

Weston Middle School STUDENT HANDBOOK

2015-2016



Athena Weston School District Calendar 15-16

August	24-26	Staff In-service	
	27	First Day Students	
September	7	Labor Day Holiday	No School
September	18	Pendleton Round-Up	No School
October	9	State-Wide Inservice Day	No Students
	22	End 1 st Quarter	
	23	Inservice/Workday	No Students
November	5	Inservice/Workday/ Conferences (noon – 8:00 p.m.)	No Students
November	6	Parent/Teacher Conferences (7:30 a.m. – 11:30 a.m.)	No Students
November	11	Veterans' Day	No School
November	25-27	Thanksgiving Vacation	No School
December	21-Jan 1	Christmas Vacation	No School
January	4	Return to school	
January	14	End 2 nd Quarter (1 st semester)	
January	15	Inservice/Workday	No Students
January	18	M. L. King Jr. Holiday	No School
February	15	Presidents' Day Holiday	No School
March	4	Inservice/Workday	No Students
March	16	End 3 rd Quarter	
March	17	Inservice/Workday/ Conferences (noon – 8:00 p.m.)	No Students
March	18	Parent/Teacher Conferences (7:30 a.m. – 11:30 a.m.)	No Students
March	21-25	Spring Vacation	No School
May	28	WM Graduation	
May	30	Memorial Day Holiday	No School
June	3	½ Day Students - Last Day (staff inservice – p.m.)	½ Day
June	6	Inservice/Workday	

Website: www.wms.athwest.k12.or.us
 Facebook: Athena-Weston School District
 541-566-3548
 205 East Wallace Street

School Day

7:30	Staff Report School Office opens Cafeteria open for breakfast Playground Supervised
7:45	
7:50	Buses arrive
7:57	3 Minute Warning bell – Head to Class!
8:00 – 8:46	Period 1
8:49 – 9:35	Period 2
9:38 – 10:24	Period 3
10:27 – 11:13	Period 4
11:16 – 11:53	Period 5 (Lunch 4/5/)
11:56 – 12:33	Period 5 (Lunch 6/7/8)
12:36 – 1:22	Period 6
1:25 – 2:11	Period 7
2:14 – 3:00	Period 8
2:55	4 th and 5 th grade dismissal
3:00	6/7/8 grade dismissal
3:30	Students leave campus unless involved in a school activity / Staff Leaves
4:00	School Office closes

Messages for staff may be left before and after regular office hours by voice mail messaging (541-566-3548).



Welcome to **W**eston **M**iddle **S**chool! We're glad to have you as a member of our learning community. At WMS our first concern is that you become a learner. Learning is the key to your success. At WMS, you will have the opportunity to get involved in a great number of learning experiences.

The road to becoming a successful learner at WMS starts and ends with two very important things: **Come to school every day and do your best.** If you can come to school every day, and do your best while you are here, your journey at WMS will be very successful and rewarding.

Using this planner every day will help you do your best. We use it to communicate about school with your parents and to help you organize and keep track of your assignments and schoolwork. This planner is like a textbook. You need to bring it to school every day. If you misplace or lose your planner, you will have to buy another one at the office for \$6.

Behavior Expectations at Weston Middle School

At WMS we have three community rules for each and every student and staff member to live by.

1. **Be Safe**
2. **Be Respectful**
3. **Be Responsible**

If you make it a habit to act according to our "Community Rules" you will be successful at WMS.

Our goal regarding behavior

Our goal is to change behavior, and when it comes to changing behavior, attitude counts. If you get in trouble, the consequences will be influenced by your attitude. Students who are in trouble and then are rude to the adults who are dealing with them will find they get greater consequences than if they act respectfully. Being truthful is also important. We have found that telling the truth is the number one factor toward changing behavior, so being truthful also influences consequences. By all means, in every situation, TELL THE TRUTH.

Major Infractions

Major referrals are serious in nature. They include but are not limited to things like: major defiance (refusing to follow a staff members instructions, or arguing with staff), fighting, skipping class, bringing any weapon to school, major classroom disruptions, using profanity toward a staff member, and serious harassment. Major infractions are recorded and parents are notified either by mail or phone for each major referral.

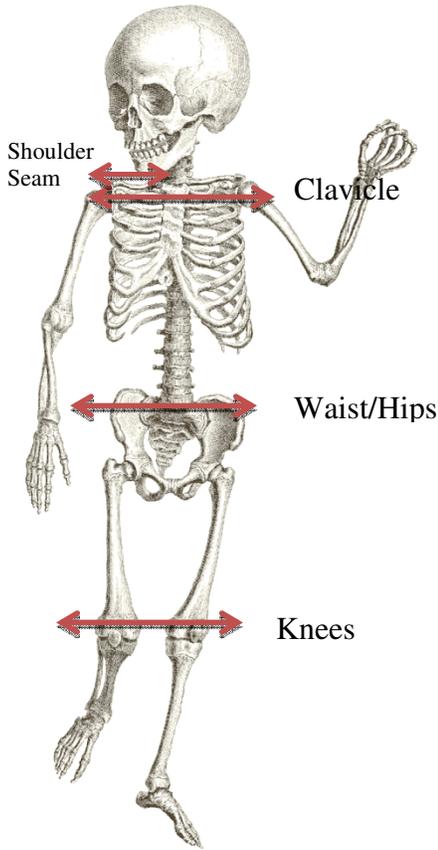
Minor Infractions

Infractions that are minor in nature include but are not limited to things like: class disruptions, being tardy, not dressing for PE, chewing gum, and not following directions. Teachers and staff members deal with minor infractions on a regular basis. When a minor infraction occurs, teachers and staff members will redirect students, change their seats, talk to them outside the classroom, contact home,

and use a variety of other appropriate, logical consequences designed to change behavior. **If these interventions are not successful a plan will be developed for the student to assist in changing their behavior.**

WMS Dress Code

Students at WMS are to wear clothing that supports learning, displays respect for self and others, and is safe for school activities.



Definitions and Examples:

Underclothing--Clothing worn to protect private areas of our bodies. Examples: bras, underwear, panties.

Layers--Clothing worn under outer garments. Examples: t-shirts, tank tops, leggings, tights, leotards, spunks, socks.

Outer Clothing--Top layer of clothing worn over underclothing and layers.

Bottoms--Clothing that covers continuously from waist/hip to at least four inches above floor when kneeling. Examples: Pants, skirts, dresses.

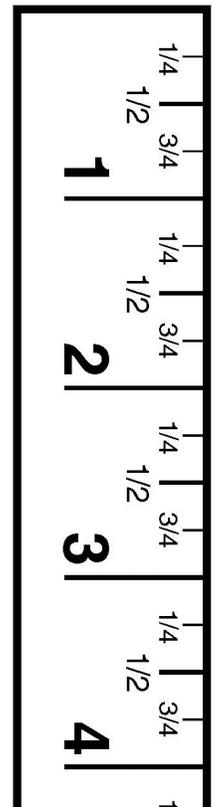
Tops--Clothing that covers continuously from neck line to waist/hip, starting four inches from clavicle down. Tops must fit, be solid, and have a four-inch shoulder seam. Collars are optional.

Sunglasses & Hats--Protective items that are to be worn outside.

Accessories--Decorative additions to clothing that must be respectful to others. Examples: Belts, jewelry, scarves

Rules:

1. **Underclothing** should remain unseen at all times. Outer clothing and layers should cover these items.
2. **Layers** should be worn only as layers and must meet fitting/covering guidelines outlined in **Outer Clothing**.
3. Shoes that are appropriate for daily activities must be worn.
Examples:
athletic shoes for P.E. Slippers are only allowed on Pajama Days.
4. Dress for 8th grade recognition, like all public occasions, requires nice Clothing. The final decision on what is appropriate will rest with the teachers and principal. Inappropriate dress will preclude a student from the program.
5. The principal reserves the right to determine inappropriate clothing beyond these guidelines.
6. If you represent the school in a voluntary activity, you may be required to meet additional dress and grooming standards approved by the principal. You may be denied the opportunity to participate if those standards are not met.



Important Information about Weston Middle School

Expectations, rules, and policies help us create a safe and orderly environment. If a need arises to create new school rules during the year, we will let you know through the daily announcements. Students are responsible to know and follow all school rules and district policies as presented in the student/parent handbook. If you have questions about any school or district rule, please don't hesitate to ask. Please remember that school rules apply on the school grounds, in school, at the bus stop, on the bus, at all school-sponsored events, and on the way to and from school.

Alternative Education

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement. Parents may request additional in-district alternative education programs by submitting written requests to the principal. Contact the principal or district office for additional information on submitting proposals, the evaluation and approval process.

Attendance / Absences and make-up work

We cannot stress enough how important it is to attend school every day. No amount of make-up work can replace or duplicate the learning that happens in class. Missing school will affect your learning, grades, and achievement. Research indicates over and over again that attending school is the NUMBER ONE indicator of success. For this reason, Athena-Weston Schools have set a goal of 95% attendance for each student.

If for some reason you cannot attend school, we ask that your parent *call or e-mail the office before 9AM so that we can mark the absence as excused*. If we do not receive a call from a parent, we will attempt to call ourselves to find out why you are not in school.

Upon your return to school, district procedures require a written note from your parents/guardians in order to officially excuse your absence. *Please be sure to bring one and give it to the office*. State law gives district officials the right to excuse or not excuse absences based on the nature of the absence, pattern of absences, or frequency. Make-up work is the responsibility of the student who is absent. Students will be given time upon their return to make up work. This includes pre-arranged absences. Teachers may not be able to provide advance work for planned absences. *If you are absent, you need to talk to your teachers and arrange for your make-up work*.

If your school attendance drops below 95%, your parent or guardian will be contacted by the school district to discuss the reasons for your absences and ways that the district can be helpful.

Attendance below 90% is considered to be *Chronic Absenteeism*. In the event that your absences reach the definition of *chronic*, a conference will be required and an Attendance Improvement Plan may be developed.

State law ORS 339.065 defines *Irregular Attendance* as more than 8 one-half days or 4 full days in any four week period. If your absences become *irregular*, the district will follow procedures outlined by Oregon State Law.

Being late for class will also impact your learning. You need to be in your seat, ready to learn when school starts at 8:00am and by the tardy bell for every class period. There are consequences for excessive, unexcused tardies.

For more information regarding attendance procedures at WMS, please refer to the Athena-Weston District-Wide Student Attendance Procedures. A copy is available in the school office.

Boy – Girl Relationships

Ample opportunity is given for socializing between boys and girls at social activities and during free time. However, such things as kissing, embracing, and holding hands are not allowed.

Cheating

You are expected to conduct yourself honestly and with integrity in your work. You are responsible for neither giving nor receiving assistance (written, oral, or otherwise) on tests, examinations, final evaluations or class assignments that are to be graded as the work of an individual. Cheating includes, but is not limited to:

1. Copying another student's homework
2. Working with others on projects that are meant to be done individually
3. Looking at or copying another student's test or quiz answers
4. Allowing another student to look at or copy answers from your test or quiz
5. Taking a test or quiz in part or in whole to use or to give others
6. Copying information from a source without proper attribution.
7. Submitting the papers of other students, publications, or the Internet

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. You may have to redo the assignment or retake the test. Repeat offenders may be referred for detention or suspension.

Check out / Check in:

If you must go to an appointment during the school day, you should bring a note to the office in the morning. When the time comes for you to actually leave, you will be called by the office. Only your parent (s) or other adults listed on your emergency contacts are able to sign you out. If you return to school that day, you should check in at the office, sign in, and be given a pass to class.

Closed Campus

We are a *closed campus*. After arriving at school, you are to remain on school grounds for the remainder of the school day. You will not be released at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The office will determine that permission has been granted before allowing you to leave. You will not be released to any person without the approval of your parent or as otherwise provided by law. If you leave campus without permission, there may be disciplinary action.

Computer / Internet Use

You may have access to the district computer network and internet. To gain access, you must obtain parental permission. You and your parents/guardians must sign the network/internet user agreement. This form will be kept on file in the office. Misuse of any computer will result in the student losing computer privileges and having to pay for the cost of any damages done to the computer software or hardware.

Concerns and Complaints procedure

It is the goal of Weston Middle School to effectively educate and enrich the lives of its students. Occasionally, however, the goals and practices of the school may not always correspond with those of the parent. In these cases, we have a system in place for parents to address such concerns involving their child. In our efforts to improve communication between the school and our community, we have put together a list of steps to aide in this process.

Step 1: If a parent has a concern involving a staff member or classroom concern, he/she should first contact the staff member in an effort to resolve the conflict. If the issue involves a coach or athletic situation, the athletic director should be contacted.

Step 2: If the issue is not resolved, the parent should then schedule a meeting with the principal.

Step 3: If, after meeting with the principal, the parent still feels the issue has not been resolved he/she should request a meeting with the superintendent.

Step 4: The superintendent will review the complaint and respond to the parent once the situation has been investigated.

Step 5: If after the meeting with the superintendent, the parent still does not feel the issue has been resolved, the parent may contact a school board member.

Deliveries, Messages, and Gifts

Messages and gifts for students are not encouraged. To avoid classroom disruptions, items such as balloons and flowers are not delivered to your classroom, but can be picked up from the office at the end of the school day. Balloons and glass vases cannot be taken on the bus.

Electronic Devices

You are discouraged from bringing electronic devices to school. (CD players, iPods, MP3 players, Game Boys, cell phones, etc.) If you do bring such items, they must be turned off and in your locker or left in the office *during school hours (7:45-3:05)*. *They may only be used on the school bus.* Cameras on cell phones may not be used at any time during school. Any electronic device confiscated during the school day may be picked up with the following guidelines:

1st offense--may be picked up by student after school.

2nd offense--may only be picked up by a parent or guardian after school.

3rd offense--*automatic suspension (minimum 1 day)* and may only be picked up by parent or guardian after school.

Eligibility and extracurricular activities

The following programs are classified as extracurricular activities: academic contests, field trips, athletics, student council, 8th grade recognition, assemblies and special events/activities.

Your eligibility to participate in extracurricular school activities is based on behavior, conduct, attitude, paid fees, and academic achievement. You may be excluded from extracurricular activities for any of the following:

1. Conduct unbecoming a Weston Middle School student.
2. Two unexcused absences from school that week.
3. Any unpaid fees.
4. Two minor referrals or one major discipline referral in the same week.
5. Not maintaining a passing grade in all classes for the grading period for which you are currently enrolled.

Academic/Athletic eligibility procedure grades 6-8:

1. One day per week during a sports season (usually Thursdays), all athletes, the athletic director, and teachers will meet. Students who have failing grades will be notified. They will have a chance to talk with their teachers during the meeting to discuss ways to achieve passing grades by the following Monday.
2. On the following Monday, teachers will notify the athletic director which students completed the necessary work to become eligible for play that week. If you did not achieve passing grades by 3pm on Monday, you are ineligible for the week.

- Parents will be notified of your ineligible status by an SOS form given to you showing the classes you are failing and the dates of the ineligibility.
3. The period of ineligibility will begin immediately and run from that day (Monday) through Sunday.
 4. If you are failing one or more classes at the end of any semester, you will be declared ineligible for the first week of competition in the next sports season. This also applies from the spring of the previous school year to the fall of the next school year.
 5. If you are ineligible for an athletic event(s), you will not suit up for contests or travel with the group. However, the student must go to all practices for that extracurricular activity.

Emergency Contacts

It is very important that registration information cards be kept up to date with current addresses and phone numbers. *If your address or phone number changes, or if your parent's work place and phone number changes, please contact the office as soon as possible.*

Fighting

Horseplay and rough housing often lead to fights, and that is one of the reasons they are not allowed. There are no good reasons for fighting and the consequences are steep. *The consequence for fighting is in or out-of-school suspension.*

If you feel like someone is picking on you, report the situation to the supervising staff member when it happens. Hitting back is not self-defense. Hitting back is retaliation. Covering your face with your arms or running is self-defense. Be assured of this—*if you hit or attack someone, you will be appropriately disciplined—even if, in your opinion, you did not start the fight.*

Food, Drink & Gum

WMS is a *gum-free campus*. Though WMS is an older building, our janitors and maintenance personnel do a wonderful job of keeping it nice and in good repair. Gum is not allowed on school grounds at all. Please do not bring it to school. Students chewing gum will be required to throw it away and may receive litter patrol or detention as a consequence. Classrooms are no food and drink zones unless you have the permission of your teacher. Food and drink provided by a teacher may be consumed under teacher supervision in the classroom. Food and drink purchased in the cafeteria must be consumed in the cafeteria. Food is not to be taken from the cafeteria at any time. Food, drink and gum are not allowed on the bus, playground or in the hallways. If you send food or drink with your child for lunch or afterschool it is to remain *unopened* in their locker. Water is available for students in the classroom and hallways. Food and beverages consumed on the way to school should be finished and/or discarded prior to entering the building.

Harassment , Bullying and Cyber Bullying

It is never, ever OK to pick on other students, call names, or purposely make other students feel bad. Harassment of any nature may result in an office referral. Examples of harassment include: name calling, physical contact like pushing, poking, tripping, punching, making threatening gestures or statements, taking or destroying someone's property, spreading rumors or lies, lying to an adult about something someone did to get them in trouble, saying nasty, obscene, or mean things, making unkind remarks in a mean way to hurt others. (face to face or electronically)

Being a good citizen means standing up to what is wrong. If we do that, harassment will end. Tell an adult if you know or have heard of a dangerous situation. It might be tempting to be mean right back. Don't do it! Getting even with someone for their bad behavior does not help and is not allowed. You will get in trouble too! Follow this plan instead:

- **STOP**- If someone is directing problem behavior to you, or someone else, tell them to “stop”
- **WALK** away if the behavior does not stop.
- **TALK** – Report the problem to an adult if the behavior occurs again.

Remember, bullies pick on others because they can get away with it. As soon as they are discovered and found out, they will stop. Take a stand against harassment by not harassing anyone yourself and not allowing yourself or your friends to be harassed. *If the problem continues keep reporting it.*

Illness or accident during the school day

If you are not feeling well or you have an accident at school you may come to the office. Please report to your teacher or playground aid first. You may have your temperature taken and a decision will be made about whether your parent will be called.

iPads

Weston Middle School is very fortunate to have 1:1 iPads in most classrooms. All students must have a signed parent iPad Use Contract on file in order to be issued a device.

iPad Rules:

1. The iPads and cases are the sole property of Athena Weston School District and will be issued on a daily checkout basis to your child for instructional use only.
2. The use of the iPad is a *privilege* extended to students and is conditional upon compliance with the requirements of this handbook, the Athena Weston School District’s Technology and Internet Policy , and all other District policies.
3. The student is responsible for the security of the iPad at all times. The iPad should never be left unsecured. When not with the student, the iPads should be secured or stored in the Bredford carts.
4. WMS staff has the right to take temporary possession of the iPad at any time without prior notice if staff has reasonable grounds to believe the iPad is being used in violation of any WMS policies. A student may be placed on restricted use or may even permanently lose use of the iPad.
5. Cyber bullying is bullying that is carried out through an internet service such as email, chat room, instant message, and through mobile phones. It also includes inappropriate use or distribution of images, videos, or audios of another person. *Any form of cyber bullying will not be tolerated under any circumstances.* Your student will receive information and instruction about what cyber bullying is and then will be required to pass quizzes on the topic to receive his/her iPad. In addition, internet and password safety will be taught as well. If your student is absent and misses the instruction, he/she will be given the information to study as homework. He/she will take the quiz at a later date and then receive the iPad when the requirements are met.
6. Students who are assigned to detention, in school suspension, or out of school suspension will not have access to his/her iPad to complete assignments. The student will need to complete the assignment on a home computer or with paper and pencil. The work will need to be completed by the assignment’s deadline to receive credit.
7. Many classroom assignments are done using iPads. However, all teachers will work with students to ensure that they can complete assignments at home without using an iPad when necessary. “All of my work is on my iPad” is NEVER an excuse to have incomplete assignments.

Language

Using swear words in school is not allowed. If you are upset with someone, abusive or profane expressions are not acceptable. Cool down first. Learn to express yourself in a civil way, especially when you are unhappy or angry.

Library

The library is organized to assist you with your school work and to provide reading material for leisure hours. The library is designed as a computer and study area.

Library Rules

1. Damaged and/or lost books will be billed to parents at replacement or repair cost.
2. No food or beverages are allowed in the library.
3. The door located closest to the office is to remain shut. (Emergency Exit)
4. If you come to the library to use the computers for research you must have teacher approval.
5. If you use the computers for online research you must have an internet use agreement signed by your parents on file.

Library books can be checked out for a two week period. If a student loses a library book, the student must pay for the library book. If you plan to move, you must turn in all your books to the office before checking out.

Lockers

Lockers are district property. Students are assigned lockers as a privilege, not as a right. If a locker is being used improperly or abused, the student will no longer be able to use a locker. Lockers may be searched or inspected at any time by district personnel.

Some things to remember are:

1. Do not let other students (even your best friend) know your locker combination.
2. Do not tamper with the lock so that it will stay unlocked.
3. Do not trade lockers.
4. Never get into another person's locker, and do not be in possession of the combination(s) of other locker(s).
5. The security of this locker is your responsibility. The school is not liable for any items taken from lockers.
6. Personal locks are not allowed on lockers.
7. Backpacks are to be kept in lockers. *They are not to be left in the hallway or on top of the lockers or taken into the classroom or library.*
8. Personal decoration of the locker needs to be school appropriate and limited to the inside of the locker.

Lost and Found

Reasonable care will be given to all lost and found articles turned in to the office. The office will move lost and found items to the hooks at the end of the 4/5 hallway. Report all losses to the office immediately. *Do not bring valuable items to school.* Label all clothing and personal items. Large amounts of money are not to be brought to school. If this happens, you should turn in the money to the main office for safekeeping.

Lunch

Weston Middle School provides a reduced price and free lunch program for students of low income families. Applications for free and/or reduced lunches are available in the office and on our website. Anyone who may be eligible is encouraged to apply: all information pertaining to free/reduced lunch program is confidential. *Families who qualify are required to reapply every year.*

Medications being brought to school

No student is to bring or have medication of any kind in their possession on the school grounds or bus without special written permission from the principal/parent on file in the office. All medication is to be kept at the office. Medications include vitamins, herbal remedies, over-the-counter medications such

as Tylenol, allergy or diet pills, and any prescription medications. This is a safety issue for all students.

Parents who wish school personnel to give out prescription or over-the-counter drugs such as Tylenol to their child during the school day need to complete a written request through the school office. The medications should be brought to the school office by the parent. *Medication must be in the original container and clearly labeled.* Medication will be stored in a locked cabinet in the health room. State law requires new forms to be submitted to the school each year and that all remaining medication is picked up by a parent at the end of each school year. Any remaining medication is disposed of properly by the office.

Any student who provides any medications, pills, or drugs of any kind to another student will be considered for serious disciplinary action. Any student who accepts any medications or drugs from another student may receive disciplinary action as well.

Physical Examinations

Students in grades 6 through 8 who participate in sports must have a physical examination performed by a doctor prior to practicing and or competing in athletic events. This physical is valid for two (2) years. The physical examination is the responsibility of the parent and is to be paid for by the parent. A record of the examination must be kept on file at the school and will be reviewed by the coach prior to the start of any sport season.

Possession or use of tobacco, alcohol, drugs or weapons

Tobacco, alcohol or illegal substances are not allowed on campus at any time. Any student who has tobacco products, alcohol, or illegal substances in his/her possession or who is using these substances on or near school grounds will be suspended and a report will be taken by the police. *The administration will also refer to the district drug policy when making decisions in this area.* Any student who distributes, sells, or causes tobacco to be sold to a student under age 18 is subject to a fine of not less than \$100 and up to \$500.

Supplying a controlled substance (an illegal drug-like marijuana) to a student or minor within 1000 feet of any school property is a Class A Felony. Punishment is a maximum of 20 years imprisonment, \$100,000 fine or both.

Weapons (or look alike weapons) of any kind are not allowed at school for any reason. District policy may require an expulsion hearing for any student who brings a weapon or possesses one at school. If you find a weapon in or near the school, report it immediately to the office.

Prohibited Items

The following items are disruptive to the learning process and therefore should not be brought to school:

1. Sharpies or other permanent markers, "Expo" markers, or paper correction fluid
2. Cameras
3. Rubber bands, balloons, water balloons, or water devices
4. Laser pens / pointers
5. Lighters, matches and other inflammables

Prohibited items listed above will be confiscated and returned only to the student's parents. Items not claimed after 30 days may be disposed.

Searches

You and your personal property, when under the jurisdiction of the school, may be searched. Items found which that become evidence of a violation of law or school rule may be seized and turned over to law enforcement or returned to its rightful owner, as appropriate.

Suspension and Expulsion

Suspensions may be the result of office referrals. In-school suspension is served in the office and/or the detention room. Students on out-of-school suspension are not allowed to come to school or be on school grounds without administrator permission. Only the Superintendent can expel students. Students who are expelled may not come to school at all for the time they are expelled.

Transportation

Riding the bus is a privilege which can be denied if bus regulations are not followed. We will follow policies and procedures which will encourage good student conduct and safety for all students when going to and from school on the buses. All students must present a note from their parents to the bus driver if they are to ride a bus that they don't normally ride. Disciplinary procedures for violations range from verbal warnings to suspension from the bus for one year.

Telephone Use

The office telephones are for school business and may be used only with permission from the office staff. Phones are available in the classroom and may be used with teacher permission. We are not able to hold the bus for phone usage after school, please make prior arrangements.

Video Surveillance

The district has authorized the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention. Video recordings may be provided to law enforcement agencies.

Visitors

As a matter of safety, we ask that all visitors – even parents – check in at the school office and receive a visitor's pass to wear. We want parents to feel welcome, but we also want students and staff to be safe. Older brothers and sisters who are listed on the student's emergency card may check a student out of school. They also must check in at the office. Students from other schools are only allowed to visit with prearranged administrative approval. *When picking up or dropping off your student, please park in the back parking lot behind the upper gym, walk thru the breeze way and enter thru the front doors.*

I have read, and agree to the terms of, this handbook.

Signed _____ (Student)

Signed _____ (Parent/Guardian)

Initial _____ (TSET Teacher)

Date _____

Five-Step System for Helping WMS Students Manage Their Behavior

STEP 1: MLT (Model/Lead/Teach):

When staff notices that student behavior is inappropriate, they ask the student questions regarding the school rules to be sure that the student understands the rule in question completely. If the student does not respond correctly, staff states the rule in a way that can be understood.

STEP 2: Classroom/Playground Interventions:

If rules are still not being followed after it is clear the student understands the rule, a series of classroom/playground interventions are used. These interventions are designed to provide immediate and logical feedback to the student as well as an opportunity for the student to learn how to behave appropriately in the future. The consequence is decided by the adult in charge and is carried out immediately. All staff members may invoke classroom and playground interventions when they are sure the student understands that their behavior is inappropriate, and it is not necessary to MLT (Step1). Classroom and playground interventions include, but are not limited to: offering help, changing activities, acknowledging someone who is behaving appropriately, providing choice, having a private conversation with the students, preferential seating, removal from the activity, using proximity, work detail, detention and a host of other problem-solving activities.

STEP 3: Parent Intervention:

If using the MLT strategy and Classroom/Playground Interventions are not successful, parents will be contacted to enlist their support in correcting their child's behavior.

Step 4: Team Intervention

Whereas classroom and playground interventions are immediate and made by individuals, team interventions take time and are made by more than one staff member. These interventions include a conducting a team meeting, developing a positive behavior support plan, completing a functional behavior assessment, documenting interventions, brainstorming solutions, and sharing information.

STEP 5: Office Intervention

Office interventions should only be used after the other steps have been exhausted or the infraction is so severe that it requires immediate attention from the office.