

# Woodlawn Beach Middle School

## Home of the Wildcats

Designated a School of Excellence by the State of Florida

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WBMS Handbook: 2025-2026

Every  
Woodlawn Wildcat  
Is  
RAD

Resilient, Accountable, Dependable

### ATTENDANCE

#### *Late Check-Ins/Early Check-Outs*

School hours are 7:15 a.m. until 1:29 p.m. **Students entering the front door of the school after 7:15 a.m. are late and will report to the office for a late pass.** Students leaving before 1:29 p.m. are considered early checkout. Three (3) unexcused late to school Check-Ins and/or Early Check-Outs, will equate to the student receiving one (1) unexcused absence for truancy purposes.

#### *Absences*

To report an absence, you should call (850) 934-4010 ext. 4204 on the day of absence or send in a note with your student upon return. This information should be submitted by the parent or guardian of the student and should include the child's full legal name; date(s) of absence; reason for the absence; grade; and the full name of the parent or guardian. Pre-arranged absences must be made at least 5 days in advance, except in cases of emergencies (See Santa Rosa [Code of Student Conduct](#) for further information).

#### *Unexcused Absences*

Absences for shopping trips, vacations, pleasure trips, truancy, suspension or dismissal from school, or other avoidable absences which have not been pre-arranged and approved by the principal or designee. We urge families to refrain from scheduling vacations which result in multi-day school absences.

#### *Truancy*

Florida Statute 1003.21 requires students ages six (6) up to 18 to be in regular attendance at school. If a student accrues more than 10 absences within a school year, the student will be referred to the Multi-Tiered System of Supports (MTSS) Team or the academic review committee at the school to determine whether the student shall be promoted. Interventions can include but are not limited to: Attendance Improvement Discussion, Parent conferences, requirement of a note from a doctor in order to excuse absences, Truancy Intervention Plan, referral to the school Social Work Department, Student Counseling, placement into different classes, Truancy Petition to be filed with Truancy Court, and other strategies to support student attendance. National research has identified students who miss 10% of a school year as "at-risk" of dropping out of school before earning a high school diploma.

WBMS Mission: WBMS develops students who are resilient, accountable, and dependable while preparing our students for graduation and a successful future

SRCSd Mission: To love, educate, and prepare all students for graduation and a successful future.

SRCSd Vision: Provide an environment that fosters each learner's potential, equips students for academic excellence and promotes lifelong learning.

## ATTENDANCE: MAKE-UP WORK

### *Excused Absences*

When a student has an excused absence, homework, class assignments, and projects may be made up. It is the student's responsibility to coordinate with the teacher for any make-up work. **Student make-up work can be found in each teacher's Planbook located on the [WBMS website](#).** The student has **3 days** from his or her return to school to turn in all make-up assignments/work. Assignments and projects given prior to the student's excused absence should be turned in on the student's first day back at school.

### *Unexcused Absences*

Students whose absence is unexcused may not make up assignments or tests given during their absence.

### *Out of School Suspension*

Students will have the opportunity to complete their assignments during out-of-school suspension. All completed work is due on the day they return to school. If the completed assignments are not submitted on the day of return, the student will receive zeros for the missing work. Any completed work will be recorded in the grade book with an "NG."

## AWARDS

Efforts are made to recognize students for various achievements during and at the end of each school year. An awards ceremony will be offered for 8<sup>th</sup> Grade students and their parents. This award ceremony will be held at the end of the school year.

### **All A's for three years:**

Students must meet one of the following criteria:

- \*All A's for three year's attendance at WBMS

- \*All A's for three years with at least one year from WBMS and a maximum of two years from a public or private school.

Grades from schools other than WBMS must be verified by the guidance office. Homeschool grades will not be accepted.

### **Additional Awards:**

All A's for three grading periods

A/B Honor Roll for three grading periods

RAD Award for overall character and citizenship

## BACKPACKS, BOOK BAGS, OVERNIGHT BAGS

**Backpacks/book bags are permitted.** They should be small enough to fit under a student's desk. Briefcases and rolling backpacks are NOT permitted.

## BULLYING

A form of aggression in which a person(s) willfully subjects another person(s) systematically and chronically to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which results in the victim feeling oppressed, intimidated or threatened at any school site, on school transportation, a school sponsored activity or through the use of data or computer software that is accessed through a computer, computer system, or computer network of a Santa Rosa County District School. Students at WBMS will be educated on how to confront and report a bullying situation. Bullying can be reported to a school administrator, the dean, guidance counselor, teacher, or parent. Students may request to see an administrator by completing a "green slip" in the front office between classes. **Bullying can also be reported anonymously through [FortifyFL](#) or [Santa Rosa Speakout](#).**



## CAFETERIA/ FOOD

Woodlawn Beach Middle School's Cafeteria is available to students for both breakfast and lunch. Breakfast and/or lunches may be paid for daily or on a pre-paid basis for an extended period online through [MySchoolBucks](#). Cost of meals can be accessed through the [Santa Rosa County School District](#) website. Pre-paid meals cannot be used for a-la-carte items unless the student's money is in a general account. **Santa Rosa School Board Policy prohibits students from charging for breakfast and/or lunch.**

If a student brings a drink from home as part of their lunch, it must be in a sealed container. **Glass containers and Energy drinks are prohibited.** Food, drinks, and candy are to be eaten at lunchtime only and students are not allowed to sell food items. Food and drink, except for water, are not permitted outside the cafeteria. Students may carry water bottles or drink containers with a lid in the hallways. Food items include any edible or drinkable item, including candy.

Students are prohibited from bringing in food for classes or school "parties" without prior permission from administration. This includes bringing in food to the school cafeteria during breakfast or lunchtimes. Students are not allowed to order food from an outside organization during school hours while on campus; however, parents may bring their child lunch to be eaten in the cafeteria.

## CLASSROOM PROCEDURES

Each teacher establishes a set of class procedures for his/her individual class. Classroom procedures will align with every student being RAD (Resilient, Accountable, Dependable).

### Cologne/ Perfume

Due to allergy concerns, students should not bring cologne/perfume on school buses or on school grounds. If a student is found to be using cologne/perfume in an inappropriate manner, the item will be confiscated, and parents will be contacted.

## COMPUTERS

### Improper / Unauthorized Use of Technology Resources

All use of technology resources should be consistent with the district's "Acceptable Use Policy" that all students and their parents have signed and acknowledged. In addition to violating both school and District Policy, all users should be aware that the inappropriate use of technology resources could also be a violation of local, state and federal laws. Violations can lead to criminal or civil prosecution.

Users must be aware that any form of vandalism will not be tolerated. Vandalism is defined as any attempt to harm or destroy data, hardware, or programs. This includes, but is not limited to, the uploading or creation of computer viruses, the downloading or installation of computer programs, removing mouse balls, removing buttons, abusive handling (hitting buttons hard, slamming keyboards, etc.) Any vandalism can result in the loss of computer access, disciplinary action, financial liability, and possible legal consequences. Woodlawn Beach Middle School has the right to monitor user's activity in any form that it sees fit to maintain the integrity of the network and restrict or terminate network and Internet access at any time for any reason.

**Consequences of violations include, but are not limited to, the following:**

- Revocation or Suspension of Internet access or computer access
- ISS or OSS
- Change in schedule
- Expulsion or any other disciplinary actions
- Legal action and prosecution
- Financial liability for loss of network resource

## CONDUCT AND DISCIPLINE

Good conduct is essential to an effective learning environment. Students are responsible for knowing and adhering to all school rules. Each teacher establishes procedures for conduct in their classes. Records are maintained by teachers on situations of misconduct by students in classes. When it is necessary for the administration to be involved with discipline situations, a student is referred to the office. The following consequences may be used in determining appropriate consequences based upon the severity and/or repeated inappropriate activities.

1. In-School suspension
2. Class detention
5. Student Conference
6. Discipline Assignment

- |                             |                    |
|-----------------------------|--------------------|
| 3. Out of School Suspension | 7. Lunch Detention |
| 4. Parent Conference        | 8. Bus Suspension  |

There are some offenses that may bring suspension immediately. These include situations involving tobacco, drugs, alcohol, fighting, serious threats to others, disregard for authority, obscene language, possession of weapons or replica weapon and the use of a racial slur. **A racial slur is a derogatory or offensive term used to demean or insult someone based on their race or ethnicity. Such language is not tolerated at WBMS even if used in a joking manner.** Further information regarding explanation of items relating to conduct and discipline can be found in the [Santa Rosa County Schools Code of Conduct](#).

In order to provide an educational environment that is free from distraction and to ensure the safety of all students, the personal space of all individuals is to be respected. **There is to be NO aggressive touching (ex. hitting, pushing, horseplay).**

To provide for the safety of all our students and personnel, any items brought onto school campus by students or others are subject to inspection.

## CONFERENCES

The school encourages parent-teacher conferences regarding any concerns parents/guardians may have about their child's curriculum, instructor, or overall education. Appointments for conferences should be made through the Guidance office to avoid conflicts with classroom instruction. The Student Guidance Office can be reached at (850) 934-4010. All conferences will be scheduled after school. Parent conferences may be held by telephone, in person or via video conference.

## CUSTODY OF CHILDREN

School personnel are required by law to release children to their parents/guardian unless a copy of a court order granting custody to one or the other parent/guardian or a third party is on file at the school site. The custodial parent/guardian shall have the right to decide all school matters relating to the child.

## DRESS CODE

(Noted on pg. 28 of the [Santa Rosa County Code of Student Conduct](#))

Appropriate student grooming and dress are the student and parent's responsibility. Students are expected to give proper attention to personal cleanliness and neatness prior to coming to school. Students whose personal attire could be hazardous to themselves or others in the course of school activities shall be required to make necessary alterations of such attire. If such alterations cannot be made at school the students will not be allowed to follow their regular schedule until necessary changes are made. Dress Code rules will be in effect for all school activities and/or functions, including all (field trips, concerts, dances, etc.). **The Principal or Principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code.**

## DRESS CODE GUIDELINES

### *Shirts*

- Shirts and blouses should be appropriately modest, avoiding low-cut, see-through, or tight styles.
- Tops must not reveal cleavage, lower back, abdomen, or midriff, including when arms are raised, sitting, or when leaning forward. Student clothing is to cover undergarments completely.
- Pajamas, sleepwear, sports bras, or bathing suits may not be worn as outer garments.
- Students may not wear clothes which convey messages that are inappropriate for age group, crude, vulgar/profane, violent/death-oriented, gang-related, sexually suggestive, show/promote/advertise alcohol, drugs, or tobacco.

### *Pants*

- Pants, shorts, skirts, and dresses may be worn but must not be higher than fingertip length.

- Holes and/or rips in jeans or skirts may not be higher than fingertip length.
- Pants must be worn at the waist; belts are recommended. No low-cut pants/shorts/skirts. Pants may not have legs that are so wide in width nor long in length that they drag on the floor.
- Pants, shorts, or skirts are not to have any oversized print on the back of the garment.
- Leggings, jeggings, tights, yoga pants, and spandex garments must be covered by an approved outer garment that covers the area from the waist to five inches above the knee.
- Students may not wear clothing that is excessively torn or ripped.
- Pajamas, sleepwear, boxer briefs, or bathing suits may not be worn as outer garments.
- Any garment exposing undergarments or which can cause students to trip or create a safety hazard for themselves or others is not allowed.

#### **Accessories**

- Students may not wear jewelry or accessories which convey messages that are inappropriate for age group, crude, vulgar/profane, violent/death-oriented, gang-related, sexually suggestive, show/promote/advertise alcohol, drugs, or tobacco.
- Students may not wear any color bandana, clothing, insignia, emblem, jewelry, or other object in such a manner as to indicate membership or association with any secret organization or gang.
- Armbands, wristbands, belts, or other items with heavy metal projections and chains, including wallet chains, are prohibited.
- Students may not wear hats or other head coverings inside the building.
- Students may not wear sunglasses inside the building (unless medically indicated and only with the approval of the principal or designee).
- Body piercings, other than the ear, are strongly discouraged and may need to be removed for participation in certain activities.
- Students will refrain from graffiti, stickers, appliqués, or other writings on their skin or clothing with markers/pens, etc.
- Students are not permitted to wear any clothing or accessories that create a safety hazard or classroom distraction, including costumes or costume accessories.

#### **Footwear**

- Shoes must always be worn (unless medically indicated). Bedroom slippers, any other “bedroom type shoes,” cleats, or any type of shoes with wheels are not permitted.

## **ELECTRONIC AND MECHANICAL DEVICES**

The possession of mechanical devices such as laser pens, cameras, curling/flat irons, electronic games etc. that are deemed non-essential or disruptive to the school environment are not permitted at school or on buses.

### **Cellular Phones/Wireless Communication Devices (Noted on pg. 36 of the Santa Rosa County Code of Student Conduct and Student Acceptable Use Policy)**

*Electronic and recording devices include but are not limited to cell phones, smart glasses, tablets, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content.*

*Students in elementary and middle school may possess a wireless communications device while the student is on school property or in attendance at a school function; however, elementary and middle school students may not use a wireless communications device during the school day. Parents who need to reach their child (or vice versa) should communicate via the front office if an emergency arises.*

Students who use a wireless communications device during the school day in accordance with the student’s individualized education plan, Section 504 plan, or a doctor’s note from a physician licensed under Chapters 37 458 or 459, Florida Statutes, certifying in writing that the student requires the use of a wireless communications device based upon valid clinical reasoning or evidence. Please refer to page 36 and 37 [Santa Rosa County Code of Student Conduct](#)

for more information.

Failure to follow the rules regarding the possession and use of mobile and electronic devices will begin with minor infraction/teacher note and confiscation of the device until the end of the day the first time. Further incidents may result in disciplinary action including parent pick up of the device.

***The student is solely responsible for personal property and neither the school nor School District shall bear any responsibility for lost, damaged, or stolen property brought by a student. Neither the school nor School District will provide technical support for any personal electronic device.***

### **FAILURE TO NOTIFY**

A student who has knowledge of the actions, or plans for action, of another person where harm could result, or has resulted and fails to report this incident to a person in authority; could face disciplinary action. Refer to “Reporting” for different ways of notifying.

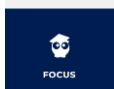
### **GRADING SCALE**

**A: 90-100, B: 80-89, C: 70-79, D: 60-69, F: 0-59**

Report Cards will be sent home with students in accordance with the Santa Rosa County District School Calendar. Progress reports are available to all students in each subject area in the middle of the 9-week grading period in accordance with the Santa Rosa County District School Calendar. In addition, grades are available online through the FOCUS portal. Follow the instructions below:



1. Go to <https://wbm.santarosaschools.org/en-US> or <https://santarosaschools.org/>



2. Scroll to the bottom of the page to find and open it.
3. Type in student ID
4. Type in student password
5. You will see a grade summary for all classes/subjects.
6. By clicking on the grade, you can view a detailed summary with individual assignments.

### **ACADEMIC REQUIREMENTS FOR MIDDLE SCHOOL**

Based on Florida Statute 1003.4156 that was put into law in 2006, a student must successfully complete the following academic courses in order to be promoted to 9th grade.

1. Three (3) middle school or higher courses in English (Language Arts)
2. Three (3) middle school or higher courses in Mathematics
3. Three (3) middle school or higher courses in Social Studies
4. Three (3) middle school or higher courses in Science
5. One (1) class period equivalent for one (1) semester for each year enrolled in middle school physical education. (Unless a waiver has been issued)

### **STUDENT INFORMATION/HEALTH UPDATE**

**Current student information and health should be updated in the [Focus Parent Portal](#).** Student *addresses and contacts* are maintained for reference of custody issues, notification for emergency purposes, and pick-up/transportation

authorization. Student *health* should be updated with any special medical conditions. **Please notify the school immediately if there are any health changes. Students MUST have the *health services* section on the portal completed to receive any medical assistance from the school clinic.**

## IMMUNIZATION

A student who does not have an up-to-date Certificate of Immunization will be temporarily excluded from school until such documentation can be obtained from the Santa Rosa Health Department.

## INTERNET GUIDELINES

Any student who wishes to use the Internet must demonstrate his/her understanding of the Internet Use and Procedure Policy. In addition, a student must have on file at the school site an Acceptable Use Policy signed and dated by the parent/guardian, student, and supervising classroom teacher. Failure to comply with these guidelines may result in disciplinary action (See [Code of Student Conduct](#) for more information.).

## MEDIA CENTER

The Media Center provides opportunities for students to develop research and self-study skills, fulfilling lifelong learning needs and reading enjoyment. The following guidelines relate to the Media Center:

- Students are expected to pay for lost or damaged books, magazines or other library materials.
- Students may not have more than two books checked out at any time.
- Students may not check out reference materials.
- Students may check out books for a period of two weeks.

## MEDICATION

Refer to district policy in the [Code of Student Conduct](#) page 30-31.

## MISSING AND/OR DAMAGED PROPERTY

Woodlawn Beach Middle School will not be held responsible for an individual student's missing and/or damaged property. Students are encouraged to take precautions to prevent their own property from being stolen, misplaced, or damaged. We suggest that you put names on all personal belongings; do not leave belongings unattended, do not loan them to other students, and do not bring unnecessary items to school.

## PERMISSION TO LEAVE CAMPUS

All students must have parental/guardian authorization to leave school early. For safety reasons, office personnel must verify written or verbal authorization before a student will be allowed to leave school. A parent/guardian must come inside the school, present proper picture identification, and sign out their child in the front office giving the date and time of their departure. No student will be allowed to wait outside for his or her parent/guardian during school hours.

**Parental/guardian requests made ten (10) minutes prior to dismissal time (1:29 P.M.) to have a child come to the office for early dismissal, to change plans of a bus OR to wait for parent pick-up cannot always be honored/guaranteed due to time constraints and/or safety reasons.**

## PERSONAL ITEMS

The possession of electronic devices, such as but not limited to game devices, electronic pagers, beepers, laser pens, cameras, speakers or any other items that are deemed disruptive to the school environment **are not** permitted at school or on buses. Students **are not** allowed to bring a radio, speakers or other music playback device, video games, trading cards, toys or other unnecessary items to school. Sports equipment such as balls or bats may not be brought. No skateboards, roller blades/skates are allowed in the building. ***There is to be absolutely no buying, selling, trading, or lending of personal items (including clothing) at school. Gambling of any kind is prohibited. Any material deemed offensive by school personnel is not allowed.***

## PHOTOGRAPHY/VIDEO

Students may not take unauthorized photographs or video taping of activities/ behaviors/ events occurring on School Board property that violate Santa Rosa County School Board Policy during the school day or at school sponsored

activities. This includes possessing and/or maintaining the unauthorized images on a device, sending the unauthorized images electronically or posting the image/video to any web/ internet site(s).

## **PUBLICATIONS**

Please be aware that student names or photographs may appear on the school website or other publications. It is the responsibility of the parent/guardian to notify the school each year in writing of any objections.

## **PUBLIC DISPLAY OF AFFECTION**

Kissing, hugging, handholding or other public displays of affection are not appropriate behavior for school. Parents may be contacted, and disciplinary action taken if this policy is violated.

## **REPORTING**

Students are given several different options of reporting

1. Directly to any adult in the school
2. Filling out a witness statement in the front office
3. Anonymously through the [SANTA ROSA SPEAKOUT](#) or [FORTIFYFL](#) app also found on [WBMS website](#).

## **SCHOOL CLINIC**

**\* Students MUST have the *health services* section on the [Focus Parent Portal](#) completed to receive any medical assistance from the school clinic.**

If it is necessary for a student to report to the school clinic due to injury or illness, the student must first check in with his/her teacher and obtain a pass to the school clinic. The student will be evaluated by a Health Technician who will assess the situation and, if necessary, contact the parent/guardian to inform them of the situation. If the condition does not warrant immediate attention the student must return to class.

## **SCHOOL DAYS SUPERVISION**

Supervision is **not** provided before 6:45am or after 2:30 pm. Students are not allowed to disembark buses before 6:45 a.m. We strongly encourage those who provide their own transportation or who walk to school to arrive between 6:45 a.m. and 7:10 a.m. Students are required, upon arrival to school, to be in a supervised area. Students who stay after school for supervised school sponsored activities are responsible for making transportation arrangements **prior** to coming to school that day. **The student should be picked up as soon as the activity ends.**

## **SOCIAL MEDIA**

Students may be disciplined for posting on social media during the school day or on a school bus if:

- 1) There is a violation of the code of conduct established by school policy.
- 2) The social media content is directed at the school community in some way that could reasonably be understood to be threatening.
- 3) It could potentially cause a substantial disruption to the education process.
- 4) It promotes illegal activity, such as illegal drugs or alcohol use, theft, etc.
- 5) If the content is obscene, lewd, or otherwise inappropriate in a school setting, e.g., sexually suggestive.

Students may be disciplined for social media posts made after school hours if the post poses a threat to the safety of students and/or staff.

Students should report to an administrator or the School Resource Officer any social media use that:

- 1) Breaches school policy
- 2) Leads to or creates substantial disruption to the educational process.
- 3) Results in bullying toward students or staff.
- 4) Threatens school violence.

## STUDENT SERVICES (Guidance)

The guidance counselor offers assistance to students in identifying and meeting their needs in educational, vocational, and personal-social skills. Students who need to see the counselor, the dean or visit student services may sign up in the front office between classes. The counselor or dean will send for them.

## TARDY TO CLASS

Students will receive **two tardy** passes, per class, per 9-week grading period. After the 2<sup>nd</sup> tardy, the student will receive a discipline referral for tardiness. These tardy passes will be time-block specific and are valid for two minutes after the tardy bell has rung. If a student is later than two minutes, he/she will be considered truant. Tardy passes are non-transferable. If the student has used all his/her tardy passes for that specific class, the teacher will write a tardy referral and send him/her to the dean for disciplinary action on the third tardy for that specific time-block.

## LATE TO SCHOOL (TRUANCY)

Students are responsible for being at school on time. Students who have not entered the school doors by 7:15 am will be marked tardy. Only tardiness, because of late buses, will be accepted. There will be no designation for excused or unexcused tardies. Three (3) tardies will be converted to one absence. Beginning with six tardies, and each subsequent in a nine-week period will result in a discipline referral. *Refer to the Attendance section for additional information.*

## TELEPHONE

Woodlawn Beach Middle School limits student use of the school telephone for emergencies only. Students are not allowed to call home about books, lunches, unsigned forms, homework, etc. Students are not to call home to make arrangements for after school activities, as these should have been made before leaving home. Woodlawn Beach Middle School will deliver a message to your child when the need arises.

## TOBACCO PRODUCTS

A student smoking, using smokeless tobacco, in possession of tobacco products, distributing or selling of tobacco products on school property, school buses, or in attendance at a school sponsored activity will be subject to disciplinary action by the school. (See [Code of Student Conduct](#) for more information).

## TRANSPORTATION

(Noted in pg. 33-34 of the [Santa Rosa County Code of Student Conduct](#))

SafeStop Bus Tracker: parents and guardians can locate their child's bus with a free and easy to use phone app called My Ride. Please visit the districts [Transportation Webpage](#) for more details.



According to School Board Policies, any student that changes the bus destination he/she is assigned to must **have a note from his/her parent/guardian and a bus pass** from Student Services to give to the bus driver. Any transportation changes must be turned in 1<sup>st</sup> period. All bus changes must be approved by the school.

Violation of School Board transportation policies, including disruptive behavior on a school bus or at a school bus stop, by a student is grounds for suspension of the student's privilege of riding on a school bus may be grounds for additional disciplinary action by the school and may also result in criminal penalties being imposed.

### The following rules are to be followed on the school bus:

1. Stand off the roadway while awaiting the bus.
2. Remain in your seat with the seatbelt buckled at all times while the bus is moving.
3. Keep arms and head inside windows.
4. Walk ten (10) feet in front of the bus and wait for the driver's signal before crossing the road.
5. Unnecessary conversation with the driver is dangerous. Please remain quiet.
6. Absolute silence is required at all railroad crossings.
7. The driver is in full charge of bus and students. Students must obey the driver.

8. The driver will assign a seat to each student who rides the bus.
9. No eating, drinking, or using of tobacco products is allowed on the bus.
10. Students should be at their designated stop 10 minutes prior to scheduled bus pick-up time; the bus cannot wait for those who are tardy.
11. Students must exit the bus at their designated stop only unless written permission is granted by the school administration.
12. Riding the bus is a privilege. Do not abuse it.
13. Students riding Santa Rosa District School buses may be subject to video recording for disciplinary purposes.

#### *Biker/ Walkers*

All bike riders and walkers will be dismissed after the buses have cleared. A bicycle rack is provided for those students who ride their bicycles to school. However, it is the student's responsibility to lock/secure the bike to the bicycle rack. WBMS does not supply any type of locking devices for the bike rack.

### **VISITORS**

**All visitors, including parents, must contact the front office to schedule an appointment before coming on campus.**

Woodlawn Beach Middle School operates under a closed-campus policy. All visitors are required to report to the front office upon arrival and provide state issued photo identification for verification. After approval and clearance by administration, visitors will be issued a "Visitor Pass" which they must wear at all times, and will be escorted or directed to their destination. Upon completion of their business, all visitors are to return their pass to the front office before leaving.

### **VOLUNTEERS**

Anyone wishing to volunteer at WBMS for any activity, including field trips, **must fill out a Volunteer Approval Form** to be school board approved **before** being allowed to volunteer. All volunteers visiting the school are required to report to the front office upon arrival and provide state issued photo identification for verification. "Volunteers are required to wear the identification pass provided by the school during the time they are volunteering. Once the volunteer has completed volunteering for the day/activity, they are required to return their pass to the front office and sign out prior to leaving."

Volunteer Application can be found on [Santa Rosa School District](#) web page.

### **WITHDRAWAL PROCEDURES**

In order for a student to officially withdraw during the school year, it is necessary that an official withdrawal form be processed. A parent/guardian should notify the Guidance Department or Date Entry clerk at least one day before the student's last full day in attendance. Information will be provided by teachers regarding student grades and textbooks. Library books and textbooks should be returned or paid for prior to withdrawal.