1977, the school purchased property at the corner of Allgood Road and Cobb Parkway. The school was restructured in 1984 to include a Middle School (grades 6-8).

Today, the Walker School is a non-profit, independent, co-educational day school, governed by a self-perpetuating Board of Trustees. Walker's curriculum is college preparatory, and the school serves motivated students of average to superior ability in prekindergarten through twelfth grade.

Mission Statement

Our mission is to provide an excellent college-preparatory education in a nurturing environment that values personal integrity, that prizes creativity, and inspires the lifelong love of learning.

The Beliefs

1. We believe in the infinite worth and dignity of the individual.
2. We believe that student learning is the chief priority of the school.
3. We believe that the school should provide a safe, supportive, and challenging environment for learning with clear goals and high expectations for student achievement.
4. We believe that the school's curriculum should develop creative and analytical thinking.
5. We believe that the school should foster in students the confidence to work independently and the social skills to work collaboratively.
6. We believe that the school should encourage parents, teachers, and students to work together toward common goals.
7. We believe that the school plays an important role in teaching students to value themselves and others.
8. We believe that the school should provide a framework for learning to make responsible decisions.
9. We believe that involvement in and appreciation of the arts is a vital part of education.
10. We believe that the school should encourage personal growth and development of a healthy body through physical education and intramural and interscholastic sports competition.
11. We believe that an understanding of the past is fundamental to understanding the present.

12. We believe that the school should encourage students, faculty, and parents to develop a perspective that embraces diversity and enhances global awareness.
13. We believe that the school should provide the foundation and framework for giving students the skills and the flexibility that are necessary to thrive in a changing world.
14. We believe that by encouraging involvement in the community the school can help students to become aware of the needs of others.
15. We believe that the continual development of the faculty is essential to the school's improvement.

Accreditation

The Walker School is accredited by the Southern Association of Colleges and Schools. Walker is a member of the Georgia Independent School Association, Atlanta Area Association of Independent Schools, Southern Association of Independent Schools, the National Association of Independent Schools, and the Georgia High School Association.

Policies on Selection of library and instructional materials

The School has formal policies for the selection of library and instructional materials and on the Origin of Man. These policies are on file in the Headmaster's office and are available to anyone who would like to review them.

GOVERNANCE

The Walker School is an independent non-profit corporation engaged in independent education and is governed by a self-perpetuating Board of Trustees. Trustees represent no particular constituency of the School; rather, they have the responsibility to balance the interests of the entire school community. The Board of Trustees sets policy, both educational and fiscal. It also sets all fees and tuition. It is the Board of Trustees which hires the Headmaster to whom it delegates all administrative responsibilities. The Chief Administrative Officer of the School is the Headmaster. He is responsible for carrying out the policies of the Board of Trustees. All constituents work with the Headmaster. He is directly responsible for the faculty, staff, students, and day-to-day affairs. All questions concerning the administration of the School should be directed to the Headmaster or the appropriate principal. The Board of Trustees, the Walker School Association, the Booster Club and Room Mothers are not responsible for administrative matters.

GENERAL POLICIES & PROCEDURES **ACADEMIC PROCEDURES:**

Admission

The Walker School will seek to enroll and retain students of high academic and personal potential who exhibit a desire to achieve success in a competitive, challenging, and accelerated academic program. Entrance tests, records from previous schools, recommendations, and a personal interview are required for the application process to Walker. Admission is granted to qualified students regardless of race, creed, or national origin.

Health and Immunization Records

These records must be on file in the school office prior to the first day of school as required by state law.

Attendance

Regular attendance is required of all students to remain in good standing. If a family trip must be scheduled during school days, the student will be given the opportunity to make up essential assignments provided prior arrangements have been made through the principal. Except in cases of emergency, such arrangements should be made at least one week before the expected absence.

Enrollment

All students in the Preschool, Lower, Middle, and Upper Schools are enrolled as full time students. Walker School has no part-time students. Students are under the auspices of the School until a parent or parent representative picks them up.

Assignments of Teachers

The School has a firm policy that no parent will be granted the option of determining the teacher (homeroom or subject area) to which a child will be assigned.

Grading and Conferences

The Walker School operates on the academic semester system. Students throughout the School will receive a grading report each nine weeks as part of a systematic method of communication with parents. In addition to these regularly scheduled periods of grading, conferences are held with the parents during the fall, and at other times by appointment. A full explanation of the grading system is enclosed with the grade report.

Infectious Disease Policy

The Board of Trustees has adopted a policy on dealing with employees or students who are afflicted with a life-threatening infectious disease including HIV/AIDS. It is the policy of the School to deal with each occurrence on a case-by-case basis. Decisions rest with the Board, which will be guided by a Board-appointed advisory committee. The complete written policy is available in the Headmaster's office.

Reenrollment

All students who are in good standing both academically and socially shall be invited to reenroll for the following school year by the end of February. The reenrollment form and fee for the next school term are due back to the School by a specified date before places for students can be reserved. The reenrollment fee is applied to the tuition. **THE ENTIRE FEE IS NON-REFUNDABLE.** The decision to offer reenrollment to the students who are not in good standing with the School academically or socially may be deferred until the end of the school year.

SCHEDULE

The School Day

The school day begins at Walker at 7:30 a.m. in Lower School, and 7:45 a.m. in all other divisions, by which time all faculty and staff are available for help and consultation. The offices open at 7:30 and 7:45 a.m. respectively. Lower School students arriving at school between 7:15 and 7:35 a.m. should report to Gatti Hall.

Classes for the Pre-Kindergarten begin at 8:00 a.m. and extend until 12:00 noon. The Pre-Kindergarten Enrichment Program is in session from 12:00-2:30 p.m. Kindergarten is in session from 8:00 a.m. through 2:30 p.m. Classes for the first grade through fifth grade begin at 7:45 a.m. and extend through 2:45 p.m. The Middle and Upper School programs are in session from 8:00 a.m. - 3:00 p.m.

From 3:00-3:30 p.m. middle and upper school teachers will be available in session to provide extra help to students. Teachers in the Preschool and Lower School will provide extra help sessions during the school day, and any after school help must be prearranged because of carpool supervision. No supervision will be provided for Preschool students before 7:30 a.m. and students in grades 1-5 before 7:15 a.m. nor after 2:45 p.m. for Preschool and 3:10 p.m. for grades 1-5, unless they are participating in a supervised school activity or extended day program. Students in grades PK-5 who remain late will be sent to the appropriate Extended Day Program, and the parents will be billed. Students who arrive after classes begin must be signed in at the appropriate office. Students who leave before their dismissal time must be signed out in the appropriate office.

Middle School

We earnestly solicit your cooperation with some basic procedures designed to protect our students. We ask that students who arrive on campus after 8:00 a.m. sign in at the office to let us know they are here. On those rare occasions when it is necessary for your child to leave school before the end of the school day, we ask that you come in to the middle school to sign your child out. Students will not be allowed to stand outside unsupervised while they wait to be picked up.

All students should be picked up by 3:30 p.m. unless they are participating in an activity sponsored and supervised by a teacher or a coach. Students who must wait at school past that time will be expected to sit quietly in The Media Center until they are signed out by a parent or until 5:30 p.m. Supervision is not available after 5:30 p.m.

Dismissal Time

Dismissal time is the most dangerous time in the Walker school day. We ask that all parents assist us in making the dismissal time as well organized and as safe as possible. Patience, cooperation, and care are demanded of all and by all. To assist and regulate the lower school dismissal procedure, a system of student patrols supervised by members of the faculty is utilized. The student volunteers are very efficient and well trained. Please obey them when they ask you to stop or move.

FINANCES

Tuition/Fees

All payments are due in the Business Office on the first of the month. A late fee will be charged when payments are over ten days late. A fee will be charged for checks returned from the bank. No reduction is made for the school year fees, as per contract, because of absences, withdrawal, or dismissal.

Tuition Waiver Policy

ALL STUDENTS ARE ACCEPTED ON A FINANCIAL BASIS FOR AN ENTIRE SCHOOL YEAR. The full tuition shall be deemed as fully earned as of July 1 (regardless of payment plan) for each student who is enrolled as of July 1, for the following school year. No deductions, rebate, or waivers will be made for dismissal, withdrawal, absence, illness, or for any other reason, except as provided below. The Walker School offers no Tuition Refund Insurance Plan. However, recognizing the mobility of the community, the Board of Trustees has provided a waiver of the requirement for the second semester tuition under limited conditions. In the event that the parent or parents move their residence during the first semester to a distance of not less than thirty-five (35) miles from the School, by the nearest possible route, a waiver is applicable as follows:

1. That tuition is prepaid for the first semester and
2. That a 20% surcharge on the annual tuition is paid.

There are no other exceptions which would require a waiver except under these special limited conditions.

Textbooks

Most textbooks and instructional materials are provided for grades PK-5. There is a consumables fee for all students in grades 1-5 to help defray the costs of textbooks and materials used by the students. Students in grades 6-12 are required to buy all their textbooks. A student who loses or damages a textbook or a book which is checked out from the library is required to buy a new book.

Additional Expenses

The school yearbook, Flame, (required grades PK-12) and the school literary magazine, Pegasus, (required grades 1-12), school pictures, student insurance, graduation fees, field trip and activities fees are not included in the tuition. These fees are paid at registration.

Unpaid Fees

At the end of the school year, all financial obligations (tuition and fees, unreturned library books, team uniforms, etc.) must be met before transcripts, reports, or report cards can be released to the student, the parent or another school.

MISCELLANEOUS

Emergency Drills

Fire and tornado drills will be conducted periodically. Students are expected to proceed silently and quickly and to follow the teacher's directions.

Illness or Injury

We will notify you in case of illness or injury of your child. Facilities do not permit extended care of the children; you should come immediately to the School when notified. Sick or injured children will be cared for in the nurse's office in the Lower School until they are picked up there. The nurse will notify the Middle School office when the student has been picked up. In cases of medical emergency, your child will be taken to Kennestone Hospital.

When a student is on special medication, a note must be sent to the teacher and principal for the Preschool students and to the school nurse for students in grade 1-12. If medication is to be dispensed at school, it must be provided to the school nurse or preschool classroom teacher, be in its original container, and include specific directions for dosing and administering.

Inclement Weather

If a school day is to be shortened or cancelled, the announcement will be made by the major television stations (WSB, FOX5, WXIA) and by the following radio stations: STAR94, WGST, WSB, and B98.5 FM. Walker will not necessarily be closed when the Cobb County Schools are closed. If no announcement is made on the television or radio, the School will be open. You may call 678-581-2674 or dial 770-427-2689 then press 4 for special messages regarding any closing due to inclement weather.

Also, parents have been asked to help serve the School by chairing telephone committees for unusual circumstances such as an unscheduled early dismissal. For this reason, it is important that all parents and committee members keep accurate up-to-date Directories. Changes and additions should be reported to the front office.

Please do not call the school staff at home. This only prevents them from making the necessary communications to notify everyone.

Parent and Visitor Parking

When visiting the School for any reason, park in a designated space. CARS MUST NOT BE LEFT IN THE DRIVEWAY, ALONG CURBS ADJACENT TO THE SCHOOL, OR IN SPACES RESERVED FOR ANY REASON WHILE VISITORS ARE CONDUCTING BUSINESS, HOWEVER BRIEF, INSIDE THE SCHOOL. Similarly, parking spots are not to be used for dropping off or picking up students during carpool times; cars pulling into and backing out of parking spaces disrupt the flow of carpool traffic and can create dangerous situations. The Upper parking lot is reserved for faculty parking until 3:00 p.m.; it is not a location for dropping off or picking up students.

Visits

Visitors are to report to the appropriate school office before going to any classroom. Parents are welcome to visit classes, but we do require notice of the visits so that the students, faculty, and staff can make necessary arrangements. Classes must not be interrupted, however briefly, by unannounced visits. **IN ORDER TO BRING VISITORS TO SCHOOL, STUDENTS MUST HAVE PRIOR PERMISSION OF THE PRINCIPAL.**

Communications/Electronics

Hall phones in the main building are available for the use of students in grades 6-12. These phones are for contacting parents about important business, such as changes to scheduled practices or games, changes in carpool arrangements, and so on. The phone is NOT for calling about test scores, setting up weekend plans, or the like. Students must ask permission from a faculty member before using any phone. Parents are asked not to call the office in regard to transportation except in the case of emergency, automobile accident, etc.

Middle School students are not authorized to use or possess cell phones during school. Cell phones may be kept in lockers, book bags, or sports bags during the school day, but are not to be accessed in any way between the hours of 8:00 a.m. and 3:00 p.m. This regulation extends to all personal electronic devices such as Walkmen, iPods, hand-held videogame units, and so on. Personal Data Assistants and laptop computers may be used at the discretion of, and with the permission of, the administration. Misuse of such devices will be grounds for terminating permission.

Child Abuse Legislation

Georgia law requires that public and private school administrators, teachers, and counselors report any suspected case of child abuse or neglect to the county Department of Family and Children Services. It is not up to the school official to determine the truth or extent of the alleged abuse. Any person failing to report suspected abuse will be charged with a misdemeanor. Additional information regarding this legislation is on file in the Headmaster's office.

Harassment/Bullying

The Walker School seeks to maintain an environment in which all members of the school community may work, study, and enjoy freedom from harassment or bullying of any kind. Harassment may be verbal abuse (oral or written,) obscene or suggestive remarks, actual or suggested inappropriate touching, display of sexually explicit, demeaning, or offensive materials, comments which are demeaning with respect to race, religion, ethnic origin, physical characteristics, appearance, sexual orientation, or gender. Actions considered to be bullying are any physical, written, verbal, or implied communication or act which may be threatening, intimidating or demeaning. These actions are prohibited at all times and in all circumstances, including communication on the internet whether or not it originates on the Walker campus. Students who engage in harassment or bullying should expect appropriately serious consequences including suspension or separation from the school.

Honor

Students are expected to conduct themselves with honesty and integrity at all times and to respect the trust, personal and property rights of others.

COMPORTMENT

Good manners, our characteristic or customary mode of acting, grow out of an atmosphere of respect for both self and others. Guidelines for manners are designed to show respect for the institution we represent and for the individuals who participate in that institution. A student's manners reflect on himself, his family, his class, his school. One should develop at Walker a strong respect for self, the School, and for classmates. All should be a source of pride for each other. Good habits are established and maintained by a consistent application of basic rules of conduct and courtesy which reflect the cooperative effort of home and school.

Major School Rules

1. Students may not leave campus without permission from the office.
2. Students will not lie, cheat, steal, or enable others to do so.
3. Students will not abuse or make unauthorized use of school property or property belonging to others.
4. Students will not use or possess tobacco, matches, alcohol, non-prescription drugs, or dangerous objects on campus or at school functions.
5. Students will not exhibit a pattern of fighting, bullying, peer intimidation, harassment, disrespect, abuse of the dress code, insubordination, poor attendance, or use of tasteless, abusive or insulting language.
6. Students will not inflict deliberate harm on any person, by actions that may include pranks or hazing of any nature.
7. A student who deliberately strikes or otherwise intentionally causes harm to another should expect to be sent home immediately and to be suspended or separated from the school.

Other School Rules

1. Students may not engage in any behavior which is disruptive to the instructional program whether in or out of the classroom. This includes, but is not limited to, shouting, horseplay, and throwing of potentially dangerous objects.
2. Students may not take medicine at school without a note from the parent to the school nurse or preschool classroom teacher(s) outlining directions for specific dosage. All medications will be dispensed by the nurse or preschool teacher(s).
3. Students may not use chewing gum at school or on school supervised trips.
4. Students will deliver report cards, speed letters, and other materials from the school to their parents promptly.
5. Students who wish to bring visitors to school must secure permission from the principal by noon of the previous day.
6. Students will be silent and orderly during fire and tornado drills.
7. Students may use the gym or other athletic facilities only under the direct supervision or with permission of the Walker athletic staff.

8. Students may not enter the faculty workroom or faculty lounge or use the office copy machines without permission.
9. Students may not litter.
10. Students may not use skateboards or roller skates on campus unless properly supervised.
11. Students must have permission from the principal to put announcements in the morning memo or on the bulletin board.
12. Students must keep their lockers neat, clean, and closed when not in use. Lockers may not be defaced. Lockers are subject to unannounced inspection by the homeroom teacher and/or an administrator at any time, and regular locker cleanup events will also occur. ***Students may not open or disturb the contents of lockers assigned to others.***
13. Students may not use such electronic devices as beepers, cell phones, radios, or other sound or video players or recorders in class.
14. A student serving an on-campus isolation may not attend any extra-curricular functions on the day(s) of isolation.
15. A student serving an off-campus suspension may not enter the campus at any time of the day or night during the period of suspension or attend any off-campus school activity.
16. Students are to refrain from displays of affection while on campus during school hours and at school functions. Students are expected to know what is considered appropriate behavior and to act accordingly.

Various penalties are assessed for infractions of the rules depending on the grade level of the student (see appropriate Handbook section). Infractions of Major School Rules may result in expulsion or suspension from school. In cases of off-campus suspension or a pending expulsion, a parent will receive notification by telephone or registered letter prior to the suspension or expulsion.

COMPUTER POLICY

Students are not to alter software and settings. Software may not be copied without permission from the computer supervisor. Individual application program settings may not be changed without the permission of the computer supervisor. On networked systems, students may not open, move, modify or change the names of other students' files or folders. Attempts to gain access to folders or files for which the student does not have privileges are strictly prohibited. Private folders for individual students may be created upon request.

Games may only be played at designated times, and only those games installed by the computer supervisor for student use may be played. No application programs are to be run off of floppy disks without the permission of the computer supervisor. No applications are to be installed or copied to computers or networks without permission of the computer supervisor. All floppy disks (data and application) must be scanned for viruses before use.

The use of on-line services is a privilege that requires discretion. Inappropriate language or other materials should not appear on students' screens or be downloaded. If a student encounters inappropriate language or other materials, the student should leave that area or network immediately and communicate the problem to the computer

supervisor. Walker students will be expected to use computers in a responsible manner and to refrain from use of obscene, profane, or abusive language on the internet whether on or off campus. Violations of this policy will result in disciplinary action; possible penalties include dismissal.

DRESS AND GROOMING CODE

Walker students dress neatly, behave well and reflect consideration for the values of the Walker community.

Students are expected to follow the appropriate dress code as outlined in the Preschool, Lower School, Middle School, or Upper School section of this HANDBOOK.

STUDENT SERVICES AND ACTIVITIES

FLAME

Flame is the Walker yearbook for grades PK-12. The Flame staff of Upper School students meets regularly.

PEGASUS

The Pegasus is the School's literary magazine. Students from kindergarten through grade twelve contribute. The Walker School is proud of this prize-winning literary magazine and student contributions are welcome and valued.

BOOK ENDOWMENT PROGRAM

Walker has a Book and Library Endowment program to enlarge the library collection. The program is held in August and September. Books have been selected by the librarians to meet specific needs and standards for our libraries. All gift books are presented to the students in early fall, and all participants in the program have extended first reading privileges.

FOR OTHER STUDENT SERVICES AND ACTIVITIES, SEE THE APPROPRIATE SECTION OF THIS HANDBOOK.

SCHOOL FACILITIES

LOST AND FOUND

Students are responsible for the care of their belongings. All articles used by the students (including sweaters, boots, and coats) should be plainly and durably marked with their names before they are brought to school. Money and articles of value should NOT be brought to school. Lost and found areas will be provided for misplaced items and will be located in each school division and the gym. Please make arrangements for you or your child to check the locations for lost items. Small items may be claimed in the division offices. If the students' possessions are marked, the offices will make every effort to return them. Unclaimed items will be given to a charity on a monthly basis. Please return any item your child has taken home by mistake.

LIBRARY

Our library system has an excellent collection and continues to add materials for research, recreational reading, and support of the curriculum. The Preschool library opens at 8:00 a.m. each school day. The Lower School and Main libraries are open fifteen minutes before school every day. The main library will remain open until 5:00 p.m. from Monday through Thursday. Responsible use of library materials and prompt return of materials will be expected. Suggestions for additions to our collection will be welcomed. Please remember to return books promptly. Overdue fines of ten cents per day will be charged to students in middle and upper schools. Payment will be charged for lost books. Audio visual equipment may not be checked out overnight by a student or a parent.

LOCKERS

Lockers are the property of the Walker School. As with all school property they are not to be marred, abused, or defaced in any way. Students are extended the privilege of using a locker providing the regulations of decor, safety, and preservation are observed. The student's locker privilege may be denied, suspended, or terminated if any of the regulations are not strictly followed.

GYMNASIUM

The gym is a classroom and as such may not be used by any group unless under the direct supervision of a member of our coaching staff.

CAFETERIAS AND MAIN DINING HALL

The cafeterias are special places provided for special purposes. Sometimes they are used for scheduled meetings, receptions and even for classroom space. Students are not to use the preschool and lower school cafeterias for any purpose except under the direct supervision of a member of the faculty or staff. The main dining hall will be available to middle and upper school students during the morning break and during the scheduled lunch periods. No student should use the dining hall at any other time during the academic day. SAGE food may only be consumed during designated lunch hours. The dining hall will be available for upper school students after 3:30 PM as a place to interact, study, or wait to be picked up.

WOLVERINE WAREHOUSE

The Wolverine Warehouse is a service of the WSA. In the Old Main building, the Warehouse is located between the offices and Black Box Theatre. A Warehouse cart is located in Gatti Hall. School supplies are available for purchase between 7:20 a.m. and 7:40 a.m. each school day. Good Start packages of supplies needed to start the school year can be purchased during registration or on the first day of school for students in grades PK-5.

THE WALKER SCHOOL ASSOCIATION

The Walker School Association is an organization to promote cooperation and understanding among parents, faculty, students, and all other interested parties. This group aids in the growth and development of the School. It enables parents to serve the School and the community. Every family has membership and participation is encouraged. Other interested parties may become members.

ATHLETIC BOOSTER CLUB

The Athletic Booster Club is a parent/teacher organization that promotes the school's physical education program and all interscholastic sports programs. Every family has membership and participation is encouraged.

PARENT FORUM

The mission of the Walker School Parent Forum is to enhance communication throughout the Walker community. The format of the Parent Forum enables parents to receive information that is relevant to them, ask questions, voice concerns, and suggest future topics. Each forum is a moderated meeting lasting a maximum of ninety minutes.

The first half of each meeting is devoted to a previously announced topic. An appropriate administrator reports on the topic and open discussion related to the topic follows. The remainder of the meeting addresses general questions from the parent body. These questions can be submitted in writing to a member of the Steering Committee prior to the meeting by securing a question card from the main office. In addition, question cards are available at the meeting and questions may be asked verbally.

The time, place and topic of each Parent Forum is announced in THE WALKER SCHOOL NEWSLETTER. The Parent Forum is but one more way for the parents and school to share information and concerns and to make Walker School a better place for its students.

THE HUBERT MIDDLE SCHOOL

In recognition of their interest in, and support of, the Walker educational philosophy of promoting intellectual, social, emotional, physical, and spiritual growth within an atmosphere of love and support, the Middle School has been named to honor Mr. and Mrs. O.C. Hubert. Mr. and Mrs. Hubert helped make our middle school possible, and it is our desire to maintain a Middle School program which will reflect their lifetime commitment to high ideals.

MIDDLE SCHOOL

“The mind is not a vessel to be filled but a fire to be kindled.” Plutarch

Parents are requested to read and discuss the following pledge with their middle school child(ren). (Whether or not a student has signed the pledge, he or she is responsible for observing it as long as he or she is enrolled in The Hubert Middle School.)

I pledge that I will abide by the Walker Middle School Honor Code as defined in the Walker Handbook.

I will conduct myself with honesty and integrity at all times, and I will respect the personal and property rights of others.

I will, through my words and actions, maintain the trust and faith of the Walker community, and I will hold others to the same standard.

My work will be my own.

Signed

Date

Although a special signing ceremony is held during the first quarter of each school year allowing students and parents the opportunity to sign a personal copy of the Honor Pledge, students are responsible for observing the pledge from the day they are enrolled throughout the entire time they are members of The Hubert Middle School.

Academic Offerings

Although the Middle School offers limited electives, students are given the opportunity to explore a wide range of subjects designed to prepare them to make informed choices in later years. In keeping with the Walker philosophy that the school should aid each student in reaching his potential intellectually, socially, emotionally, physically, and spiritually, the middle school curriculum includes courses designed to help meet the widely diverse needs of the students we serve. Scheduling decisions are made by the Principal, usually based upon the recommendation of the faculty. After consideration of individual stages of development and individual needs, students are placed in classes which will give them the greatest opportunity for the optimum amount of academic challenge for satisfactory progress.

Middle School course offerings include Advanced Algebra, Algebra, Algebra II, American Civics, American History, Art, Computer Operations, Drama, English, French, Geography, German, Latin, Literature, Math, Music, Physical Education, Introduction to Algebra, Pre-German, Pre-Latin, Pre-French, Pre-Spanish, Science, Spanish, Speech, and Study Skills. All are considered integral parts of the academic program. Students who are enrolled in music and drama classes are expected to participate in all performances planned by the instructors.

Activities

Weekly activity periods are scheduled during regular school hours. Students are encouraged to pursue a variety of interests by selecting a different activity each quarter.

In addition to the weekly activity periods, students have opportunities to participate in groups which may meet before or after school. Cheerleading, chorus, debate, Junior Beta Club (by invitation), Junior Classical League, Math Counts, Student Council, the "WARTS" art program, basketball, soccer, football, baseball, softball, cross country, tennis, wrestling, swimming, golf, volleyball and a variety of intramural sports and other groups attracting a sufficient number of participants are open to middle school students. Each organization will be sponsored by a faculty member, and, in some cases, a parent sponsor. Each will publish its own criteria for membership and its guidelines for participation.

Activity Eligibility

In order to be eligible to participate in extracurricular activities, students must be in good standing academically. Students who are deficient in any of their subjects may be suspended from participation in any extracurricular activities (sports, clubs, etc.) until they are again in good standing academically. This policy is not created as a punishment; rather, it is to free up time for studying or completing missing assignments in order for a child to be a successful student at Walker. Additionally, students must be present at school for at least ½ of the academic day before they are eligible to participate in extracurricular activities on that day.

Advisors

Each middle school student is assigned a Faculty Advisor and Co-advisor. They are available for assistance in, and discussion of, all aspects of school life. Students meet with their advisors each morning. In addition, all students participate in regularly scheduled advisory groups designed to promote overall social and emotional wellness.

After School Study Clinic

The school provides a study clinic from 3:00 until 3:30 p.m. Monday, Tuesday, Thursday and Friday afternoons each week. Students who are assigned to this clinic are expected to make arrangements to attend.

After-School Supervision

Classes are dismissed at 3:00 p.m. daily. All parents are encouraged to pick up their students who are not engaged in a coach or teacher supervised activity by 3:30 p.m. For reasons of safety, students will not be allowed to remain on campus unsupervised. Limited after school supervision is available for a fee. Students who are not picked up by 3:30 p.m. and who are not engaged in a coach or teacher supervised activity will be directed to report to The Media Center where they will remain until they are signed out by a parent or until 5:30 p.m. Students will not be allowed to roam the hallways, or to remain on campus unsupervised. Students who are not picked up within fifteen minutes of the dismissal time for their practice, club meeting, or activity will be directed to the after-school supervision area in The Media Center.

Assemblies

Every middle school student is expected to attend all assemblies, to be on time, and to be courteous throughout the program. Students will attend in their advisory groups and will sit together unless other arrangements have been made with the Principal.

Once the program has begun, students are to remain in their seats. Students should listen attentively to speakers and participate in an appropriate manner in group discussions or activities. Applause is acceptable - whistling, stamping of feet, and booing are not.

Athletic Events

Students are encouraged to attend as many athletic events as possible and to display supportive school spirit. Players and fans are expected to exhibit appropriate behavior and to show respect for the opponents and their fans. ***Good sportsmanship is expected.*** Students who remain at school in order to participate in athletic events or to attend athletic events must have adult supervision. They will be expected to adhere to all guidelines provided for their safety.

Attendance

All students are expected to arrive at school in time to organize their materials and be in their seats when the first bell rings at 8:00. Students are required to attend all scheduled classes and to be on time. Students who arrive at school after 8:00 a.m. must report to the middle school secretary to sign in and to obtain a late admission slip. A student who arrives after 11:30 a.m. or who leaves before 12:30 does not receive full credit for the day.

After a third time of being tardy to school, for any reason, the student should expect to receive a demerit. (Exceptions may be made when a student brings written validation of an early appointment with a doctor or dentist or a rare family emergency.) Once a student has arrived at school, he is expected to remain on campus and follow his assigned schedule through dismissal time. Leaving the campus without permission is considered a serious infraction of the school rules. Any student who does so will be subject to suspension.

Any student who is tardy to a meeting (class, assembly, tutorial session, etc.) will be given an effort ticket or conduct demerit unless he or she has a valid excuse slip signed by a faculty or staff member. Excessive tardiness may result in suspension, or in extreme cases, dismissal from school.

Appointments with doctors and dentists should not be scheduled during school time whenever possible. If it is necessary for a student to leave the campus before the regularly scheduled dismissal time, we request that the student be met by a parent in the middle school office before signing out. This request is made for the protection of our students. Upon return, the student must sign in and obtain a late admission slip from the secretary.

We believe our program is an important one; we urge our parents and students to make every attempt to see that each student derives the greatest possible benefit from it.

Regular attendance is considered a basic requirement. Regular attendance is required of all students to remain in good standing. If a student is absent more than

twenty days from class, it may be necessary to consider having the student repeat that class or the grade level.

If a family trip must be scheduled during school days the student will be given the opportunity to make up essential assignments provided prior arrangements have been made through the principal. Except in cases of emergency, such arrangements should be made at least one week before the expected absence.

Beta Club Membership Policies

The Beta Club is a national society formed to recognize academic achievement, effort, and citizenship. Walker's Junior Beta Club consists of 7th and 8th grade students.

I. Requirements for induction into the Junior Beta Club are outlined below:

- A. Two consecutive quarters (beginning with 3rd Quarter of 6th grade) in which the grades earned in all core subject grades are A's and B's.
- B. These grades must contain more A's than B's.
- C. These grades must all be greater than 84% as listed on the report card.
- D. Elective classes must be all A's and B's, and above 84% where a percentage grade is given.
- E. All Effort and Citizenship grades must be either "Excellent" or "Good."
- F. During these quarters, the student can incur no more than 5 demerits per quarter.
- G. Any student found to be guilty of academic dishonesty in either of these quarters will be required to begin the process over.

II. Requirements necessary to maintain Junior Beta Club membership are outlined below:

- A. All grades for classes in which a percentage grade is given must be above 84% as listed on the report card.
- B. All grades for classes in which a letter grade is given must be an A or B.
- C. All Effort and Citizenship grades must be either "Excellent" or "Good."
- D. No more than 5 demerits can be incurred in any quarter.
- E. If a student is found to be guilty of academic dishonesty, that student's membership in the Junior Beta Club will be revoked. The student can re-establish membership in the Junior Beta Club by again fulfilling the requirements outlined in Section I above.

III. Probation

A student who fails to maintain the academic, effort, citizenship, and demerit requirements outlined in Section II above will be placed on probation. Regular membership status will be returned to the student if, during the next quarter, the student again fulfills these requirements.

IV. Loss of Membership

A student will have his or her Junior Beta Club membership revoked if he or she fails to maintain the membership requirements for 2 consecutive quarters. The membership of any student found guilty of academic dishonesty will be immediately revoked.

Names of students who have qualified for nomination will be presented to the members of the Middle School Faculty. Students who, according to the judgment of the faculty, have exhibited good citizenship and mutual respect among classmates and teachers, will be officially invited to join the Beta Club in either the fall or spring, depending on when they qualify for membership nomination.

Students who, in the opinion of the faculty, have not demonstrated consistently good citizenship, will be given one quarter to demonstrate sufficient improvement in citizenship to be reconsidered for nomination. If the nomination is approved, qualifying students will be inducted into membership at the next induction ceremony. If sufficient improvement is not made before the next induction ceremony, students will be required to meet the original membership qualifications for two consecutive quarters before the nomination can be reconsidered.

Because Beta Club members are often called on to perform school service projects, some of which necessitate missing one or more class periods, members must demonstrate their willingness and ability to maintain high academic performance and a satisfactory record of effort and conduct. All criteria must be met each quarter.

Book Bags

The Middle School bag room is provided for students participating in Walker extracurricular activities which necessitate the bringing of extra equipment or clothing to school. All students who possess Walker sports bags, instruments, and so on must store them in the bag room. No other bags or equipment is authorized for storage in the bag room. Students who bring books and other supplies to school in book bags should unpack the bags and store their belongings, including the book bags, inside their lockers during the school day. They should not carry packed bags from class to class or to leave full book bags on locker tops. Bags may not be left on the floor of the hallway. It is our hope that students can develop useful organizational skills by anticipating their needs for books and materials before class time.

Book Endowment

Each September, books, which have been selected by the librarian to meet specific needs and standards, are displayed in the library for examination by students and their parents. These books may be purchased as a gift for the Walker library. Gift books will hold special plates giving the name (or names) of the donor(s). Students who have donated books will be recognized at an assembly and will have the privilege of being the first to read the books.

Middle school students and their parents are enthusiastically encouraged to participate in this worthwhile program.

Commendations

Middle school students may earn commendations in recognition of outstanding performance, outstanding efforts, or outstanding participation in academic, social, or service endeavors. These commendations will be mailed to the student as they are earned.

Conduct

The Middle School operates on the premise that consideration for others is expected of all members of the school community. This means showing respect for another's rights, opinions, feelings, property, and reputation. Students are expected to be attentive and courteous to teachers and visitors and to be fair and honest in all of their dealings. They are also expected to abide by the school rules governing general conduct.

All students and parents are urged to review these rules as they are outlined in the front of this handbook under Comportment. Students should expect to abide by the school's dress code, honor code, attendance rules and all other general policies relating to student conduct.

Discipline procedures in the Middle School are individualized and seek to correct unacceptable student behaviors. Continued lack of respect for, and understanding of, commonly accepted social and personal behavior will not be tolerated, and students who continue to display such lack of respect will be subject to suspension or dismissal. Likewise, a student whose actions indicate that he or she is not in sympathy with the philosophy of the school, or whose actions reflect unfavorably on the school may be suspended or dismissed, even though no formal regulation may have been broken.

Conferences

Parent-teacher conferences are scheduled and listed on the school calendar. Parents may be asked to come to the school for a conference with teachers at any other time such a conference would be beneficial. Likewise, we encourage parents to request a conference any time they have questions or concerns, or wish to share pertinent information with us.

Dining Hall

The cost of daily lunch is included in tuition. Parents of students with special dietary needs should inform the cafeteria manager of allergies and special needs as soon as they are known. SAGE, our catering company, will do everything possible to provide for special needs, but they will need your help.

All food must be eaten in the cafeteria, except that 8th graders, with permission, may eat outside. This privilege may be removed should 8th grade students not leave the outside tables clean. No food may be consumed in the corridors. Food or drink are only allowed in classrooms with teacher permission. All students are expected to help keep the cafeteria clean. No food or litter may be left on the tables, the floor, or in any other inappropriate place.

With the exception of the regularly scheduled breaks and lunch period, middle school students may not use the vending machines after 8:00 a.m. or before 3:15 p.m. without the express permission of a member of the faculty for each specific occasion.

Discipline System

Philosophy: The middle school faculty has implemented a discipline system designed to help ensure a safe, orderly, and nurturing learning environment. This system also seeks to help develop in students the critical understanding that their actions have consequences; good decision-making leads to desirable outcomes, and poor decision making leads to undesirable consequences.

System Overview: Lapses in effort and organization are very different in nature from intentional misconduct or words or actions that disrupt the learning environment and bring harm to others. Recognizing this, we have separated the discipline system into two tracks: Effort and Conduct. We feel that the ability to plan and execute tasks and requirements is a skill critical to success well beyond middle school. Because of this, the effort track addresses personal effort and organizational issues, and seeks to encourage positive growth in this area. The second track addresses the more serious issue of speech or actions that disrupt the learning environment, or that causes, or attempts to cause, physical, emotional, or psychological harm to others. These actions need to be consequence promptly and consistently to promote positive character development in our students.

System Details:

“**Effort Tickets**” may be issued for the following infractions:

- Dress code violation (when not deliberate)
- Failure to return notes or signed documents promptly
- Failure to follow directions (when not deliberate disobedience)
- Tardiness to school, class, assembly (when not deliberate)
- Unprepared for class
- Untidy locker
- Failure to control belongings (i.e. backpacks on floor, leaving items in classroom, etc)
- Other effort infractions as defined by faculty member

Effort Tickets will be issued at the discretion of the faculty or administration. There is no penalty for the first five effort tickets per quarter. The sixth Effort Ticket issued, however, will require the student to complete a 60-minute Walker Work session. Every three Effort Tickets thereafter in the same quarter will result in additional 60-minute Walker Work sessions.

“**Conduct Demerits**” are issued for the following infractions:

- Abuse of school property
- Abusive or inappropriate language
- Assembly or classroom misbehavior
- Unauthorized use or misuse of school property
- Chewing gum
- Consuming food or drink in hall

Unauthorized possession or use of electronic device during school hours
Damaging property of others
Disrespect to others
Failure to follow directions (when deliberate disobedience)
Littering
Excessively physical horseplay (i.e. pushing or shoving)
Disruption of class or activity
Failure to be under adult supervision when required
Deliberate effort infractions
Repeated pattern of effort infractions (i.e. persistent dress code infractions, tardiness, etc)
Other conduct infractions as defined by faculty member

Conduct Demerits will be issued at the discretion of the faculty member or administration. Each conduct demerit will result in the assignment of a set amount of Walker Work time by the issuing faculty member, as follows:

- 1 Conduct Demerit = 15 minutes of Walker Work
- 2 Conduct Demerits = 30 minutes of Walker Work
- 3 Conduct Demerits = 60 minutes of Walker Work

The faculty member issuing Conduct Demerits to a student has the choice to have the student serve the Walker Work requirements under his or her supervision, or to have the student serve at a regularly scheduled Walker Work session. Either way, the parent(s) will be notified of the Walker Work service.

A student who receives 10 or more Conduct Demerits will be required to appear before a discipline committee, which may assign additional consequences, such as Saturday morning detention, loss of field trip privileges, loss of privilege to participate in extracurricular activities or school parties, on-campus suspension, or other such sanctions. More serious acts, such as violation of major school rules, Honor Code violations, harassment, and so on are disciplined separately from this system.

Middle School Dress and Grooming Code 2009 – 2010

It is our intention to provide for all our students an atmosphere which is conducive to learning. With research clearly demonstrating the positive relationship between dress and both behavior and self-concept, we have carefully created a dress code designed to encourage neatness and personal discipline while making allowances for expressions of individuality and personal taste. We solicit the understanding and support of our parents as we endeavor to present fair and consistent guidelines for student dress.

Students and their parents are reminded that, for most students, the middle school years are filled with uneven growth and development patterns. Clothing which fits well in September may be outgrown within a few weeks or months; it is requested that students and parents periodically examine garments which are to be worn to school to ensure their continued proper fit. In addition, because fashions change so quickly, the written dress code guidelines published yearly often cannot address every current fashion trend that may arise in the interim. Because of this, and the almost infinite variety of available clothing styles, *we appreciate parental support*

and understanding that the faculty must enforce the dress code using the written guidelines together with their adult and professional judgment.

Students who violate the dress code requirements of Middle School will normally be issued effort tickets for each violation. Egregious violations or repeated dress code violations may result in the issuance of conduct demerits instead. Any student who blatantly flouts the dress code will be given a dress code item to wear for the day. The unacceptable clothing will be held until the loan item is returned in a clean and pressed state.

General:

1. Students are expected to be within dress code between the hours of 8:00 a.m. until 3p.m. The students should also be suitably dressed before and after school when on school property.
2. Clothes must fit properly (be neither undersized nor oversized), not be wrapped around the body, be tastefully modest, be neat, clean and free from holes, or tatters, frays, or wear. Undergarments should not be visible. Work clothes bearing business logos or names are prohibited. ***Form-fitting clothing is also prohibited.***
3. For safety reasons, shoes must be worn at all times, and shoes with laces, straps, or buckles must have them secured at all times. Shower shoes, ***“flip flops” (regardless of ornamentation level)***, shoes which restrict a student’s safe and orderly movement anywhere on campus, and shoes with heels higher than 2½ inches are not acceptable. All shoes worn must have a back or a back strap to them. Socks and rubber soled shoes are required for participation in gym classes.
4. Except with advance permission, tee-shirts are not permitted.
5. Hats, caps, kerchiefs, other head coverings, and sunglasses are not to be worn indoors.
6. The following items are not permitted on campus, or at any school event or activity:
 - potentially dangerous items or accessories
 - earrings for boys
 - see-through clothing
 - suggestive clothing (inappropriately tight or cut)
 - clothing bearing large logos or advertisements
 - clothing regarding items not allowed on campus
 - clothing bearing distasteful or profane language, drawings, or symbols
7. Cosmetics, jewelry, and other accessories should be applied in moderation. Visible tattoos and visible body piercings (with the exception of earrings for girls) are not permitted.
8. Good hygienic practices should be followed; regular bathing, daily use of anti-perspirant / deodorant, tooth-brushing, and so on are required.

Clothing for Boys

1. All shirts must have sleeves and collars; either folding collars or turtlenecks are acceptable. Sweaters are also permissible; v-necks and sweatshirts must be worn over collared shirts.
2. Collared shirts may remain untucked throughout the day. However, the length of the untucked shirt must be reasonable in the opinion of faculty; neither too long nor too short. Sweaters, if worn, must be long enough to completely cover the torso.
3. Dress pants, jeans, or tailored shorts may be worn to class. Overalls, sweatpants, athletic pants or shorts, wind suits, etc. are not permitted. The waistline of all pants must be worn at the natural waistline. If the pants are too loose, then a belt must be worn to prevent “sagging”.
4. Tailored shorts may be worn provided that they are no shorter than two inches above the knee and no longer than the bottom of the knee.

5. Hair should be neat, clean, and not impair vision. When combed out, hair may not extend below the bottom of a regular shirt collar, over the ears, or fall below the eyebrows. Hair styles must be within traditional parameters; that is, styles such as spiked hair, multi-colored or unusual-colored hair, patterns shaved into the hair, shaved heads, ponytails, and rat tails are unacceptable. Hair styles are identified as unacceptable by an administrator on a case by case basis.

Clothing for Girls

1. Pants, jeans, tailored shorts, skirts, skorts (divided skirts), and collared dresses may be worn. The bottom hemline of any garment worn must fall at least to the top of the knee when standing. Tights or leggings are not appropriate pants.
2. A variety of folded collared shirts, folded collared blouses, and sweaters may be worn; they must be modestly cut and appropriately buttoned, with not more than the top two buttons undone. All tops must be long enough to completely cover the torso at all times and in all body positions, especially when reaching up high for book bags on locker tops!
3. The following are not permitted within the Middle School female dress code in any situation: T-shirts, tank tops, deep v-necks, low scoop-neck tops, visible camisoles, “spaghetti-strap” type tops, and low-buttoned tops. At no time should undergarments be visible.
4. Hair should be neat, clean, and not impair vision. Hair styles must be within traditional parameters; that is, styles such as spiked hair, multi-colored or unusual-colored hair, “rat tails,” patterns shaved into the hair, etc. are not permitted. Hair styles are identified as unacceptable by an administrator on a case by case basis.

Professional Dress Clothing

1. Boys will wear a collared dress shirt with a tie. This shirt must be tucked in at all times. Suitable pants will be worn, with a belt if necessary. Dress shoes should be worn.
2. Girls may wear dresses that are not strapless, all straps be more than two inches in width, and modestly cut front and back.
3. Girls may alternatively wear skirts or dress pants together with a folded collar blouse.
3. A dress code shirt will be provided and worn by any student who turns up to school inappropriately dressed. In this case, a student will be required to wear professional for the next 3 days.

Field Trips

Field trips may be scheduled for educational purposes throughout the year. Middle school students and their parents will receive notification of such trips, dress code expectations, and other special instructions in advance of each trip. Parents are encouraged to participate in such excursions whenever possible (they will almost certainly be offered the opportunity to drive on one or more of these trips), but other visitors are not allowed.

Students whose behavior has been unsatisfactory may be excluded from class trips. Any student who has earned more than six conduct demerits in any one quarter may expect to forfeit the privilege of participating in class trips. The Middle School

Discipline Committee may also recommend to the principal that field trip privileges be removed from any student whose conduct at school demonstrates that the student would be a risk on a field trip.

Any student who has not been invited to reenroll because of unacceptable conduct will be ineligible for participation in out of town trips.

Grades

Grades will be averaged and reported every nine weeks. Academic grade equivalents for the Middle School are the following:

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- F = Below 70

Effort grades are designed to reflect class participation, quality and consistency of assigned work, preparedness, attentiveness, and attitude toward work. Grades will be given according to the following scale:

- E = Excellent
- G = Good
- N = Needs Improvement
- U = Unsatisfactory

Citizenship grades are designed to reflect the quality and consistency of a student's conduct. The following scale is used.

- E = Excellent
- G = Good
- N = Needs Improvement
- U = Unsatisfactory

Parents of students whose grades in any subject average lower than 75 or whose effort or conduct grades are unsatisfactory will be mailed deficiency notices.

Hallway Decorum

The halls in any school are crowded, hectic, and potentially hazardous places between classes. It is extremely important that every effort is made to keep them as orderly and safe as possible.

Several guidelines exist to ensure that the halls remain orderly and safe, and that class disruptions are minimized. The floors must remain clear of books, bags, and other items that pose safety hazards. Students are not permitted to sit in the hall after 7:30 a.m., during class changes, or during other crowded times (such as the minutes immediately before and after school). Students are not to engage in horseplay in the hall, and clusters of students must "break up" when instructed to do so by a faculty member.

Any students in the hall during class times are expected to be completely quiet so as not to disrupt the learning of other students. Teachers who send small groups of students into the hall to work may allow them to converse quietly, however. Care should also be taken to open and close lockers quietly.

Homework

The responsibility for knowing the day's assignment in each class rests with the individual student. Each middle school student is expected to keep an up-to-date record in his or her Student Assignment Book and to prepare assignments on time. Students who miss academic classes for any reason are responsible for work missed and are expected to return to class fully prepared for the next day's work or to make arrangements at the first reasonable opportunity. Parents of absent students should check the teacher pages on the Walker website (www.thewalkerschool.org) for assignments, and/or email the teachers directly.

It is impossible to say exactly how long a time should be spent on homework because of the varying speeds at which students work.

Unless permission is given by the teacher, a student should assume that homework is to be done without help from parents or classmates. Outright copying of another student's work with the intention of submitting the copied material as one's own will be considered cheating and a violation of the Honor Code, as will allowing one's work to be copied by another student.

Honor Code

We believe that trust is implicitly and explicitly required if the members of our school community are to derive the maximum benefit from our cooperative efforts. All members of our community are expected to abide by a code of honor that prohibits lying, cheating, stealing, or enabling others to do so. This code also prohibits disturbing the contents of lockers or any other personal property belonging to others.

Although it is assumed and expected that all members of the Walker community will abide by a general code of honor, each student will be expected to attend several assembly and/or advisory sessions devoted to a full discussion of how a code of honor affects each member of the school community. After a reasonable amount of instructional time has been devoted to the subject, each student and parent will be given an opportunity to sign a Pledge of Honor. Students will be required to write an abbreviated version of the Honor Pledge on assignments and tests. Although honor is certainly not optional, it is our wish to teach students the value of a personal commitment to honor in and out of the classroom.

Plagiarism, allowing one's work to be copied, copying someone else's work, being untruthful, opening another student's locker, using unauthorized notes, using another student's computer password, signing the name of another student, a parent, or a teacher, or misrepresenting the facts in any way will all be considered violations of the Code of Honor under which we operate.

Honors Ceremony/Graduation

All middle school students are required to attend the appropriate Middle School Honors ceremony for their grade level. Girls should wear modest dresses, skirts, or dress pants, and boys should wear dress shoes, dress pants, a solid pastel or white shirt and a tie. Students will be expected to sit in advisory groups in designated areas.

Special awards for outstanding achievement in academics, citizenship, leadership, and service will be presented.

Inspirations

Inspirational talks or activities following our Judeo-Christian philosophy may be conducted during weekly assemblies.

Lockers

Lockers are the property of The Walker School. As with all school property they are not to be marred, abused, or defaced in any way. They are subject to inspection by faculty and administration at any time, and regular locker clean-out events will also occur. Students are extended the privilege of using a locker providing the regulations of decor, safety, and preservation are observed. No sticky tape of any sort shall be placed on the outside of the locker door. Students who elect to place locks on their lockers should provide the office with a combination or key in case of emergency.

The student's locker privilege may be denied, suspended, or terminated if any of the guidelines for lockers are not observed.

Make-up Work and Extra Help

Middle school students are expected to take advantage of the availability of faculty members to arrange for extra help as it is needed. Prior arrangements for such help must be made for a time which is designated by the teacher. Teachers may require students to come for help between the hours of 7:30 a.m. and 8:00 a.m. or 3:00 p.m. and 4:00 p.m. or at some other mutually agreeable time.

New Students

We will make every effort to help new students become rapidly assimilated at school. Depending on their grade level, new students will be assigned Peer Advisors and/or mentors to welcome them to Walker and to ease their transition into the school community. Parents and students are urged to do likewise by including new students in birthday parties and other gatherings whenever possible.

Personal Celebrations

We welcome the celebration of student birthdays, milestones, and accomplishments. If parents would like to plan a celebration that includes cake, snacks or other treats, we ask that they call the homeroom teacher or middle school office to coordinate the celebration. In the interest of class spirit and inclusiveness, we also ask that celebrations include all students in the class or homeroom if they are held during the school day; if that is not feasible, please reserve smaller celebrations for after school hours. In a similar vein, please do not arrange for special food or treats to be brought into the dining hall for your child's lunchtime, unless there is enough for 150 students!

Questions and Concerns

If parents or students have questions or concerns about an individual teacher's class policies or activities, the recommended procedure is to discuss these questions or concerns with that teacher. If satisfactory understanding is not attained, the next step is to discuss the matter with the middle school Principal.

It has sometimes been the case that through mis-communication parents have failed to gain a thorough understanding of an event or a policy. The simplest solution is to discuss the problem with the teacher involved, not with other parents, students, or teachers.

If you wish to contact one of the middle school teachers, please contact him or her by their Walker phone extension or email address. Both are listed in the Walker directory. Your call will be returned as soon as possible. The Principal maintains an open-door policy. If you have questions, concerns, or suggestions, you are always welcome to discuss these. It is better to schedule an appointment with the Principal since teaching duties, classroom visits, and other activities occupy a portion of the Principal's time every day.

School Hours

The school day begins at 7:45 a.m. when all faculty and staff are available for help and consultation. The offices are also open at 7:45 a.m.

Classes begin at 8:00 a.m. and extend through 3:00 p.m. From 3:00-3:30 p.m. teachers will be available to provide extra help for students. No supervision will be provided for students before 7:45 a.m. or after 3:30 p.m. unless students are participating in a scheduled activity.

All students should be picked up by 3:30 p.m. unless they are actively participating in a specific, supervised, school-sponsored activity. Parents who are unable to pick up their children by this time are urged to make arrangements for them to be picked up by a friend, neighbor, or some other responsible adult. This request is made in consideration for the safety and well-being of our students. A limited after school supervision program is available, and any student who is on campus and not directly engaged in a supervised activity will be required to wait in The Media Center until 5:30 p.m.

Science Fair

In conjunction with our established science curriculum, each seventh grade student is required to complete a research project and display which will be graded. Sixth and eighth grade students are also eligible to compete on a voluntary basis. These projects must conform to the rules of the Georgia Science and Engineering Fair, under the direction of the Walker science teachers. All projects will be entered in the annual Walker Science Fair. Winners will be eligible for participation in regional and state fairs. Walker's Science Fair is held each year in time for participants to qualify for the regional fair.

Social Events

The middle school parents' social committee will sponsor several parties and special events throughout the year. Preceding each event, information about the

beginning and ending times, appropriate dress, and other pertinent information will be circulated. Student conduct at these events, as at all school-connected functions, is expected to reflect consideration and respect for the right of others. Middle School social events are for Walker Middle School students only. Parents who drive students home from such events are urged to be on time to pick them up.

Student Assignment Book

As part of the fees paid by Walker Middle School parents, each middle school student will be issued a Student Assignment Book. A limited number of “spare” replacement copies are available for purchase from the middle school office should a student lose his or her assignment book. Assignments should be recorded on a daily basis. Teachers will check the books periodically.

Tests and Quizzes

Tests and quizzes are given throughout the year. In addition to announcing tests in class, teachers log tests on the calendar outside the principal’s office. Many also post upcoming tests and quizzes on their teacher web page. Students may be required to have test papers or homework signed by a parent, according to the teacher’s directions.

Walker Spirit

A Walker student is a student who has a sense of responsibility. Middle school students are given opportunities to exercise good judgment, to assume increasing amounts of responsibility, and to demonstrate increasing maturity. It is expected that students will exhibit qualities of truthfulness, sincerity, self-discipline, and loyalty to high ideals.

The Middle School is characterized by a spirit of fellowship and positive expectations. The strengths and aspirations of excellence of the Middle School evolve from the talent, integrity, and enthusiastic support of the faculty and of the students themselves.

Walker Work

Walker Work will be held from 3:30-4:30 p.m. Tuesday and/or Thursday afternoons. Saturday detentions will be held as needed. Students are required to attend Walker Work based on accumulated demerits. Names of students who are assigned Walker Work will be posted each week. It is the student’s responsibility to check the Walker Work list and to notify his or her parents of the Walker Work assignment. Students may not be excused from Walker Work to attend practices, games or other activities. With a written note from a parent given to the Dean of Students, a student may arrange to postpone Walker Work service for up to one week when there are justifiable reasons. Students who do not attend an assigned Walker Work session will be required to serve double the original time in succeeding work sessions.