

<b>WILSON MIDDLE SCHOOL IMPORTANT INFORMATION &amp; RULES</b>
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## Mission Statement

It is our staff's mission to provide a positive educational environment in which students have the opportunity to become productive, responsible, and caring members of society. This will be accomplished through the combined efforts of the community, school, parents, and students.

## North Central Association (NCA) School Goals

- \* Students will increase their skills in reading
- \* Students will increase their skills in writing
- \* Students will increase their skills in math

## Student Expectations (“The 4 B’s”)

- **BE KIND** (No bullying)
- **BE SAFE** (Hands and feet to self, walk, etc.)
- **BE RESPECTFUL** (To self, peers, adults, and property)
- **BE RESPONSIBLE** (Be on time, be prepared, and accept consequences of behaviors)

## Daily Schedule

Students may enter the building through the front doors beginning at 7:30 a.m. Students must enter the building through the main doors (off 15th Street). When they arrive, they may stay in the main halls (**BUT MAY NOT BLOCK THE MAIN ENTRANCE**), go to the cafeteria (breakfast is available), or go to the L.R.C. for tutoring. All students should be in class by 8:00 a.m. on Monday, Tuesday, Thursday, and Friday, and by 9:00 a.m. on Wednesday. Please **DO NOT** allow your son/daughter to arrive at school any earlier than 7:30 a.m.- the building will not be open, and grounds will be unsupervised.

Students get out of school at 2:54 p.m. each day (11:23 a.m. on half days). Please make arrangements in advance for picking up students- office phone is for emergencies only. Students may **NOT** exit through the gymnasium doors unless they have sixth-hour gym class. Students who are walking home **MUST** leave school grounds immediately. Students who are waiting for their ride must wait in designated area- front of building away from main entrance doors and walkway. (On cold days, students will be permitted to wait in main entrance lobby.) Students will be unsupervised after 2:54 p.m. unless they are involved in a school function. **(If students are involved in sports, and their practice does not start immediately after school, they are expected to leave school grounds and return at the scheduled practice time.)**

- \* **Students may be cited for trespassing if they continually loiter after school hours.**

## Dropping Off/Picking Up Students

Vehicles **MAY NOT** stop in the middle of the street to drop off or pick up students! Drivers **MUST** pull over to let students out or into their vehicle! Students may be dropped off or picked up in front of the school, in the parking lot, or on a different street within walking distance - arrangements should be made in advance. **DO NOT BLOCK TRAFFIC AT ALL!** Many drivers have been ticketed for “obstructing traffic” even for a few seconds.

## Trespassing

Students who do not attend W.M.S. or who have been expelled are NOT allowed on school grounds at any time of the school day (including before and after school) without advanced permission from the office. Students who are suspended are banned from school grounds until suspension time is completed. **ALSO, Wilson students are NOT allowed on any other school's grounds without permission - this includes elementary schools and other neighboring cities' schools.** Students may be cited for trespassing if they fail to abide by these rules. Other students who may receive citations include those who have been banned from extracurricular activities, yet show up, and those who continually loiter after school hours. **(Students must leave school grounds immediately upon dismissal unless they have permission from a staff member to remain. Students who walk home have no reason to "hang around".)**

## Loitering On Private Property

Since school rules apply en route to and from school, **PERSONS ARE ASKED NOT TO WALK IN THE ALLEYS OR STREETS OR TO LOITER ON ANY PRIVATE PROPERTY.** Loitering, according to the Wyandotte Police Department, means "remaining idle in essentially one location and shall include the concepts of spending time idly, loafing, or walking around aimlessly and shall include the colloquial expression hanging around". If a student in Wyandotte is in violation of the above, parents will be contacted, and any further offenses may result in a trespassing citation (\$100. plus any court costs).

## Attendance/Absence Policy

Regular attendance is essential for success in school. Students are expected to be in school except in cases of emergency (below). Habitual absences will be dealt with by our district's Attendance Officer.

1. Personal illness or injury - Excessive absences may require a note from a doctor.
2. Home confinement for health reasons - Absences arising from this condition are limited to the length of confinement as indicated by a proper health official.
3. Death of a relative - Length of absence may vary as needed.
4. Observance of a religious holiday - Child's absence excused for the purpose of observing a religious holiday.
5. Medical appointments - Doctor's note needed.
6. Prearranged family vacations - In advance, write a note to your child's teachers stating the dates he/she will be gone. Request any work needing to be completed and notify the office.

The above absences are considered excused, and classroom work can be made up for credit. Students will have the same number of days they were absent to complete assignments (one week maximum). All other absences are not excused unless approved by a building administrator, and credit may not be given for missed assignments. **Both parents and students share the responsibility for regular and prompt attendance. Parents are to notify the school when their child is absent by calling 759-5485.** Daily and hourly attendance is taken. If a student's absence is not excused by note or phone call from a parent/guardian, he/she will be written up for skipping.

## Skipping

If a student is 10 or more minutes late to a class without an adult's consent, they will receive a consequence for "skipping". Skipping means that a student is missing class time without permission- it does not mean that they are not in the building. The following procedures are in place for students who skip:

- 1st report- Make up time skipped (in the office after school)**
- 2nd report- Mandatory meeting with parent/guardian**
- 3rd report- Loss of extracurricular activities for a quarter**
- 4th report- In-school detention 1 day (5th = 2 days ISD; 6th = 3 days ISD)**
- 7th report- Out-of school suspension 1 day (Progressive)**

## **Tardiness Procedures**

If a student arrives to his/her first-hour class after 8:10 a.m. (or 9:10 a.m. on Wednesdays), he/she must report to the office for an entrance pass so the office knows the student is not absent.

Students are expected to be in their classroom on time. There are five minutes passing time between classes each hour- this is plenty of time for students to get to their classes. If a student is detained by a teacher for a few minutes, he/she must have a signed pass in order for the tardiness to be excused by his/her next-hour teacher. Administration will be responsible for assisting teachers in the enforcement of this policy. The following procedures will be followed as needed:

### ***First-hour Tardiness:***

Because of increasing tardiness due to circumstances beyond student control, we will handle tardiness to first hour differently than tardiness occurring between classes. We will handle first-hour tardies as follows:

<b>Tardies 1 &amp; 2</b>	<b>Teacher warns student</b>
<b>Tardy 3</b>	<b>Teacher contacts parent/guardian</b>
<b>Tardy 4</b>	<b>Teacher notice to District Attendance Officer</b>
<b>Tardy 5+</b>	<b>Attendance Officer follows procedures</b>

### ***Second Through Sixth-hour Tardiness:***

<b>Tardies 1 &amp; 2</b>	<b>Teacher warns student</b>
<b>Tardy 3</b>	<b>Teacher gives student 10-minute detention and gives student tardy form to be signed by parent/guardian (or calls) to alert them of problem</b>
<b>Tardy 4</b>	<b>Student referred to office (One detention to be served in the office)</b>
<b>Tardy 5</b>	<b>Three days of in-school detention</b>
<b>Tardy 6</b>	<b>Loss of extracurricular privileges for a quarter</b>
<b>Tardy 7</b>	<b>1 day out-of-school suspension (Must return with parent)</b>
<b>Tardy 8+</b>	<b>Two days out-of-school suspension (Progressive)</b>

## **Sickness and Accidents**

Unfortunately, the school does not have a clinic. Ailing students should stay home. Sometimes, illnesses and accidents occur at school. If this is the case, affected student should inform an adult or go to the office. The student's parent/guardian is then contacted (or if they cannot be reached, alternative names from the student's emergency card will be used). Anyone picking up a student from school must be listed on the emergency card or authorized by a person listed on the emergency card. Any student that does not report his or her illness to the proper authority (teachers/office) yet misses class will receive consequences for skipping.

Students who have injuries which inhibit their ability to climb stairs will be given access to our school elevator. However, the right to this use can be withdrawn if behavior while in the elevator is inappropriate. Students needing to use the elevator must bring a note (from a doctor or parent) to the office before access will be granted.

## **Counselors**

The purpose of a counseling program is to help students make the best possible adjustment to school and other life situations. At our school, there is one counselor with whom students can confer on an as-needed basis.

Our counselor acts as an intermediary between parents and the school and between students and teachers. She also accumulates and reviews information that may help students, parents, and teachers. She may make home contacts through letters or phone calls when necessary. Our counselor also creates the students' class schedules and makes adjustments as needed. Students should consider the counselor a friend whose purpose is to help them. They may discuss any subject with her- for example: How can I get along better with my fellow classmates, teachers, or parents? How can I have more success in my classes? If a student wishes to see the counselor, he/she may get a pass from his/her teacher or leave a note in the counselor's mailbox.

The counselor may not have all the answers. She can only provide students with information to help them solve problems. Simply talking things over with a friendly listener often helps students straighten out their own thoughts.

## **Report Cards/Progress Reports**

Report cards are issued one week after the end of each quarter. The final report card will be mailed approximately one week after school closes for summer vacation.

Teachers will hand out progress reports to students after the first five weeks of each quarter. As you review your child's progress report, keep in mind that it is NOT a report card! The school is simply trying to alert you of your child's current grade so you can take necessary steps to improve or encourage your child's performance. ALSO keep in mind many classes may have a limited number of graded assignments because it is early in the quarter. Therefore, grades are certain to change- for the better or worse, as more assignments are issued.

## **Fines**

Students owing any school related fines will be excluded from certain extra-curricular events until payment is made. This includes, but is not limited to, dances, activity nights, school fundraiser fieldtrips, etc.

## **Retention**

Students who consistently receive failing grades may be retained (asked to repeat a grade level) if deemed necessary by administration. Parents will be contacted if a recommendation for retention is made. When deciding to retain a student, administrators take many aspects into consideration: grades, physical and mental maturity, academic ability, work ethic, and parental input. Other interventions may be put into place before resorting to retention.

## **Quarterly Report Card Recognition**

At the end of each marking period, students who excel academically are recognized.

## ***Honor Roll***

At the end of each quarter, students who maintain a 3.0 G.P.A. with NO grade lower than a C- are recognized.

## ***Principal's List***

At the end of each quarter, students who have no grade lower than an A- on their report card earn honors.

*(Note: Students who have perfect attendance are recognized at the end of the year.)*

### **“Homework Challenge”**

Students are expected to complete assignments regularly. Each semester, as a bonus incentive (to encourage students), students are challenged to turn in every classroom and homework assignment for a six-week period. Students who meet this challenge are recognized and rewarded with a “Homework Challenge” outing. Past outings have included trips to Skateland, bowling alleys, and movie theaters; afternoons of karaoke; and outdoor days complete with a moonwalk, games, and snacks. We ask that parents encourage their sons/daughters to meet the challenge! Hopefully this incentive will motivate students and ultimately ingrain a good work ethic.

### **National Junior Honor Society Criteria (N.J.H.S.)**

Seventh and eighth-grade students who excel both academically (3.75 or higher grade point average) and behaviorally (all 1's in citizenship) may be selected to become members of the N.J.H.S. Students who are selected are expected to maintain these high standards AND must be actively involved in school-related activities. Inducted students who do not maintain these standards will receive a warning letter alerting them of the importance of maintaining the specified criteria. If these students fall below these standards a second time, they will be removed from the N.J.H.S. (All students are reevaluated and must re-earn induction into the National Honor Society at the high school.)

### **Alfred DeFran Student-Of-The-Year Award**

This prestigious award is named after former Wilson principal Alfred DeFran. It is presented each June to one male and one female 8th-grade student who best exemplifies the spirit of Wilson Middle School. Wilson staff members select five top males and five top females to be finalists, and then they select one of each gender as the award winner. All students with high academic achievement, above average attendance, excellent citizenship, and **active involvement in school activities** are considered. Our school has many well-deserving candidates for this award; therefore, selecting the winners is a difficult task each year. Each of the finalists receive a trophy, and the award winners receive an additional monetary award. A plaque which lists past winners is proudly displayed in our Wilson hallway.

### **L.R.C. (Learning Resource Center)**

Our Learning Resource Center is filled with resources that will help students in their academic studies and meet their recreational reading pleasures. Students can search for materials on our Electronic Card Catalog and check out books using the Automated Circulation System. Fiction and non-fiction books may be checked out for up to two weeks. Reference Books are available for overnight use only. A copy machine is also available for student use (copies cost \$.10 each). Various classes often visit the L.R.C. to do research or to use the computer lab. The L.R.C. has many electronic resources available for use. Some of these resources include the following: Info-Trac, Claris Works, Electronic Encyclopedias, Internet access, Word Processing, computer programs, and C.D.'s. Like any library, students are responsible for what they check out and what is damaged while in their care. Fines are issued as needed.

### **Tutoring**

Before and after-school tutoring is available to students on a daily basis in the L.R.C. (except Wednesday morning and Friday afternoon). Students who need extra help with their academics may report to tutoring in the morning (7:30-8:00 a.m.) or afternoon (2:54-3:30 p.m.). Students may stay 10 minutes or 40 minutes, depending on their needs. Instructional aides will provide students with this opportunity. Tutorial help is a privilege- inappropriate behavior will not be tolerated! Students are expected to work, not socialize.

Tutoring may be mandated on an individual basis. (Teachers or parents may require certain students to attend tutorial sessions.) Parents, please keep tabs on your child's attendance by following up daily or weekly. If you have any questions or concerns, contact any of the instructional aides.

## Cafeteria Rules

All students are required to eat lunch in the cafeteria unless they have a Home Lunch Permit from the office. Any student who consistently returns late from home lunch may lose this privilege. Students will initially be given the opportunity to select a table and sit with friends. After two weeks, seating charts become permanent- this limits problems that often arise in the cafeteria setting. The following procedures and rules will be observed in the cafeteria:

1. Students should enter through the main cafeteria door only.
2. Students will sit at "assigned" tables- chosen by students and then assigned permanently (unless moved by administrators).
3. Sections will be called up to buy lunches or to purchase items from the snack line. (Students may not get up until their section is called.)
4. No running!
5. Students must remain in their seats unless they are emptying their tray, purchasing food or drinks, or using the rest room.
6. Students are expected to obey other school rules.
7. It is the responsibility of the students to leave their table and floor area clean.

**\* PARENTS, students often get wound up at lunch time. Please remind them of the importance of maintaining acceptable behavior in the cafeteria. Unacceptable behaviors often result in detention or suspension. (Throwing items is an automatic in-school detention or out-of-school suspension.) Offenders of cafeteria rules may be removed from the cafeteria for a determined amount of time. We will have a lunch-detention room to use as needed. (Rules will be strict for students who are assigned to the lunch-detention room. Time served will vary- from one lunch period to an indefinite number of days.)**

## Food Costs

Breakfast meals, which include a designated food, one fruit, and a milk, are available for \$1.50. There are also other items which are sold separately (bagels, muffins, cereal, fruit, etc.). Lunch meals, which include designated entree, two sides, and a milk, are available for \$2.65. There are also many other items which are sold separately (sandwiches, salads, soups, fruit, snacks, ice-cream, pop, water, juices, etc.).

If a student qualifies for "free lunch", breakfast and lunch meals are provided at no cost. If a student qualifies for "reduced lunch", designated breakfast meals are .30 cents, and designated lunch meals are .40 cents. (A single milk purchase is .40 cents.) **Please complete and return the "Free and Reduced" lunch form, enclosed with the beginning-of-the-year packet. (Call if you have any questions or if you need another form.)**

Parents may wish to prepay for student meals. This way students do not need to bring money to school, AND the money will not be used for snack foods or inappropriate spending. To take advantage of this opportunity, call our school's Food Service Manager at # **759-5340**.

**\* Breakfast will be served from 7:30-7:50 a.m. (on M,T,Th, & F) and 8:30-8:50 a.m. (on Wed.). Students will NOT be able to purchase breakfast after the designated times- otherwise they will not have enough time to consume their meal without being tardy.**

## Vending Machines/Snack line

Drink and snack machines, as well as other snack-line items, are available in the cafeteria during lunch. Students may purchase items during lunch only. **Purchasing items from the vending machines and snack table is a privilege. (Inappropriate, disruptive behavior may cause these "luxuries" to be taken away.)**

**\* Parents, please stress the importance of nutritional meals! Too many students opt for snack items only!**

## Lockers

Each student is assigned a locker after turning in a completed emergency card and a signed pink rules form. (Both of these forms are sent in the start-of-the-year packet mailed home.) Students are NOT to share lockers or combinations. Combinations are changed yearly, and they will not be changed during the school year without administrative approval. **Items missing from a locker are not the school's responsibility.**

## Emergency Cards

The emergency cards which parents fill out at the start of the school year are of critical importance. It is crucial to update information on these cards as changes occur! Parents/guardians need to be accessible at all hours of the school day- in case of emergencies or discipline situations. **If a parent/guardian cannot be reached, the "emergency contact" numbers listed on the card will be called and the situation at hand will be relayed to them.** Cards **MUST have at least three alternate contact numbers** as well as various parental contact numbers.

## Hygiene

Student hygiene is very important. Please be sure your child uses the necessary soaps and deodorants before arriving to school. Not doing so could draw unnecessary, negative attention to your child. If your child's hygiene is a problem, parents may be contacted or students may be counseled.

Students should not comb or brush their hair in the classroom or hallway. Sharing of hair-styling tools is NOT recommended! Lice can become a serious problem in public places if precautions are not taken. **(Parents, please keep your child home and contact the school if he/she has lice.)**

## Textbooks

Textbooks and some other materials are furnished by the Board of Education. Students are responsible for each book that is issued to them and will be required to cover all their books. If a textbook is lost, "stolen", or damaged, the student is required to pay for it. If a lost textbook is found at a later date, any money paid by a student will be reimbursed. All book fines must be paid before the final report card will be issued. If fines are not paid prior to the following school year, **students will be banned from extracurricular activities (sports, clubs, dances, activity nights, concerts, etc.) until retribution is made.**

## Assignment Book

Assignment Books are given out at the start of each year- every student will receive one. This book is a handy way for students to keep track of daily classroom lessons and homework. These handbooks are valuable tools for teachers and parents to consistently communicate work that is being done in class and/or expected to be completed at home. Parents and teachers often mandate student use of this book daily as a means to improve or keep up on student work needing to be done or covered in class. This is a good way for parents to communicate with teachers and keep tabs on their son/daughter. To be an effective tool, students must be responsible to write daily classroom assignments as well as homework needing to be completed. They then must seek their teachers' signatures for approval of what was logged, and then parents review the items and follow up.

The Assignment Books are a great organizational tool, and teachers may also require them to be used by students as passbooks.

## Passes/Passing Between Classes

No student should be out of his/her class without adult permission. The time between classes is sufficient, in most instances, for using the restroom or for emergency stops at the locker. If students must be out of the classroom for any reason or any length of time, they are required to have a pass (i.e. their passbook) signed by a staff member.

### **Individual Student Fundraising**

Principal approval must be obtained before candy or other items may be sold in school. Any sale must be for charity only. Students who receive approval to sell must conduct the sale before or after school.

### **Exchanging/Borrowing/Loaning (Money & Belongings)/Stealing**

We do not want students to beg, borrow, or loan money to one another! If caught doing so, guilty student(s) will be reprimanded. Also, if students are found with large sums of money, it will be confiscated until a parent/guardian is notified. Trading, loaning, or buying one another's personal possessions is forbidden as well! Too many problems arise when this type of behavior occurs.

**\* Reminder: Personal items which are "loaned" or "bartered" will not be sought after by school personnel. Investigation into stolen items will be conducted; however, the school will not be responsible for items which are not recovered. Students should leave valuables at home; keep locker combinations secret (AND LOCKERS LOCKED at all times); and refrain from selling, loaning, or borrowing!**

### **Lost and Found**

Items that are lost and then found should be turned in to the office. They will be kept in the office area for one week, and if no one claims them, they will be moved to a table located in the main hall. (Money and other valuable items will remain in the office indefinitely).

### **Emergency Drills**

Fire and tornado drills will be held regularly. These are important to the safety of every person in our school and must be treated seriously. Although there are detailed procedures for each drill, three basic rules should be followed in every emergency: (1) Remain calm and quiet, (2) walk, and (3) follow instructions. The instructions for evacuation will be posted in each room and/or explained by each teacher.

### **Leaving School**

Parents must send a note with their student or contact the school before their child will be given permission to leave school during the course of a day. **STUDENTS MUST NEVER LEAVE SCHOOL DURING THE SCHOOL DAY WITHOUT CHECKING OUT AT THE OFFICE.** Permission to leave school can only be given by a child's parent/guardian or a person on the emergency card. **Parents or adults are asked to enter the building for identification purposes before taking a student during the school day.**

### **Physical Education**

Students enrolled in physical education must provide their own clothing. They are not to wear school clothes to participate in gym. If they do, they will lose points for that day. Students are expected to take part in class unless excused by a doctor's note or parental notification of an injury. (If a student is "ill", they should not be in school. If they are in school, they are expected to participate in gym class.) Students will be sent to the office and possibly suspended if they consistently refuse to participate. Any member of a Wilson athletic team who refuses to engage in P.E. class the day of an athletic event will be ineligible to play in his/ her contest.

### **Sports Programs**

The athletic program at W.M.S. consists of competitive sports for males and females. Wilson students may tryout for the following sports: cross-country, football, basketball, cheerleading, swimming, volleyball, wrestling, rowing, baseball/softball, and track. Wilson's athletic program is sanctioned by the Michigan High School Athletic Association and operates under the rules and regulations set forth in its official handbook. Students who are enrolled in school and meet the school's scholastic eligibility requirements are encouraged to participate, but they **must have a sports physical on file before they can try out.** If a student's practice/game does not start immediately after school, he/she must leave school grounds and return at the scheduled time.

(\* Athletes may be removed from a team or held out of a contest for academic or behavioral reasons.)

## Clubs/Student Council

Because getting involved in extracurricular activities helps improve a student's chance for success, W.M.S. offers students the opportunity to participate in many clubs. Some of the clubs offered in the past include Drama Club, Book Club, Science Club, Builders Club (Community Service), "Girls' Success Group," and Game Club. Wilson also involves students through a Student Council election. Members of student council are responsible for assisting staff and students in a variety of ways- helping with dances, tutoring, community or school projects, etc. Club opportunities are announced to students throughout the year.

## "Do Something" Program

Student involvement is an important component of a student's educational experience. Involvement often enhances a student's self esteem, discipline, and level of achievement. Therefore, we try to persuade students to participate in sports, clubs, or other social events. As an additional incentive, we recognize those students who put in 10 or more hours of service through a special "Do Something" assembly. At this assembly, qualifying students receive a Wilson T-shirt.

## After-school Events For Student Spectators

Adult supervision is mandatory at after-school events for students who are not involved directly with the activity (unless permission is given through the office). This includes activities such as sporting events, talent shows, and other performances and contests conducted on school grounds. Failure to comply with these rules may result in a trespassing citation.

## Student Guests (at school and other functions)

Due to safety reasons, student visitors are not allowed to attend W.M.S. as guests. Guests are not allowed on school grounds during the school day or at dances/activity nights.

## Dances and Activity Nights

It is our goal to host a dance or activity night each month. These events help students develop socialization skills as well as develop a positive attitude about school. If a parent wants to help out, he/she may call the office to indicate his/her interest. Students are expected to arrive on time to these events AND to stay the entire duration (unless permission through administration is granted in advance). Students who leave a dance or activity night prior to the scheduled dismissal time, as well as students who misbehave at these events, may be banned from future extracurricular activities (indefinitely).

## Valuables

Students should not bring valuable items (i.e. jewelry, large amounts of money, radios, skateboards, cell phones, electronic games, iPods, C.D.'s, etc.) to school. In instances where this cannot be avoided, the valuables may be brought to the office before classes begin and then picked up at the end of the day. If personal items are lost, damaged, or stolen at school, **the school is not responsible. (NO compensation will be given.)**

## Cell Phone / Camera Use

Cell phones are not recommended; however, if students choose to bring a cell phone to school, it **MUST BE TURNED OFF. It may not be seen or heard or it will be taken away** until the end of the day when parents will be contacted. If a student fails to follow our cell phone policy, consequences will be issued. Students may use the phone outside the school building before or after school hours. Cameras are also not allowed to be used in school without staff permission.

## School Internet Use

In order to use the school's internet, students/parents must first sign and return our District's "Acceptable Use for Internet and Wide Area Network" form. This form is included in the packet of information mailed to parents at the start of the school year. Strict guidelines are enforced, and responsible use is expected. Students who violate internet rules will be denied future internet access and will also receive disciplinary action.

### Telephone Use

A pay phone is available for student use here at W.M.S. This phone may be used by students **before** or **after** school. (Students must get permission from a teacher or the office to use this phone at any other time of the day.) An office phone is available for student use on a limited basis. Students may only use it in cases of “emergency” or when unexpected changes in school events occur. (Students should not, for example, be using the office phone to arrange rides or to call a parent to ask if they can go to McDonald’s or to a friend’s house after school. These things should be worked out at home in advance.) Cell phones can also be used to make phone calls as long as it is outdoors after school.

### Back Packs

Unless permission is given (for specific situations), backpacks/book bags should be left in the lockers rather than carried to each classroom.

### Banned Items

Many items are strictly banned from school buildings for obvious reasons- weapons, lighters, tobacco, drugs/alcohol, etc. Some items, however, may not be as obviously applied to the “common sense” rule. Other items that are not permitted on school grounds include (but are not limited to) the following:

- Markers (unless teachers loan them out or request their use on a given assignment)
- Lasers
- Cologne/perfume/body sprays of any kind **(MANY PEOPLE HAVE ALLERGIES TO THESE PRODUCTS!)**
- Chains, pins, rubber bands, **and other irrelevant items that could be used in dangerous, annoying, or inappropriate ways.**

**\* Other items, as they come to the attention of school employees, are subject to administrative approval. (We want to eliminate various items that can distract the educational process.)**

**\* The above items may be confiscated indefinitely or permanently.**

### Bicycles/Skateboards/Roller-blades/Scooters

Bicycle racks are provided in front of the school- students must bring their own locks. The school assumes NO responsibility for damaged or stolen bicycles (or other modes of transportation) parked on school property. Do your part to keep bikes safe and report any vandalism to the office.

**Once students reach school grounds, riding of any sort is NOT permitted!** Items may be confiscated and parents contacted. (Parents may be required to retrieve these items, and habitual offenders may receive further consequences.)

### CD Players, iPods, Cell Phones, and Other Games/Gadgets

If students choose to bring personal possessions to school (which we DO NOT recommend), they must store these items in their lockers or put them in a location which will not disrupt the learning process. These items are NOT to be toyed with during school hours- not in the halls, classroom, cafeteria, bathrooms, or anywhere else in the building unless permission from a staff member is given (i.e. on a special day).

## **Wilson Middle School Dress Code**

**Dress codes are important to help maintain a conducive learning environment. Middle-school students do NOT need additional distractions. Our dress-code criteria follows:**

- Shorts and skirts must meet “finger-tip” policy (fingers should not touch skin).
- Stomach and back must be fully covered.
- NO spaghetti-strap or strapless tops
- NO tank shirts (Sleeveless dress shirts are allowed.)
- NO low-cut or excessively tight shirts (and NO excessively tight pants or skirts...NO spandex)
- NO clothing promoting tobacco, alcohol, drugs, profanity, or any other inappropriate conduct
- NO “swishy” or snap-up sweats
- NO hats worn in building
- NO torn, ripped, cutoff, or see-through clothing
- NO sagging or dragging pants
- NO coats worn in the classroom
- NO pajama tops or bottoms (including flannels)
- NO flip-flops/beach shoes or slippers
- NO chains of any kind (i.e. around the neck or wallet chains)/NO spiked jewelry
- NO visible piercings other than ears
- NO visible tattoos
- NO “extreme” or excessive makeup
- NO writing on bodies or clothing with markers, pens, etc.
- Any hair that is dyed must be of a natural color (all styles and colors subject to administrative approval).

**\* Other dress styles subject to administrative approval (other disruptive styles may pop up).  
If you are not certain about a particular style, please contact administration.**

**\* If a dress-code violation occurs, student will be asked to change. If no clothes are readily available to change into, student must call home. (Student will NOT be allowed back into class until he/she changes.) If habitual offenses occur, student may be suspended.**

## **Discipline Problems/Conduct/Keeping Students After School**

The vast majority of our students do a great job following rules and procedures! Problems that may arise can usually be handled by the classroom teacher (which may or may not involve parent contact). Often students will be directed to serve an after-school detention with a particular teacher. A student may be detained by a teacher (or administrator) for 10 minutes without parental contact. If a student is to be detained longer, parents will be notified by note, designated form, or phone call.

Sometimes it is necessary for teachers to rely on other disciplinary interventions. Our school incorporates a number of behavioral interventions and/or consequences: phone calls home from administration, removal from extracurricular activities, lunch and/or after-school detentions, a time-out and in-school suspension room, and out-of-school suspension.

Students who enjoy school life the most are those who realize that, just as in games and sports, rules and regulations serve the best interest of all. The Wilson Staff is committed to helping students excel academically and socially. A great deal of the responsibility for success lies within each individual student. In cases where a student becomes seriously disobedient or disruptive in school, he/she may need to receive severe consequences. Parent contact by a school official will be made to inform a parent/guardian of actions to be taken. If a parent/guardian cannot be reached, another person listed on the emergency card will be contacted. If a student continues to disobey rules and jeopardizes the safety of others, or if he/she consistently disrupts the educational process, he/she may be recommended to the Board of Education for expulsion, permanent removal from school.

## **Internet Problems & Harassment/Bullying Behaviors**

In the past, we have dealt with several incidents of internet harassment between students, originating at home. These situations should be handled by the parents of parties involved and/or by police. However, if the harassing behavior carries over to school, then school rules would apply. We do not allow any type of harassment (racial, sexual, etc.). Bullying, teasing, and any form of threatening behavior is also not tolerated. (District harassment policy will be strictly enforced.)

## **“Depanting” and “Wedgies”**

Although some students feel that jokingly tugging on another student’s (or friends’s) pants, either causing the pants to come down (“depanting”) or ride up (“wedgy”), is harmless fun, the administration views it differently. These actions are considered forms of harassment; bullying; or inappropriate, hands-on behaviors.

## **Hands-off Policy**

- Kissing, hugging, hand-holding, and other “public displays of affection” on school grounds are considered inappropriate. Please stress this to your son/daughter. (Thanks for your cooperation.)
- Pushing, shoving, tripping, kicking, flicking, snapping, pinching, punching, etc. (even “jokingly”) are all examples of unsafe behaviors. These types of hands-on behaviors will be dealt with in the office.
- “Depanting” and “wedgies” (See above paragraph)

## **Unsafe Behavior & Profanity**

Students that are reported for unsafe behavior (hitting, pushing, jumping, and running in a manner that could cause injury to her/himself or others, etc.) or profanity (especially loud, blatant, and extreme) will face the following consequences:

1. **Warning/call home**
2. **In-house detention (3 days)**
3. **Mandatory meeting with parent/guardian  
(AND loss of extracurricular privileges indefinitely)**
4. **Out-of-school suspension 1 day (progressive)**

**\* If unsafe behavior is extreme or deemed an assault, suspension may be up to 10 days, or recommendation for expulsion may occur.**

**\* Profanity directed at an adult will be an automatic suspension.**

## **Spitting**

**Spitting is intolerable!** If a student is caught spitting on an object or an individual, strict disciplinary action will be taken. Spitting is not only an extremely disgusting act, but is also **a serious health hazard.**

## **Insubordination (refusal to work/gross disrespect)**

Consequence depends on severity and number of prior infractions, ranging from parental contact to detention to suspension day(s).

## **Other Serious Infractions**

**Fighting; physical assaults; theft; deliberate destruction of any school property; acts of arson; possession of weapon(s) or look-alike weapon(s); bomb threats (or any threats of killing); and use/possession of drugs/alcohol or tobacco** are considered serious infractions. We are committed to providing a safe and friendly learning environment for our students; therefore, we have “Zero Tolerance” for extreme, unacceptable behavior! Students committing any of the mentioned acts will automatically be suspended and/or recommended for expulsion.