

WILSON MIDDLE SCHOOL

IMPORTANT INFORMATION, RULES, & PROCEDURES



Welcome to Wilson!

WYANDOTTE PUBLIC SCHOOLS MISSION AND VISION:

Educate, Inspire, Empower

Developing character, strengthening community, achieving success

EXPECATIONS of ALL (“The 4 B’s”)

- **BE KIND** (No name-calling, bullying, etc.)
- **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

6th, 7th, and 8th grade students may enter the building through the front doors beginning at 7:30 AM. (7:40 AM during 2020-21 school year.)

Please DO NOT allow students to arrive at school earlier than 7:30 AM, as the building will not be open, and grounds will be unsupervised. When students arrive, they may stay in the main halls (BUT MAY NOT BLOCK THE MAIN ENTRANCE OR CONGREGATE IN THE FOYER), or they may go to the cafeteria (breakfast is available). Eighth graders ONLY may also wait by their lockers, which are located in the main hall areas. Students cannot eat or drink in the hallway, but they may use the cafeteria to do so. All students should be in class by **7:50 AM**; otherwise, they will be marked tardy. Consequences may occur for students who have multiple tardies to first hour or any other hour throughout the day.

Students get out of school at **2:38 PM** each day (**11:28 AM** on half days). **(Staggered dismissal times 2020-21 school year: 2:32 for gr. 6, 2:35 gr. 7, 2:38 gr. 8.)** Please make arrangements in advance for picking up students - office phone should be for emergencies only. **Students who are walking or biking home are expected to leave school grounds upon dismissal.** If students are being picked up, they must wait outside regardless of the weather. REMINDER: WMS has the earliest release time, so please make sure these students are the first pick-up if there are siblings elsewhere in the district.

***If students are involved in sports, and their practice or game does not start immediately after school, they are expected to leave school grounds and return at the designated time. Students may not loiter on school grounds.)**

Jefferson Property

The **only students allowed on Jefferson property are those picking up siblings**, and they are expected to wait in an orderly/quiet fashion at designated areas (away from school doors and windows). Wilson students who have siblings will be given a badge that they **MUST** wear so Jefferson staff knows they are allowed on their grounds. If lost, the cost for a new badge will be \$3.

Dropping Off/Picking up Students

Students should not be dropped off or picked up in front of the school unless the vehicle they are in can safely pull over to the curb. A better choice is to drop off/pick up students along the south side of Wilson (Antoine Street), in the north parking lot, or on a different street within walking distance. (Please discuss this with your child **in advance** so they know where to meet you after school). Vehicles **MAY NOT** stop in the middle of the street to drop off or pick up students. Drivers **MUST PULL OVER** to let students into the vehicle. **DO NOT BLOCK TRAFFIC AT ANY TIME.** Many drivers have been ticketed for “obstructing traffic” even for a few seconds.

Attendance/Absence Policy/Truancy/Tardiness (2020-21 has been more flexible with attendance for COVID-related reasons.)

Parents are responsible for their child's regular and prompt attendance. Chronic truancy threatens the academic achievement and future success of students; therefore, truancy is treated very seriously. Michigan law requires all children through age sixteen to attend school. It is the legal responsibility of the parent/guardian of students to ensure their attendance throughout the entire school year. A student is considered **truant if they are absent for 10 days** or more without valid/lawful excuses (i.e. illness and family emergencies). Parents may be notified when their student reaches 5 or more absences as a courtesy, then again at 10 and 15 absences. The **attendance officer** will be notified/involved with all attendance issues. Citations may be issued to habitual offenders.

*Parents with students who are habitually tardy to first hour are also at risk of a citation from our attendance officer. (10 tardies is a letter home; 15 tardies is a second letter home, and attendance officer then becomes involved.) Students who have 5 tardies to any class 2nd through 7th hour will receive a consequence at that time and progressive consequences for every two thereafter: after-school detention, Saturday detention, ISS, etc. It is important for students to be on time; otherwise, they miss valuable information and interrupt instruction that is in progress for other students. Students may also lose out on the quarterly rewards for excessive tardiness. ***Students do NOT need to go to their locker in between every class. They may need to double up on their books.***

Sickness and Accidents

If a student will be absent due to sickness or other circumstances (see examples below), please call the **office at 759-5300** or call the **attendance line at 759-5485** and leave a voice message with the student's name and grade, as well as the reason for the absence. (Students will have the same amount of days that they were absent from school to make up any work they missed.)

1. Personal illness or injury - A doctor's note may be required if absences are excessive.
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
5. Medical appointments - Doctor's note required.
6. Prearranged family vacations - Advanced notice stating when the student will be gone would be appreciated.

****Ailing students should stay home.*** Students must be fever-free for 24 hours before returning to school.

*Sometimes, illnesses or injuries occur at school. If this is the case, the affected student should inform office staff. Sometimes Band-Aids or ice are all that is needed, but the student's parent/guardian will be contacted as necessary. (If a parent cannot be reached, alternative persons on the emergency card may be called.) Anyone picking up an ill student from school must be listed on the emergency card or authorized by a parent. Please note that if a **student is absent from school, he/she cannot attend any school-related extracurricular events that day or that evening.** Extenuating circumstances may be discussed with the principal.

*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 doctor's note to the office before access will be granted.

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 necessarily mean that they are out of the building.

Leaving School

Parents 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 issued by a parent/guardian.

Trespassing

Students who do not attend WMS or who have been expelled are NOT allowed on school grounds at any time of the school day (including before and after school) without prior permission from the office. **Students who are suspended are banned from school grounds and WPS functions until suspension time is completed.** ALSO, Wilson students are NOT allowed on any other school's grounds without permission - this includes elementary schools. **Students may be cited for trespassing if they fail to abide by these rules.**

Loitering On Private Property

Students must leave school grounds upon dismissal unless they have permission from a staff member to remain. Since school rules apply en route to and from school, **PERSONS ARE ASKED NOT 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 may be contacted, and further offenses could result in a trespassing citation.

Medication Guidelines

If there are circumstances under which your child should/must receive medication during school, it will be given in compliance with the state law. **Medication Authorization** forms are available in the office and must be completed by a physician. Prescription and non-prescription medications *MAY NOT* be carried by students on school grounds. *NO* medication may be brought to school without the necessary documentation authorizing use (forms may be obtained in office). This includes over-the-counter medications, ointments, and cough drops.

Emergency Cards

Emergency information needs to be entered into Parent Portal each school year and should be updated as any changes occur (phone numbers, emergency contacts, etc.). **This is of critical importance.** 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 in the system will be called and the situation at hand will be relayed to them. Parents **MUST have at least three alternate contact numbers** as well as various parental contact numbers. ALSO, remember to review and initial *ALL* other information found on Parent Portal (immunization disclosure, acceptable use of technology, handbook, concussion form, FERPA, code of conduct, media release, COPPA, health curriculum, field trips, etc.).

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 are two counselors. They are in charge of scheduling student classes, assisting with assessments and curriculum, and helping students on an as-needed basis. Our counselors act as intermediaries between parents and the school, between students and teachers, and between students. Our counselors strive to accumulate and share information that may help students, parents, and/or teachers. They may also make phone calls home concerning student behaviors when necessary. Students should consider counselors as allies whose purpose is to help them. They may discuss any subject with them; for example, how to get along better with their peers, teachers, or parents, or how they can have more success in certain classes. The counselors may not have all the answers, but they can provide students with information to help them solve problems. Simply talking things over with a friendly listener often helps students collect their thoughts. If a student wishes to see a counselor, he/she may get a pass from his/her teacher or leave a note in the counselor's mailbox.

Social Worker

WMS has one social worker to assist students who may be having struggles or who may need social or emotional assistance. Parents who want their child to work with our SW should contact the school.

Report Cards/Progress Reports

Quarterly report cards are no longer distributed to students. They **are available online in Parent Portal** one week after the end of each quarter. If parents want a hardcopy, they can request it from the school office.

(*Reminder:* Mid-quarter **progress reports** used to help alert parents of their child's grades so they could take necessary steps to encourage or improve their child's performance before report card grades were issued. These reports are no longer issued now that Parent Portal is available. Parent Portal allows parents to stay current **DAILY** rather than to rely on a mid-quarter report. This allows parents the opportunity to nip potential issues in the bud rather than delaying.)

Tutoring/Interventions/Summer School (This may be different for the 2020-21 school year.)

Wilson does not host a summer-school program. It would be difficult, if not impossible, to get students caught up on a year's worth of teaching in the summer months. The key for student success is having supportive parents who keep current on academic concerns and provide or obtain the necessary assistance immediately. It is recommended that parents check Parent Portal regularly, communicate with teachers as needed, and/or utilize the school's tutoring program (information provided during the school year). WMS also has a math and reading intervention class which students may be placed in, in lieu of an elective class. A final recommendation is using a great on-line tutorial program called Khan Academy and other on-line programs throughout the summer. (Daily reading and math-fact practice are good, old-fashioned ways to assure student success,)

Retention

Our District does not believe that retention is a viable option for the success of students. Research shows that retention is counter-productive (articles available in office). Please contact the principal if you are concerned about your student being promoted.

Grading Scale/Quarterly Report Card Recognition/Other Recognition (Some information not applicable for the 2020-21 school year.)

The grading scale at WMS is 4.0. At the end of each marking period, students who excel academically (maintain certain grade point averages) are recognized.

Honor Roll

At the end of each quarter, students who achieved a 3.0 - 3.69 G.P.A. with NO grade lower than a C- are recognized.

Principal's List

At the end of each quarter, students who achieved a G.P.A. of 3.7+ on their report card are recognized.

*Students in **grades 6 and 7** who earn HR and PL honors quarters 1-3 earn an **Honors Breakfast** at the end of the school year. (For eighth graders, there is an **Honors Night** hosted at the end of May to recognize their achievements along with a **Memory Dinner** as a celebration and the culmination of their middle-school years. Additionally, there is a "**clap-out**" on the last day to send our eighth graders off in style.)

(*Note: Students in gr. 6-8 who have perfect attendance are recognized at the end of the school year as well.*)

Alfred DeFran Student-Of-The-Year Award (TBD for the 2020-21 school year)

This prestigious award is named after former Wilson principal Alfred DeFran. It is presented each school year to one male and one female 8th-grade student who best exemplifies the spirit of Wilson Middle School. Wilson staff members nominate students to be finalists, and then after discussion, they select one of each gender as the award winners. 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 winners receive a trophy and a \$250 scholarship, to be honored upon graduation from high school. A plaque which lists past winners is proudly displayed in our Wilson hallway.

Wilson Honor Society Criteria (TBD for the 2020-21 school year)

Seventh and eighth-grade students who excel both academically (3.75 or higher G.P.A.) and behaviorally (all 1's in citizenship), and fulfill necessary community/school service hours may be selected to become members of the Wilson Honor Society. Selected students are expected to maintain these high standards AND must be actively involved in school-related activities. Inducted students who do not maintain these standards receive a warning letter. If these students fall below the set standards a second time, they are removed from the Honor Society. (All students must re-earn induction into the National Honor Society at RHS.)

Standardized Testing/Assessments

All students in grades 6-8 participate in **M-STEP** or **PSAT** testing in the spring. **(TBD for the 2020-21 school year)** These are state-mandated tests for public school students. These tests do not provide information about student growth, but they do show where students are in comparison to other students across the state in the same grade. The WPS District uses a valuable assessment for reading and math called **NWEA** (done three times a year: fall, winter, and spring). NWEA data helps teachers recognize student strengths and weaknesses in a timely fashion so they can create lessons or provide interventions that support student needs. NWEA is a great tool for assessing student growth from the start of the year to the end. Data from all these assessments are shared with parents. In addition to these assessments, classroom teachers assess students daily through multiple formative assessments.

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. Various classes often visit the L.R.C. to do research or to use the computer lab. Like any library, students are responsible for what they check out and what is damaged while in their care. Fines are issued as needed.

Textbook Care/Fines

Textbooks and other materials are furnished by the Board of Education. Students are responsible for each book that is issued to them, so they may want to consider covering all their books to protect their longevity. 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 textbook and library book fines must be paid before the end of the school year. If fines are not paid, students may be banned from extracurricular activities (sports, clubs, dances, activity nights, concerts, etc.) until restitution is made.

Chromebooks

All WMS students have been given a district-issued Chromebook. Students need to be responsible and take care of their Chromebook. They also need to make sure it is charged every evening and brought to school each morning. Technology is an integral part of many classes, so this is of utmost importance.

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 may be denied future internet access, and may receive disciplinary action.

Planners (Assignment Books)

Planners will be given to 6th-8th grade students as needed to help with organization. They also serve as a valuable tool 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 planners as a means to improve academic success. 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 must follow up at home.

***If lost, cost for a new planner is \$3.**

Breakfast/Lunch/Food Costs/Free & Reduced Lunch (All students who want lunch from our food service can receive it for free during the 2020-21 school year.)

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 milk, are available for \$3.10. 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. Parents who feel their student qualifies for F/R Lunch need to complete the online "Free and Reduced" lunch form (located on the WPS website), or they may call the school with any questions or needs.

***Wilson's Title I funding relies on the F/R lunch percentage.** (More information about Title I at the end of this handbook.)

Parents may wish to prepay for student meals in person or online <https://www.mypaymentsplus.com/>. This way students do not need to bring money to school. If you have any questions regarding this, call our school's Food Service Manager at # (734) 759-5340. If there are problems with the lunch account throughout the school year, please contact the main food-service director at (734) 759-5041.

Breakfast will be served from 7:25-7:40 a.m. Monday-Friday. Students will NOT be able to purchase breakfast after the designated time - otherwise they will not have enough time to consume their meal without being tardy. **Cafeteria rules apply.** Students must behave, or they will not be allowed in the café for breakfast. **(No breakfast served during the 2020-21 school year, but weekly breakfast and lunches are available for pick up every Wednesday at RHS. Call the school for info. if needed.)**

Blessings in a Backpack (Not available during the 2020-21 school year.)

Blessings in a Backpack is a program designed to provide students on the free-or-reduced lunch program with enough food for three meals a day during the weekends. This program is a community-based program sponsored by the North Woodward Community Foundation and the Meijer Corporation and is available for qualifying students at Wilson. If a parent agrees to have his/her WMS child take part in this program during the school year, his/her child will receive a bag every Friday, filled with purchased foods to provide for the weekend. The simple meals may include food like macaroni and cheese, beef ravioli, canned tuna, fruit granola bars, peanut butter, soups, juice and other items. Bags will be dispensed in a discreet and caring manner. **There is no cost to families for this program.**

If you would like your child to participate in this program, please obtain a form from the school office and return it **AS SOON AS POSSIBLE**. If there is more than one child attending WMS, parents will be asked to list all their names as to receive multiple backpacks.

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. (Water may be purchased anytime throughout the day.)

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

Snacks/Drinks in School

Students are **allowed to drink WATER** in classrooms. No other beverage is allowed due to their sticky nature except on special occasions arranged by teachers. Other beverages may be consumed in the cafeteria in the AM or at lunch.

***ONLY WATER IN CLASSROOMS** (Snacks subject to individual teachers)

***NO FOOD OR DRINKS IN THE HALLWAY OR AUDITORIUM**

***NO SODA ALLOWED**

***NO GUM**

Cafeteria Rules (**Stricter seating rules have been applied for the 2020-21 school year.**)

All students are required to eat lunch in the cafeteria unless they have a Home Lunch Permit from the office. Students will initially be given the opportunity to select a table with friends. After two weeks, seating becomes permanent. (This limits problems that often arise in the cafeteria setting.) After the seating chart is finalized, there is **NO TABLE HOPPING**. The following procedures and rules will be observed in the cafeteria:

1. Students should enter through the main cafeteria door only.
2. Students sit at “assigned” (chosen) tables (unless moved or removed by lunch aides or administration)
3. Sections will be called up to buy lunches or to purchase items from the snack line/vending machine.
4. Students are expected to WALK.
5. Students must remain in their seats unless they are emptying trays, purchasing food, or using the restroom.
6. It is the responsibility of the students to leave their table and floor area clean.
7. **No soda in the cafeteria**

***PARENTS**, please remind students of the importance of maintaining acceptable behavior in the cafeteria.

Offenders of cafeteria rules may receive lunch detention for an indefinite amount of time. (Lunch-detention tables and lunch detention rooms are used as needed.) **Throwing items in the cafeteria is an automatic detention, ISS, or out-of-school suspension.**

Lockers

Students will be issued individual hallway lockers. **Students can only use their locker at the start of the day, lunch, and at the end of the school day.** Students are NOT to share lockers or give out their combination. Combinations are built into lockers, and are changed yearly. Students should NOT put stickers in their lockers, but removable cling-ons/magnets are allowed inside (nothing on the outside). Students are expected to keep their lockers ORGANIZED, clean, and food-free! Random locker checks may be done. Students who have gym class need to purchase a *combination* lock...NO KEY LOCKS. Students will need to remove these locks daily when their gym class is done. (If locks are not removed, they may be cut off as to allow students from the next class to use the locker.) Students must lock up their belongings. **Items missing from a locker are not the school's responsibility.** Students have four minutes during passing time and should NOT go to their locker in between every class. **Backpacks/book bags must be left in student lockers** rather than carried to each classroom. (**Backpacks allowed 2020-21...TBD if this will continue.**)

Valuables

Students should not bring valuable items (i.e. jewelry, large amounts of money, cell phones, electronic games, iPads etc.) to school. If they do, these items must be kept locked in their main locker. We do NOT recommend taking any valuables to the gym locker rooms UNLESS a lock will be used. If personal items are brought and then lost, damaged, or stolen, **the school is not responsible. (NO compensation will be given.)**

Cell Phone/Smart Watches/Camera Use

If students choose to bring a cell phone to school, it **MUST BE TURNED OFF AND KEPT out of sight during the entire school day except lunch. If a student has an issue or is ill, they need to come to the office before calling home.** If these rules are not followed, **the cell phone will be taken away.** This rule also

applies to smart watches. Progressive discipline will be given to offenders: First infraction phone is taken, but given back to student at the end of the school day. Second infraction, parent must pick up the phone. Third infraction, phone must be turned in every morning to the office (“holding tank”). If a student forgets to turn it in to the office and is caught with it on them, the phone will be kept for three days, or a suspension will be issued.

PARENTS, PLEASE NOTE: Students cannot use their phones to contact you during the school day - they must use the office phone. If you need to contact your child, call the office. **Parent-student texting during the school day, outside of lunch, goes against our school cell-phone policy and will count as an infraction.**

Cameras are also not allowed to be used in school without staff permission. **IF STUDENTS ARE CAUGHT TAKING PICTURES OR VIDEOS**, consequences will be issued. (The severity will depend on the content and use, but may include suspension – especially if the picture or video is posted on social media.)

Office Phone Use

The student office has a phone available for student use, but should not be used for frivolous calls. Phone calls may be necessary when unexpected changes in school events occur, if school-related items are forgotten at home, or when a student is ill. Students should NOT use the office phone to arrange rides home, to ask if they can invite a friend over after school. **These types of things should be worked out at home in advance.**

Bicycles/Skateboards/Roller-blades/Scooters

Bicycle racks are provided, but students must provide their own locks. The school assumes NO responsibility for damaged or stolen bicycles parked on school property. Scooters must fit inside student locker. **Riding is NOT permitted on school grounds.**

Passes/Passing Between Classes

No student should be out of his/her class without adult permission. If a student must be out of the classroom for any reason or any length of time, he/she must *have a pass assigned by a staff member*.

Individual Student Fundraising/Advertising and Other Fliers

Individual fundraising is NOT allowed in school. If special circumstances arise, principal approval must be obtained. Fliers that do not come directly from the school can only be distributed by staff after first being approved from the Board of Education or Central Office Administration. (Various school-wide fundraisers are conducted throughout the year. They help students earn a fun end-of-the-year outing or activity, provide funds for school purchases that benefit students, and help students earn money towards their eighth-grade trip.)

Public Displays of Affection

Kissing, hugging, hand-holding, and other “PDA’s” on school grounds are considered inappropriate. Please stress this to students. Habitual offenders may be issued consequences.

Exchanging/Borrowing/Loaning (Money & Belongings)/Theft

Students may not beg, borrow, or loan money to one another. If caught doing so, guilty student(s) will be reprimanded. **Trading, loaning, or buying one another’s personal possessions is forbidden** as well. Many problems arise when this type of behavior occurs.

*Personal items which are “loaned” outside of school will not be sought after by school personnel.

*Investigations into stolen items will be conducted; but, keep in mind, the school will not be responsible for items which are not recovered. Students should leave valuables at home, keep locker combinations secret, and make certain lockers are locked at all times. If students are found with large sums of money, it will be confiscated until a parent/guardian is notified.

*Students who are caught stealing will receive a consequence which may include suspension.

(Note: Many items that students claim “are stolen,” are often items that were actually misplaced, and often end up on the lost-and-found table.)

Lost and Found

Items that are lost and then found should be placed on the lost-and-found table in the main hallway or turned in to the office if it is valuable. Students should check the table regularly, as each week there are many items on this table waiting to be found. **Any items not claimed are donated after a couple weeks.** (This table contains a huge mound each week. If students are missing an article of clothing, it just may be in that heap.)

Emergency Drills

Fire drills, lock downs, tornado drills, AED drills, ALICE drills, and evacuations drills are conducted (as required by the State). These are important to the safety of every person in our school and are treated seriously.

Hygiene

Student hygiene is very important. Please be sure students use the necessary soaps and deodorants before arriving to school. Not doing so could draw unnecessary, negative attention to them. If a student'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.

Head Lice

Anyone can get head lice. A child can contact head lice from another student by sharing combs/brushes; placing heads next to one another; or sharing hats/clothing. Lice can also be contacted by lying on carpets, beds, or upholstered furniture where there may be loose hairs from an infested person. Signs to look for: child scratches his/her head or complains of an itchy scalp. Examine child's head carefully - the lice/nits are very small (about the size of a grain of sand), and they are attached to the hair usually close to the scalp and around the nape of the neck or behind the ears. They are attached firmly and are difficult to pull off (unlike dandruff and hairspray particles which are easily removed). If a parent thinks his/her child might be infested, they should call the school for further instructions. If a student has lice, District protocol will be followed. **Students should NOT come to school if they have lice.**

Physical Education (Some rule/procedural changes during the 2020-21 school year)

Students should not wear their school clothes to participate in gym. If they do, they may lose points for that day. (Proper attire helps prevent injuries, and changing clothes is part of teaching proper hygiene.) Lockers are provided for students, but they must provide their own lock to ensure the safe-keeping of their belongings. Students are not allowed to leave their gym attire in lockers overnight. Items **MUST BE REMOVED** daily and taken home and washed. (If locks are left on any PE lockers, they will be cut off at the end of every day, and then a new lock must be purchased at the parent's expense.)

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 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 may be ineligible to play in his/ her contest.***

Sports Programs (Academic Requirements and Physicals)

The athletic program at WMS consists of competitive sports for 7th and 8th grade males and females. **Michigan High School Athletic Association (MHSAA) guidelines stipulate that 6th grade students are not allowed to participate in certain sport activities.** Any sports that they are able to partake in will be announced – usually cross-country, swimming, and track. 7th and 8th grade students may try out for the following sports: cross-country, football, basketball, cheerleading, rowing, swimming, volleyball, wrestling, 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. ***Wilson Middle School's eligibility requirements: If a student has three or more E's at the beginning of a sport's season, they will be ineligible for that sport season.*** 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 (Not available during 2020-21 school year)

Because getting involved in extracurricular activities helps improve a student's chance for success, WMS offers students MANY opportunities to participate in clubs. Some past/present clubs offered include Drama Club, Book Club, Science Club, Builders Club (Community Service), Girls' Success Group, Boys' Success Club, Gamers Club, Shutterbug Photography Club, and a Harry Potter Club. Wilson also gets students involved through Student Council membership. 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, the Wilson staff offers a number of extracurricular opportunities, and tries to persuade students to participate in sports, clubs, music, or other social events. As an additional incentive, staff recognizes those students who put in 10 or more hours of service or participation at a special **Do Something assembly** at the end of the school year. 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, band/orchestra/music concerts, and other performances conducted on school grounds. (This does not include dances.) Failure to comply with these rules will result in removal from the event and may result in a trespassing citation.

Dances and Activity Nights (Not conducted during the 2020-21 school year)

The school organizes events throughout the year. These events help students develop socialization skills and positive attitude about school. Students are expected to arrive on time to these events AND to stay the entire duration unless permission is granted in advance from administration. Students who misbehave at these events, may be sent home and banned from future events. (Students who misbehave in school may be banned from attending extracurricular activities indefinitely.)

Student Guests (at school and other functions)

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

Means of Communication

- Read emails sent home by teachers and office staff. (Parents, make sure e-mail addresses are on file and updated if changes occur.)
- Refer to information posted on the *Wilson Middle School Wyandotte* FaceBook page to keep current. **(If relying on outside social media sources, such as personal Facebook pages, for information, please understand that the information being shared may not be accurate. Avoid misinformation and receive answers to questions or concerns by referring to our school Facebook page or by contacting teachers, administrators, or office staff.)**
- Take time to visit the Wilson website page at www.wyandotte.org/wilson/.
- Keep current through **Parent Portal**. (Parents can use this tool to see a list of their child's teachers, attendance, lunch account, etc. Parents can also add money to lunch accounts online at <https://www.mypaymentsplus.com/>.)
- Contact teachers directly via email (addresses located on the Wilson website) or by calling the main office to be connected to their classroom or voice mail. (Phone calls to the classroom may be disruptive to the education process, so immediate conversation with a teacher may not be possible. Expect any staff member to get back with you within a 24-hour period, unless extenuating circumstances arise.)

- Sign up with teachers who use the *Remind* app.
- Call the office to inquire if there are unanswered questions or concerns with which our office staff can assist.
- Attend **Back-to-School Night** (September) and **parent-teacher conferences** (two per school year)
- Attend the monthly **Principal Advisory Meetings** which are conducted approximately once a month.
- Arrange meetings with staff as needed.

Arranging Meetings with Teachers/Administration

Parents needing to speak with a staff member in person must email the staff member or call in advance to arrange a meeting. This will ensure their availability.

***Parents: Please do not expect/demand to meet with any staff member if arriving unannounced.**

DRESS CODE

Dress codes are important to help maintain an environment conducive to learning. Middle-school students do NOT need additional distractions.

The following items may NOT be worn in school:

- Visible piercings other than ears/Visible tattoos
- Torn, ripped, or frayed clothing**...even if there are leggings worn underneath
- Sagging or dragging pants
- Flip-flops/beach shoes, athletic sandal, or slippers (**Shoes must have a back/back strap.**)
- Short shorts and skirts (Fingertips touching skin is “pushing it”; full hands **touching** skin would definitely be recognizably out of compliance.)
- Cropped, backless, or see-through shirts
- Spaghetti-strap, strapless tops, and razor-back tops (Majority of shoulder and back **MUST BE COVERED.**)
- Low-cut shirts
- Excessively tight pants or skirts - **NO spandex or YOGA pants can be worn without tops that FULLY COVER front and back ends.**
- Clothing promoting tobacco, alcohol, drugs, profanity, or any other inappropriate conduct
- Hats
- Flags
- Coats in the classroom
- Pajama tops or bottoms (including flannels)
- Chains of any kind (i.e. around the neck or wallet chains)/NO spiked jewelry
- “Extreme” or excessive makeup
- Writing on bodies or clothing with markers, pens, etc.
- HAIR COLORING UNLESS IT IS OF A NATURAL COLOR.**

- * **Other dress styles subject to administrative approval (other disruptive styles tend to pop up).** If a student is not certain about a particular style, they should ask an office staff member before wearing the item.
- * 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, other consequences will be issued, such as in-school and out-of-school suspension.**

Banned Items

Many items are banned for obvious reasons (weapons, tobacco, drugs/alcohol). Other items not allowed include:

-Sprays of any kind (cologne, perfume, body spray, aerosol deodorant, aerosol hairspray, etc.) Students should use products that aren't sprays for hygiene...body soap, solids/roll-on deodorant, for example.

MANY STUDENTS/STAFF HAVE ASTHMA AND ALLERGIES AFFECTED BY THESE PRODUCTS! (THE SMELL IS OVERWHELMING TO ALL AS WELL!)

-GLASS bottles/containers

-Permanent Markers

-Lasers, chains, pins, rubber bands, and items that could be used in dangerous/annoying/inappropriate ways

**The school reserves the right to ban other items that become distracting.* Above items may be confiscated.

Discipline Problems/Keeping Students After School

The vast majority of our students do a great job following rules and procedures. Problems that arise can usually be handled by classroom teachers (which may or may not involve parent contact). A student may be detained by a teacher (or administrator) for 10 minutes after school without parental contact. If a student is to be detained longer, parents will be notified.

Sometimes it is necessary for staff to rely on behavioral interventions from the office. Administration incorporates a number of positive interventions to support students, but also disciplinary actions as well. Interventions/Consequences are based on individual student needs, severity of the behavior, and whether or not the poor behavior is habitual: breaks in the office, time with social worker or counselor, individual or group conversations, staff-student mentorships, restorative practices, phone calls home, mandatory meetings with parents, removal from extracurricular activities, lunch and/or after-school detentions, Saturday detentions, time in the *Responsibility Room*, ISS, OSS, citations, and very rarely, expulsions. (Again, consequences vary depending on such things as type of infraction, severity of infraction, and history of the perpetrator. Habitual offenders put themselves at risk of receiving more severe consequences.)

***Students who are suspended cannot attend any District or school-related event/function while on suspension. They may not be on school grounds at all.**

Unkind Behavior/Bullying/Social Media

Wilson Middle School does NOT tolerate any type of unkind behaviors (sometimes referred to as harassment or bullying). Unkind behavior that is witnessed or brought to the attention of staff does not go unaddressed. Harassment (racial, sexual, etc.), bullying, any form of threatening behavior, or comments such as telling a student to "kill himself/herself" are totally unacceptable and will result in strict disciplinary actions if substantiated. The WMS staff works hard to make Wilson a safe and kind school for ALL.

** Harassment - abusing, insulting, or otherwise harming another on a regular basis, intentionally and repeatedly*

** Bullying - unwanted, aggressive behavior that involves a power imbalance and is repeated over time*

("Just joking around" does not excuse unkind behavior. These are words that are often used to mask mean behavior!)

PARENTS, PLEASE NOTE: Most unkind behaviors originate from social media...PLEASE teach your child social-media etiquette. Also consider removing them from social-media outlets that cause distress.

Unsafe Behavior

Students that are reported for unsafe behavior (i.e. pushing, shoving, kicking, flicking, pinching, poking, hitting, running in a manner that could cause injury to her/himself or others, throwing items) will be warned or have a consequence issued depending on the severity of the unsafe behavior. Habitual unsafe behavior will result in harsher consequences. ("Just playing around" does not exclude a student from receiving consequences.)

Fights

Fighting is TOTALLY unacceptable! **Suspensions and a citation will be issued for all fights.** If a student is involved in multiple fights there will be a progression of disciplinary action - for example 3 days, 5 days, 10 days, pending expulsion. **(If an unsafe behavior or fight is deemed an assault, suspension may be up to 10 days with a possible recommendation for expulsion.)**

Profanity

All profanity is unacceptable, but loud, blatant, and extreme, or habitual profanity will result in more than a reprimand. **Profanity directed at an adult may result in a suspension.**

“Depanting”

Jokingly tugging on another student’s pants, causing the pants to come down (“depanting”) is not viewed as harmless fun. It is inappropriate behavior that could be deemed sexual in nature. Consequences for this will be given.

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/number of prior infractions (parental contact up to suspension)

EXTREMELY SERIOUS INFRACTIONS

Physical assaults (different than unsafe behaviors and fighting); acts of **arson; possession of weapon(s) - including pocket knives and look-alike weapon(s); bomb threats or any threats of killing;** and use/possession of **drugs/alcohol or tobacco/vaping; theft;** or deliberate **destruction** of any school property are considered extremely serious infractions with extremely serious consequences. **Please stress the severity of these infractions with students so they do not put themselves in jeopardy of suspension or expulsion, as well as being issued a citation.** WMS staff is committed to providing a safe learning environment for ALL students. (If a student is suspended or expelled, he/she is NOT allowed on school grounds.)

(Parents: Vaping has become a big issue for teens - it is a serious matter. Research is showing very harmful effects on those who vape. Most e-liquids contain nicotine. That’s the chemical that makes tobacco addictive. But the devices also can vaporize dried marijuana leaves or they can use oils or waxes made from the plant’s main active ingredient, THC. **Consequences for vaping will include suspension and a citation.)**

Social Media Problems

Far too many problems occur due to issues that originate on social media. Parents, please monitor/limit students’ access to social media. If an issue arises on social media between two students, parents need to settle the situation outside of school through communication or by contacting the police if the issue is threatening in nature. Schools are not responsible for issuing consequences for comments made outside of school. However, if problems arise in school festering from social media issues, school interventions/consequences may take place. Middle-school students are not equipped with the adult skills of dealing with the barrage of negativity and drama that comes with this territory. **Please protect children by monitoring, limiting, or removing their social media accessibilities. It is difficult for a child to be cyber-bullied if his/her social media access is limited or denied completely.**

* Please also keep in mind that students have access to way too much inappropriate information and graphics due to the internet and social media outlets.

Definition of ZERO TOLERANCE

A **zero tolerance** policy requires **school** officials to hand down specific, consistent punishment – which may include suspension or expulsion, when students break certain rules. Zero tolerance does not mean automatic suspensions or expulsion for all poor behavior. Expulsions are rare, but if a student does get expelled, it usually occurs because of a behavior listed under the **EXTREMELY SERIOUS INFRACTIONS** section of this handbook. Although school administration addresses ALL problems brought to their attention (hands-on, mean behavior, etc.), not all behaviors result in suspensions. Administration does its best to investigate, to be impartial, AND to issue appropriate interventions/consequences based on the facts.

Walking to and from School

Problems that arise between students while walking to or from school will be investigated. The school has jurisdiction over student behavior en route to and from school. **Neighborhood disputes and social media issues that arise outside the school day are not within the jurisdiction of the school unless they carry over into the school arena – AND THEY OFTEN DO.**

*Please remind students that when they are walking to/from school, they need to watch their language and behavior. They should be respectful of other people's property and should not litter, loiter, or trespass.

PBIS (Positive Behavior Intervention & Support)

Providing a safe, productive, and positive learning environment for our students is extremely important to the staff at Wilson. To accomplish this goal, we have implemented the PBIS Program. This program is designed to teach kindness, respect, responsibility, and safety at school in a proactive and positive manner.

PBIS is a research-based program that is a proven school support system that aids in the reduction of problematic behaviors. The key to this program is focusing on prevention. Students are taught clearly defined behavioral expectations (**Expectations Matrix**) and also recognize that there are specific rewards and consequences for specific behaviors. It is our goal to be proactive and preventative rather than reactive. We want every student to be successful!

Positive reinforcement and the rewarding of positive behavior is the primary plan of the PBIS program, and problematic behaviors are quickly, constructively, and consistently addressed. Discipline data is collected and shared with staff in order to understand the most common problem behaviors and locations so adjustments can be made. It is our hope that this program inspires students to be their best...making school a great place for **every student. Go, Warriors!**

Title I

Wilson Middle School is a Title I school, which means it receives federal funds due to the percentage of students that receive subsidized meals (free/reduced lunch). This is why it is **extremely important that families complete and return the Free/Reduced Lunch form**. Title I funds are used at the school level to best meet the needs of students. It is divided up into several categories, including staff development to help improve the instruction of teachers, parenting to help meet the needs of the community through collaboration and support, instructional aides, and resources so students can receive the necessary assistance and materials to be successful.

In order to make sure that the educational needs of students are met, it is very important that our teachers, parents, and community members participate in the children's learning process. Wilson offers events and activities that involve parents so they can become active in their child's education as well as assist them at home. Parents are encouraged to participate in activities, to attend parent meetings, to communicate with teachers, and to share opinions and concerns.

Please visit the school website page to view many informative and beneficial items such as the school's Vision and Mission Statements, information about each of the specific school goals (reading, math, and school climate), PBIS (Positive Behavior Intervention Support), Principal-Parent Advisory Meetings, newsletters from the principal, current events, monthly calendars, and policies/procedures. You may also view our Wilson Facebook page to stay informed about events and to enjoy many school-event pictures. Our website and Facebook page help our school communicate with parents and the community our ongoing efforts to keep all Wilson stakeholders current and involved. If you should have any questions please feel free to stop by the office or to contact the principal at (734) 759-5300.