



## WENDELL MIDDLE SCHOOL STUDENT HANDBOOK 2018-2019

920 East Main Street  
Wendell, ID 83355  
(208) 536-5531  
Fax: (208) 536-5957

Brian Jadwin, Principal  
Melissa Wise, Office Manager  
Rachel Thaete, Administrative Assistant

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### **Please Sign Below**

I have read the student handbook with my child and understand the requirements of attending Wendell Middle School.

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Students Printed Name \_\_\_\_\_

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Students Signature \_\_\_\_\_

Date \_\_\_\_\_

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Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

This book is provided at no charge to the student. A charge of \$5.00 will be made to replace lost planners.

Student Computer User Name \_\_\_\_\_

Student Computer Password \_\_\_\_\_

Student Email Address \_\_\_\_\_

**Wendell School District #232  
2018-2019 School Calendar**

<b>Aug. 20</b>	<b>First Day of School</b>	
<b>Sept. 3</b>	<b>Labor Day</b>	<b>No School</b>
<b>Oct. 17, 18</b>	<b>P/T Conferences</b>	
<b>Oct. 18</b>	<b>End of 1<sup>st</sup> Quarter</b>	
<b>Nov. 21-22</b>	<b>Thanksgiving Break</b>	<b>No School</b>
<b>Dec. 20</b>	<b>End of 1<sup>st</sup> Semester/2<sup>nd</sup> Quarter</b>	
<b>Dec. 20-Jan.2</b>	<b>Christmas Break</b>	<b>No School</b>
<b>Jan. 8</b>	<b>School Resumes</b>	
<b>Feb. 10</b>	<b>President's Day</b>	<b>No School</b>
<b>March 6-7</b>	<b>Student Led Conferences</b>	
<b>March 14</b>	<b>End of 3<sup>rd</sup> Quarter</b>	
<b>Mar. 25-28</b>	<b>Spring Break</b>	<b>No School</b>
<b>May 23</b>	<b>Last Day of School (end of 4<sup>th</sup> Quarter/2<sup>nd</sup> Semester)</b>	<b>Early Release</b>

### Message to the Students from Mr. Jadwin, Principal

I want to personally welcome each and every one of you back to WMS. For those that are returning, it's great to see you back and for those that are new, welcome! Middle school is a time of transitions and transformations. You will experience many different changes during your time at WMS, new friends, new teachers, new knowledge, and many other opportunities. While you are here, you will be learning life-long skills that are necessary to be successful. We provide all of our students with rigorous curriculum and many different learning opportunities inside and outside the classroom. I invite you to participate in as many activities as you can and take on new responsibilities in order to learn and grow. I hope that with the clear expectations, a strong sense of community, a relevant curriculum, and the support of your family and teachers, you will make the most of your middle school experience.

**The information included in this handbook is specific to Wendell Middle School and all policies included here are in addition to the policies stated in the Wendell School District Policies.**

### Wendell Middle School Vision Statement

"WMS is passionate about providing Character Education, ensuring student academic success and nurturing positive relationships. Character Education is accomplished through quality instruction and Service Learning. By expecting the most of every student, we intend to develop each student's confidence to rise to their full potential. All WMS personnel actively seek to create caring relationships with students."

### *Faculty, Staff and Maintenance*

<i>Brian Jadwin</i>	<i>Principal</i>
<i>Melissa Wise</i>	<i>Office Manager</i>
<i>Rachel Thaete</i>	<i>Secretary</i>
<i>Kevin Connor</i>	<i>Counselor</i>
<i>Marian Andrews</i>	<i>5<sup>th</sup> grade</i>
<i>Maryanne Anthony</i>	<i>5<sup>th</sup> grade</i>
<i>Aleasa Herman</i>	<i>5<sup>th</sup> grade</i>
<i>Stacey Oden</i>	<i>5<sup>th</sup> grade</i>
<i>Dani Bonawitz</i>	<i>6<sup>th</sup> Lang Arts</i>
<i>Dan Kuka</i>	<i>6<sup>th</sup> Mathematics</i>
<i>Jami McDonald</i>	<i>6<sup>th</sup> Reading</i>
<i>Sarah Bender</i>	<i>7<sup>th</sup> Mathematics</i>
<i>Camille Lancaster</i>	<i>7<sup>th</sup> Lang Arts</i>
<i>Jennifer Nebeker</i>	<i>7<sup>th</sup> Science</i>
<i>Ann Richman</i>	<i>7<sup>th</sup> Reading</i>
<i>Jessica Anderson</i>	<i>8<sup>th</sup> Math</i>
<i>Hannah Lancaster</i>	<i>8<sup>th</sup> Lang Arts</i>

<i>Robert Moore</i>	<i>8<sup>th</sup> Social Studies</i>
<i>Wendy Smith</i>	<i>8<sup>th</sup> Science</i>
<i>Trina Ciocca</i>	<i>P.E./ Health</i>
<i>Mechelle Fogelsong</i>	<i>Librarian</i>
<i>Ellen Taumoefolau</i>	<i>Special Ed</i>
	<i>Title One</i>
	<i>Comp Lab para</i>
<i>Grace Silva</i>	<i>ESL para</i>
<i>Carey Reitsma</i>	<i>Special Ed para</i>
<i>Kathy Rice</i>	<i>Title One Para</i>
<i>Cheryl Dias</i>	<i>Maintenance</i>
<i>Troy Fletcher</i>	<i>Maintenance</i>
<i>Karissa Beem</i>	<i>Custodial</i>
<i>Anjie Howard</i>	<i>Cook</i>
<i>Linda Hulet</i>	<i>Cook</i>
<i>Melissa Smith</i>	<i>Cook</i>

## Accidents

Even with the greatest precautions and the closest supervision, accidents can and do occur at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. **The school district does not provide medical (accident) insurance to automatically pay for medical expenses when students are injured at school.** This is a responsibility of the parents or legal guardians. The district carries only legal liability insurance. **The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premium are available at the Middle School office.**

## School IDs and Lanyards

In an effort to make Wendell Middle School a safe environment, all students are required to wear their school issued lanyard and ID badge. By wearing your lanyard and ID badge, all staff will know that you are a student at WMS. Students will wear their badge and ID around their neck and above their waist and have their ID visible at all times. Students are only allowed to wear WMS issued lanyards.

WMS uses PBIS Rewards that allows students to earn points and spend them in school. In order to earn these points, students need to wear their lanyard and ID badge. The first lanyard and badge are at no cost to the student, if you lose your lanyard and/or badge, there will be a \$5.00 replacement fee to cover the cost of the lanyard and badge.

## Activity Cards

Activity cards will be issued to students paying the activity fee of \$25.00. **Students participating in athletics must purchase an activity card.** Those who purchase the card may enter all Wendell Middle School events and activities, with the exception of dances without a charge or at a discount. Money raised by the sale of the activity cards is used to fund uniforms, referees and athletic programs. Students showing Middle School activity cards at High School activities may receive a discount. **Cards are not valid during tournaments.**

## Athletic opportunities

The philosophy of Wendell School District Athletics is to help all participating boys and girls develop an understanding of the values of discipline and sportsmanship, to develop an appreciation of being a part of a team representing the school, and to achieve a high level of skill and an increased level of self-esteem.

The middle school level is a time to develop the essential fundamentals of the respective sports. Although middle school coaches will work to develop as many players as possible, it is recognized that in some situations cuts may be necessary in order to properly instill sound fundamentals in future varsity level players. Necessity to cut will be decided by coaches and middle school administration.

**Athlete Conduct:** Students participating in athletics represent the school, the community, and their peers, and are expected to live up to higher standards of conduct than those generally imposed on other students. A student's classroom behavior/performance is affected by his/her extracurricular performance. When classroom behaviors interrupt the team's motivation or performance, those students may be disciplined by the coach, athletic director, or principal and may be suspended from the team or denied participation.

**Athletic Risk:** Parents and/or guardians should understand that with any physical activity, there is an element of risk, including severe injury and even paralysis or death associated with participation.

Stringent efforts will be made by the district to prevent or minimize injuries, but students participate in athletics at their own risk and must be covered by health insurance.

**Athlete Training Rules:** Participants may not use or have in their possession any type of tobacco, alcohol, illegal drugs and/or paraphernalia. Any participant found using or possessing any of these substances or items shall:

- Be expelled from participation and forfeit any awards, honors, and/or recognition for that sports session, or
- Be suspended from participation until professional drug/alcohol assessments are completed at participant's expense.

The participant will agree to give a copy of the assessment to the coach and administrator, follow all recommendations of the assessment, and agree to voluntary drug testing at his/her expense. If a second violation occurs, involving any of these substances or items, the participant shall be expelled from participation for one calendar year and possibly the remainder of his/her middle school years.

**Athlete Standards and Requirements:** Students who participate in extracurricular activities must be in compliance with the middle school athletic policy. These requirements include, but are not limited to:

- Students must maintain a minimum of a 2.00 GPA or 1 D and no F's in all classes during a sport season.
  - Grades will be checked every Thursday. If a student's grades drop below the minimum, the student will be placed on academic probation. A student can come off academic probation if:
    - Grades meet the minimum standard the next grade check or,
    - A note from the teacher confirming that the student's grade is a C or higher.
- Student athletes with a cumulative GPA below 2.0 must be placed on an academic plan of improvement.
- Participants must have a current **physical exam, insurance,** and an **activity card (cost \$25)** prior to practicing or participating.
- **Pay to Participate** payment of \$25 per sport; no more than \$50 per school year.
- Participants must be in school for at least three classes on the day of a competitive event in order to be eligible unless excused by the athletic director, coach, or principal.
- Participants who miss practice without being excused by the coach may not participate in the next competitive event. Excessive unexcused missed practices may result in dismissal from the team.
- Participants who are truant from school or class on the day of a competitive activity may not participate in the activity. Participants who have more than one truancy may be dismissed from the team.
- Participants who have been suspended from school may not participate in a competitive activity during the suspension.
  - A second suspension (either in school or out of school) may result in multiple game suspensions or dismissal from the team.
  - A third suspension (either in school or out of school) will result in dismissal from the team.
- Coaches may, at their discretion, increase any of these requirements but may not lower any WSD student-athlete requirements.

- Students must gather homework prior to the athletic event. Athletic events are scheduled ahead of time, as such, all school work missed due to athletic events will not receive extra time for completion and is due on the teacher determined due date.

**Parent/Coach Confrontations:** We believe that pre-game, during game, and post-game confrontations between coaches and parents are very disruptive to a team's unity and spirit. The coaches have been instructed to walk away from confrontations. If you would like to arrange a conference with a coach, notify the athletic director or principal. Please remember that playing time is a coaching decision and is non-negotiable. Pre-game, during game, and post-game confrontations may result in the participant being suspended from game(s) or dismissal from the team. Individual coach's policies concerning parent confrontations will be followed.

**Transportation:** Participants must ride the transportation that is provided by the district. If the coach speaks directly to the parent and/or receives written notification from the parent, the parent may be allowed to provide the transportation from the event to home. Participants may only receive transportation from their parent/guardian.

### Attendance Policy

The State of Idaho and the Wendell School Board have established 90% attendance as the standard for students in school. Parents will receive a letter from WMS periodically when students exceed that requirement which is 4 absences a Quarter. As an excessive amount of absences and tardies results in a loss of learning for your child, it is our school district's policy to review whether these absences are adversely affecting the student's academic performance. Following each Quarter our Attendance Committee will meet with all parents and students who do not meet the 90% rule and make a plan for improvement. (see WSD Policy #522)

If a student misses any school for medical or court appointments, written documentation from the medical office or court official is required in order for the absence to be marked medical excuse or court excuse.

In an effort to establish positive life-long habits and in order to minimize the disruptive nature of late students, all tardies will have a consequence. For attendance purposes, 3 tardies is equivalent to 1 absence. If a student is tardy by more than 10 minutes, the student will be identified as absent and the absence must be verified by the parent or guardian.

#### **HABITUAL TRUANT DEFINED**

A habitual truant means any student who, in the judgment of the board, repeatedly has violated this attendance policy, or any child whose parent or guardian has failed to cause the pupil to be instructed as provided by Idaho Code 33-302.

If the student does not meet the ninety percent (90%) attendance requirements of this policy and one-half (1/2) or more of all such absences are unexcused, he or she is a habitual truant. Students are truant if their absence from school is unexcused. Unexcused absences are those absences from school without the knowledge and approval of a student's parent/guardian, and/or school approved activity absences. In order for an absence to be excused, oral or written communication from the student's parent/guardian must be received within forty-eight (48) hours of the last day of the absence, except for school approved activity absences.

*NOTE: Suspensions from school will count toward the four days allowed for absence during any quarter. In addition, the student will receive a zero in their classes for the day(s) they are in out-of-*

*school suspension. Choice of in-school or out-of-school suspension will be at the discretion of the principal.*

### **Bullying/Harassment (excerpts from WSD Policy 506):**

It is the policy of this district to maintain a learning environment that is free from harassment. Each student has the right to attend school in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive.

Students attending district schools are:

1. Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex (including sexual orientation), race, color, national origin, age, religious beliefs, ethnic background, or disability;
2. Prohibited from sexually harassing other students; and
3. Required to report, to the school principal or designee, harassment of which the student becomes aware.

This policy applies to all conduct on the district's premises and at school-sponsored events, conduct during transportation to and from school and school-sponsored events, and to conduct off the district's premises that has an adverse effect upon a student's educational environment. Any bullying needs to be reported to school personnel immediately.

### **Character Expectations**

The staff at WMS continues to be trained in Positive Behavior Intervention Supports (PBIS) which encourages the development of character expectations. These expectations are:

#### **Trojan PRIDE Positive, Responsible, Integrity, Dedicated, Empowered**

WMS takes a positive approach to behavior management that is clear, consistent, and equitable. Administrators, staff, parents and students contribute to the positive atmosphere that is present at WMS. Students are held responsible for their behavior; only the student can control their behavior. The intention of PBIS is to recognize and reward students who demonstrate Positive, Responsible, Integrity, Dedicated, and Empowered behavior. In order to make sure all students understand what is expected of them, the following behavior matrix and discipline quadrant are made available to all students:

<b>TROJAN</b>	<b>P</b>	<b>R</b>	<b>I</b>	<b>D</b>	<b>E</b>
<b>Schoolwide</b>	-Encourage others to make positive choices.	-Come to school -Do your best	Respect the school building -Be honest in your interactions with others.	-Show up on time every day. -Be proud of your school. -Do your best every day.	-Be true to your school. -Improve every day. -Be proud of your education. -It's okay to be smart! -Aim high.
<b>Classrooms</b>	-Find the good in others around you.	-Come to class prepared -Turn work in on time -Do your best; redo when necessary	-Leave other's property alone. -Put trash in the garbage. -Comply with teacher and staff requests.	-Appropriately participate. -Turn in assignments on time.	-I can determine my own education. -Report problems to the office. -Save power, turn lights off.
<b>Hallways</b>	-Help others get to class on time. -Walk on the right-hand side -Use appropriate voice volume	-Keep that hall neat and clean -Be courteous to locker buddies -Report bullying or problems to an adult	-Be helpful and courteous. -Kind in word and deed. -Be honest with other's property.	-Share locker space and passing period time.	-Use uplifting speech. -Empower yourself and others to use space in a positive way.
<b>Bathroom/Locker room</b>	-Use uplifting language -Report messes	-Wash your hands with soap and water -Make sure your "stuff" is yours -Clean up after yourself	-Respect others property and space. -Report problems -Use clean language. -Keep the restroom clean.	-Aim properly and clean up after yourself.	-Wash hands after using the bathroom. -Be a positive role model.
<b>Office</b>	-Please and thank you.	-Ask for permission to use phone -Use equipment properly	-Respect the privacy of self and others. -Remember confidentiality. -Be honest with self and others. -Pay your fees.	-Be aware of my academic and athletic standing. -Positive communication with the office.	-Advocate for yourself. -Know your grades.

<b>Lunch Room/Commons</b>	<ul style="list-style-type: none"> <li>-Encourage others to clean up.</li> <li>-Please and thank you.</li> <li>--Use appropriate voice volume</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up after yourself</li> <li>-Keep food in Commons</li> <li>-Your food, your hands.</li> </ul>	<ul style="list-style-type: none"> <li>-Respect the privacy of self and others.</li> <li>-Be honest with self and others.</li> <li>-Listen to the instructions of the lunch room attendant.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep your food in your mouth.</li> <li>-Be kind to others at your table.</li> <li>-Invite others to eat with you.</li> </ul>	<ul style="list-style-type: none"> <li>-Use uplifting speech.</li> <li>-Empower yourself and others to use space in a positive way.</li> </ul>
<b>Gym</b>	<ul style="list-style-type: none"> <li>-Encourage others to appropriately participate.</li> </ul>	<ul style="list-style-type: none"> <li>-Follow rules and etiquette</li> <li>-Return equipment to proper place</li> </ul>	<ul style="list-style-type: none"> <li>-Play by the rules.</li> <li>-Respect the gym and gym equipment.</li> </ul>	<ul style="list-style-type: none"> <li>-Play your hardest.</li> <li>-Respect the presenter.</li> <li>-Respect gym space.</li> </ul>	<ul style="list-style-type: none"> <li>-Give your best effort during P.E.</li> <li>-Encourage your team to excel.</li> <li>-Compliment others.</li> </ul>
<b>Bus/Bus Line</b>	<ul style="list-style-type: none"> <li>-Be thankful to the bus driver.</li> <li>-Help others find the correct line and bus.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep the bus clean.</li> <li>-Stay seated</li> <li>-Keep food/drink put away</li> <li>-Get to the bus line on time.</li> <li>-Stay on the sidewalk.</li> </ul>	<ul style="list-style-type: none"> <li>-Use appropriate language</li> <li>-Respect personal boundaries</li> <li>-Use time wisely</li> </ul>	<ul style="list-style-type: none"> <li>-Know when to get off the bus.</li> <li>-Get to your bus line as soon as possible</li> </ul>	<ul style="list-style-type: none"> <li>-Know the rules.</li> <li>-Know the safety procedures.</li> <li>-Stay in your bus line.</li> <li>-Follow the bus duty instructions.</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>-Invite others to play and be involved</li> </ul>	<ul style="list-style-type: none"> <li>-Return equipment to its proper place.</li> <li>-Pick up your belongings and trash.</li> </ul>	<ul style="list-style-type: none"> <li>-Be honest in the games you play.</li> <li>-Stay visible to duty personnel.</li> </ul>	<ul style="list-style-type: none"> <li>-Use your free time wisely.</li> </ul>	<ul style="list-style-type: none"> <li>-Create new games to play and invite others.</li> <li>-Be active.</li> </ul>

Progression of Discipline Quadrant – Wendell Middle School

Updated 1/24/2018

<b>Level 1- NON-REFERRAL</b> To be dealt with in the classroom "One time" incidents or minor infractions	
Examples of Behaviors	Possible Interventions
<ul style="list-style-type: none"> <li>• Gum Chewing</li> <li>• No Homework</li> <li>• Incomplete Class Work</li> <li>• Talking in Class</li> <li>• Off-Task behavior</li> <li>• Running</li> <li>• Scribbling on paper or desk</li> <li>• Annoying others</li> <li>• Lying</li> <li>• Cheating</li> <li>• Unprepared for class</li> </ul>	<ul style="list-style-type: none"> <li>• Change seat</li> <li>• Buddy Teacher</li> <li>• Think Chairs</li> <li>• Use of intervention techniques such as "Stop &amp; Think"</li> <li>• Inform Parents</li> <li>• Redirect behavior</li> <li>• Create another activity for the student</li> <li>• Follow PBIS/RTI suggested strategies</li> <li>• Inform student of rule violation</li> <li>• Describe expected</li> </ul>

<b>Level 2- Discretionary</b> Multiple Offenses Refocus Sheet	
Examples of Behaviors	Possible Interventions
<ul style="list-style-type: none"> <li>• Disruptive name calling or language</li> <li>• Constant disruptions</li> <li>• Property damage</li> <li>• Stealing</li> <li>• Tantrums</li> <li>• Threats</li> <li>• Conflict (physical/verbal)</li> <li>• Disruptive, disrespect</li> <li>• Spitting</li> <li>• Talking back</li> <li>• Defiance, refusing to do what is asked</li> <li>• Biting</li> <li>• Walking away</li> </ul>	<ul style="list-style-type: none"> <li>• Change seat</li> <li>• Buddy Teacher</li> <li>• Refocus sheet</li> <li>• Use of intervention techniques such as "Stop &amp; Think"</li> <li>• Inform Parents</li> <li>• Redirect behavior</li> <li>• Create another activity for the student</li> <li>• Follow PBIS/RTI suggested strategies</li> <li>• Inform student of rule violation</li> <li>• Describe expected</li> </ul>

<b>Level 3- REFERRAL to office</b> Behaviors are a danger to self/others Multiple offenses, 5+ Refocus sheets	
Examples of Behaviors	Possible Interventions
<ul style="list-style-type: none"> <li>• Alcohol</li> <li>• Attendance</li> <li>• Biting</li> <li>• Bullying</li> <li>• Continued disruption</li> <li>• Continued defiance</li> <li>• Disruptive conduct</li> <li>• Dress code</li> <li>• Drugs</li> <li>• Fighting or altercation</li> <li>• Gang affiliation or related activities</li> <li>• Insubordination</li> <li>• Leaving class, building, or campus</li> <li>• Libel/slander</li> <li>• Sexual harassment</li> <li>• Sexual misconduct</li> <li>• Insubordination</li> <li>• Leaving class, building, or campus</li> <li>• Libel/slander</li> <li>• Sexual harassment</li> <li>• Sexual misconduct</li> <li>• Non-compliance</li> <li>• Profanity</li> <li>• Technology violation</li> <li>• Threats to students or staff</li> <li>• Vandalism/weapons</li> <li>• Cheating</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to office where the following may occur:</li> <li>• Parent contact by phone or letter.</li> <li>• Request for parent/teacher/admin conference</li> <li>• Written response such as an apology letter</li> <li>• Lunch detention</li> <li>• Removal from area</li> <li>• SRO conference</li> <li>• School safety conference</li> <li>• Suspension of privileges</li> <li>• Student sent to counselor or other staff to discuss behavior</li> <li>• In school suspension</li> <li>• Send to buddy teacher</li> <li>• Mentorship</li> <li>• Lunch detention.</li> </ul>

<b>Level 4 – Suspension / Expulsion</b> Behaviors are a danger to self/others Formal review and re-entry contract.	
Examples of Behaviors	Possible Interventions
<ul style="list-style-type: none"> <li>• Alcohol</li> <li>• Attendance</li> <li>• Biting</li> <li>• Bullying</li> <li>• Continued disruption</li> <li>• Continued defiance</li> <li>• Disruptive conduct</li> <li>• Dress code</li> <li>• Drugs</li> <li>• Fighting or altercation</li> <li>• Gang affiliation or related activities</li> <li>• Insubordination</li> <li>• Leaving class, building, or campus</li> <li>• Libel/slander</li> <li>• Sexual harassment</li> <li>• Sexual misconduct</li> <li>• Insubordination</li> <li>• Leaving class, building, or campus</li> <li>• Libel/slander</li> <li>• Sexual harassment</li> <li>• Sexual misconduct</li> <li>• Non-compliance</li> <li>• Profanity</li> <li>• Technology violation</li> <li>• Threats to students or staff</li> <li>• Vandalism/weapons</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to office where the following may occur:</li> <li>• Parent contact by phone or letter.</li> <li>• Request for parent/teacher/admin conference</li> <li>• Written response such as an apology letter</li> <li>• Lunch detention</li> <li>• Removal from area</li> <li>• SRO conference</li> <li>• School safety conference</li> <li>• Suspension of privileges</li> <li>• Student sent to counselor or other staff to discuss behavior</li> <li>• In school suspension</li> <li>• Send to buddy teacher</li> <li>• Mentorship</li> <li>• Lunch detention.</li> </ul>

## Discipline Policy

We believe that an atmosphere conducive to learning must be maintained. The rationale behind the WMS discipline policy is the belief that students have the right to learn and teachers have the right to teach, that these rights must be respected, and that there must be reasonable, appropriate consequences for those who disrupt the educational process. A school-wide discipline policy helps provide a safe environment for our students.

We have adopted a behavior management system entitled Mileposts. This system tracks individual behaviors as well as school wide behavior. This allows us to identify trends and then strategize to eliminate problems. Mileposts divides behavior into two categories; Major and Minor and then correlates them with Major and Minor Consequences. Referral forms are filled out by staff members and administration. The follow quadrants are general guidelines that WMS staff follow when students misbehave:

### Bus Conduct

All school rules and policies extend to the students who ride buses. School discipline may result even though the incident occurred on a bus away from school. Students who ride a bus to an off-campus event must return on the bus unless the parent is at the event and personally contacts the person in charge and takes their son/daughter with them

### Cell Phone Policy

Cell phones may only be used in the classroom for educational purposes with teacher permission. Before school, during passing period, during lunch, and after school permission is not needed to use a cell phone.

**The school and school district are not responsible or liable for lost, stolen, or broken cell phones. If you bring your cell phone to school; it is your responsibility and you do so at your own risk.**

The following consequences will be enforced for the misuse of cell phones:

- 1<sup>st</sup> offense - The student must pick up the cell phone at the office at the end of the school day.
- 2<sup>nd</sup> offense - The student's parent/guardian must pick up the cell phone in the office at the end of the school day.
- 3<sup>rd</sup> offense - The student receives his/her cell phone back after paying a \$10 fine at the end of the school day and contact with parent is made.
- 4<sup>th</sup> offense or more - The student receives his/her cell phone back after paying a \$20 fine at the end of the school day and contact with parent is made.
- If the fine is not paid, then the cell phone will be kept in the school office till the end of the school year.

There is a **Zero Tolerance** policy for sending sexually explicit text messages, pictures or videos. This is a major offense and will be dealt with according to school policy and local law enforcement.

### Checking Out of School

Whenever a student needs to leave the campus during the regular school day, including the lunch break, he/she must notify the front office **prior to leaving.** **Only a school official or a parent may**

**excuse a student from campus. Siblings, relatives, or friends cannot check a student out of school without prior parent/guardian approval.** If a student leaves without checking out through the office, he/she will be deemed truant. Parents cannot excuse the student "after the fact."

#### **Closed Campus**

WMS has a closed campus and students are to remain on school grounds from the time they arrive in the morning until school is dismissed. *IF* students choose to leave campus without permission, disciplinary action will be taken and they will be considered truant.

#### **Computer Network and Internet Policy**

The Board of Trustees has established a district wide policy governing the use of computers and accessing the internet. Copies of this policy may be obtained from the office. Before any student may use the internet, a parental permission slip must be provided to the appropriate instructor. Any student violating the policy may have **all** computer privileges revoked.

Students are not to bring personal flash drives of any kind to play on the computers. Students will lose the use of computers if they insert programs that are not approved by the staff.

#### **Lockers**

Lockers are available for all students. The locker will have a lock on it. The lock and locker is issued to each student at the beginning of the year. Each student is responsible for their locker, their lock, and the contents of their locker. There is a one-time \$7.00 fee that students pay when they start at WMS and that fee follows the student to the high school and is reimbursed at graduation. It is the student's responsibility to keep the locker orderly and clean. Students are not to write on or put stickers on their lockers. Students are not to share their lock combination with other students. **The school and school district are not responsible for lost or stolen items.**

1. Lockers are school property and remain in the possession and control of the school at all times.
2. Students are permitted to use lockers for the limited purpose of temporarily storing items needed for classes and other school activities.
3. Students are prohibited from storing weapons, drugs, or other contraband in their lockers.
4. Lockers are subject to random and/or periodic searches by school officials with or without notice.
5. Students will only use school provided locks on their lockers. No student is to use a personal locking device on their locker.

#### **Backpacks**

Backpacks are not allowed in WMS classes or middle school classes taught at the high school. Use your locker to hold your backpack and other belongings.

#### **Promotion of Students**

In general, children will be placed at the grade level to which they are best adjusted academically, socially, and emotionally. Children will usually progress annually from one (1) grade to the next.

However, in cases where it has been determined that retention is in a particular student's best interest, he or she may be retained in the same grade for one (1) additional year. Such retention must be cleared in advance by the building principal and discussed in advance with the parent of the child.

In secondary programs a student's progress will be determined by the number and nature of the subjects passed. A student may advance from junior high school into the senior high school with less than the usual number of credits when the administrators of the two (2) buildings jointly agree that such a move will be in the best interest educationally for the student involved.

#### WSD Policy No. 626

#### Possible Ways to Make Up a Credit

- Online courses
- Correspondence Courses
- Plato Credit Recovery

#### Parental Concerns

From time to time, patrons have concerns that need to be expressed. In order to maintain continuity, it is best to resolve issues in the following manner:

1. The first and most effective step is to take the concern to the staff member (teacher, coach, etc.) who is closest to the situation. Most problems are due to a misunderstanding or miscommunication and can be resolved at this level.
2. If there is still a problem, it should be brought to the principal. Unresolved concerns are usually satisfactorily resolved by the building administrator.
3. If the concern persists, then the concern should be taken to the superintendent of schools.
4. If the patron feels that the issue has yet to be resolved, they may appeal to the Board of Trustees.

It is imperative that all parties remain civil during while expressing their concerns to any other party.

#### Medication

The front office **does not** administer aspirin, Tylenol, or any other over the counter (OTC) medication. No medications, prescription or non-prescription will be dispensed to a student by a teacher, secretary, or other personnel without first filling out the proper paper work with the front office. If you need to take medication during school hours, please leave the medication in the office, in its original container, clearly marked with the student's name. It is not to be stored in a student's personal belongings. **Students with medical problems which require injections during the school day are required to keep the medication and needles in the office.**

#### Visitors / Student Gifts

All visitors to WMS must check-in at the main office and get a visitor's pass. Students are not permitted to have guests during school.

When parents or family members want to give a student a gift, the student will not be pulled out of class. The student will be notified that they can pick up their gift/item at the end of the school day.

Because the student's education is important, students will not be pulled out of class to talk with their parents. The front office will write down a note and deliver it to the student when it is least disruptive to the educational process.

Students will not be called out of class to receive phone calls. A message can be left in the front office and the student may pick it up between classes.

### **Fire Drills**

Fire drills will be conducted by school officials and/or the local fire department. Students are expected to remain calm and quiet during these drills. Students need to follow the established evacuation plan as practiced in each classroom. Students are to remain outside until instructed by the building administrator or person conducting the fire drill. Anyone found causing a "false alarm," will be subject to both school and legal consequences.

### **Weapons Policy**

Wendell School District has a "Zero-Tolerance," weapons policy. Weapons may include but are not limited to guns, knives, fireworks, explosives, or any other dangerous weapons. Students who are found to be in violation of this policy will be suspended and may face expulsion from the Wendell School District. See WSD Policy No. 541.

### **Lunch**

Wendell Middle School no longer qualifies for the "Community Eligibility" program. **Lunch will no longer be provided for free for all of WMS students.** Parents/Students need to fill out a free/reduced lunch form with the front office in order to still qualify for free or reduced lunch. Lunch prices for the 2018/2019 school year are \$2.25 for breakfast and \$2.85 for lunch. Students who qualify for reduced breakfast and lunch will pay \$.40 for breakfast and \$.30 for lunch.

### **Personal Property**

Students assume the responsibility for the loss or damage of personal property. Large sums of money and articles of real or sentimental value should be left at home.

### **Sexual Harassment (excerpt from district policy 506)**

Sexual harassment is a form of misconduct that undermines the student's relationship with educators and with other students. No student, male or female, should be subject to unasked for and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment refers to sexual overtures or conduct, including those that relate to the student's sexual orientation, that is unwelcome, personally offensive, and affecting morale, thereby interfering with a student's ability to study or participate in school activities. Sexual harassment is a form of misconduct that includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in the educational process;
2. Submission to or rejection of such conduct by an individual is used as a factor for Educational decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.
4. Examples of sexual harassment include, but are not limited to, the following:

- a. Unwelcome verbal statements of a sexual or abusive nature, including requests or demands for sexual activity, sexual jokes, and obscene comments, etc.;
- b. Unwelcome, sexually motivated or inappropriate touching, pinching, or other physical contact;
- c. Unwelcome sexual behavior or communications, accompanied by implied or overt threats concerning an individual's education.
- d. Unwelcome behavior or communications directed at an individual because of his/her gender; and stalking or unwelcome, sexually motivated attention.

School District Policy prohibits such behaviors and serious consequences may arise if a student or students are found violating this policy.

### **Power School**

Power School is the school district's student management system. Access to this will help you track grades and attendance. Below are the instructions.

1. Open the Internet browser on your computer.
2. Type <https://power.wendellschools.org> into the address bar.
3. If you do not already have a PowerSchool Parent Account, click the "Create Account" button at the bottom of the page. Complete the fields on the top half of the page.
4. To link a student to your account, enter the student's name, Access ID, and Access Password into the appropriate fields. Select your relationship to the student from the drop-down menu. Access IDs and Passwords will be handed out at registration, midterms, and are also available by calling the office at [208-536-6611](tel:208-536-6611).
5. If you have other students, add their names, Access IDs, and Passwords to the list. You can also add additional students after you have logged in for the first time.
6. Click the blue "enter" button to finish creating your account.
7. Once your account is created, enter the username and password you chose for your parent account.
8. View your student's information.
9. Remember to log off when you are finished.
10. Your Student can access their PowerSchool Account by using their school username and password.

### **Smoking/Drugs/Alcohol**

Students will not have e-cigarettes, cigarettes or tobacco at school. It is a violation of the law. Therefore, students cannot smoke on school grounds or near the school grounds. Students may not sell, buy, use, exchange, be under the influence, or have any type of illegal drug or any alcohol on school grounds. Students will be suspended and turned over to the police for violation of this policy on tobacco, drugs, use of huffing materials, and/or alcohol. It is Wendell Middle School's policy to help enforce Idaho Code 18-1502.

### **Late Work Policy**

In order to create a more uniform learning environment, there will be a two-week time frame for students to make-up or turn in any missing assignments, missing tests, missing projects, etc. from the original due date. This policy applies to all classes at Wendell Middle School. Teachers may deduct points at their own discretion. Teachers may also shorten the time frame at their own discretion as addressed in their class syllabi. Special consideration can be made by the individual teacher.

## Homework

If a student knows that they will be absent, it is in the best interest of the student to talk with their teachers before the dates of their absence(s). If a student is absent, homework requests must be made no later than noon, 12:00. The homework will be ready for pick up by the end of the day.

## WMS Uniform

Students at WMS are encouraged to be responsible and use good taste in selecting their clothes and follow basic modesty codes. Student dress and grooming is the responsibility of the student and parent/guardian. This uniform policy is in effect during the entirety of the school day and students will not be permitted to attend class until the uniform violation is fixed. Student adherence to the uniform policy will be checked every morning during the morning announcements.

The following will be the dress code guidelines but are not limited to:

### Students are not permitted to wear

- Hats, sweatbands, bandanas, or any other head covering. Head coverings are to be left at home or stored in student's locker.
- Pajamas, pajama pants, sweats, slippers, blankets, and other sleepwear.
- Gang related clothing, **such as the color red and royal blue** (*this includes shoes*).
- Clothing, jewelry and personal items shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol, or tobacco company advertising, promotions, and likeness, or which advocate violence, racial, ethnic or gender bias, or religious prejudice.
- All chains, on wallets or otherwise, are prohibited at school.

### General Clothing

- Clothing must fit, not too small, not too big.
- Underwear/undergarments must be covered at all times.
- Jewelry or accessories with drug, alcohol, profanity, tobacco, products or sexual message are not acceptable.
- PE/Gym clothing is only appropriate in the gym.
- Appropriate shoes must be worn at all times. No solid red or blue shoes.

### Upper Body

- Shirts must be golf style polo's with a collar, buttons, and sleeves. Buttons must start at the collar of the shirt. Shirts must be solid colors: **white, grey or black**.
- Any symbol/logo has to be smaller than the student I.D. card or a drivers license.
- Students may wear undershirts (long or short sleeved). Undershirts must not have any writing or artwork and must be a solid approved **top** color. When layering with an undershirt, polo shirts must be the top layer.
- Sweatshirts, cardigans, V-neck or crew-neck sweaters, with the exterior of the same solid colors listed above, may be worn. They must be **worn over a collared shirt** and not be oversized. Sweatshirts and sweaters with a hood are permitted. However, hoods are not allowed to be worn on top of a student's head during school.

- T-shirts sold or affiliated with WSD or the city of Wendell (i.e. rec, honor choir and state sports t shirts) is permitted as long as they are not solid red or solid blue.
- Idaho collegiate wear is approved with this uniform policy.
- Must cover the entire chest.
- Must meet the top of the pants with arms extended up.

### **Lower Body**

- May include pants, skirts, uniform jumpers, shorts, capris and must *be khaki (tan), navy blue, grey or black* in color.
- Cannot be shorter than where the student's school ID card reaches starting from the top of the knee cap.
- Cannot have holes in the area above where the student's fingertips reach.
- Clothing that is deemed too revealing because of how it fits, how it is cut, or how it is worn; or clothing that is torn, has holes, or is worn in a way that shows buttocks, undergarments, stomach, or crotch will not be tolerated. Leggings, jeggings, yoga pants etc. are all considered in violation of the dress code.
- Pants should be secured at the waist and belts must be secured by loops (they may not hang).

*Wendell Middle School will not be providing changes of clothes for students who violate the uniform policy.*

Any clothing or apparel that is disruptive to the learning process may be deemed inappropriate for school and the learning process. The dress code as stated above is to be used as a guideline. As there is no way to anticipate changes in student dress and fashion, the building administrator or designee may alter or add restrictions to this dress code to improve the educational process.

### ***Dress code violation consequences:***

#### **First offense:**

Warning-documentation in Mileposts and student must fix the problem immediately

#### **Second offense:**

Call home to parents

Violation logged in to Mileposts.

In School Suspension until dress code violation is fixed. (WMS will not provide clothing; PE uniforms are intended for PE/Gym use only and will not be an option to change in to for the entire school day.

#### **Third Offense:**

Call home to parents.

Violation logged in to Mileposts.

In School Suspension for the remainder of the day due to insubordination.

Any violations after the third offense will be considered a discipline issue and the student may face out of school suspension for insubordination and incorrigibility.

## FACIAL PIERCING

It is the policy of this school district that students shall dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are, therefore, required to dress in a manner that promotes a safe and healthy school environment, **and is not disruptive of the educational climate and process.** (WSD Policy NO. 517)

Facial piercing has been judged to be a disruption to both the student and to those around them. Therefore, facial piercing including but not limited to lip rings, eye brow rings, nose rings and tongue rings are prohibited to all students at Wendell Middle School.

## Media Access

Throughout the course of the school year, the media may be in our schools or at school-sanctioned events to cover our activities. Often, they are present at our request to showcase our students and teachers engaged in exciting educational activities. At times, the media has requested to cover a particular story. The majority of the media coverage featuring students are considered “human interest” stories that neither are controversial in nature nor contain sensitive subject matter.

In accordance with the Family Educational Rights and Privacy Act, WMS includes in its classification of “directory information” student names and photographic images of students participating in regular classroom or school-authorized events such as those noted above. This means that the media may publish and/or broadcast the names and photographs of students participating in school related activities without prior parental consent.

While the school and school district considers the names and photos as directory information, we understand that some parents have concerns about their child being identified by picture and name in the media. If you object to having your student participate in media coverage, where your student will be identified *by both photo and name*, please complete the media exemption form and return it to the WMS office. WMS will keep a record of the students who should be limited from media access. Please note, your permission will be assumed if the school does not have this completed form on file indicating your preference.

It is important to understand that this practice applies to the “human interest” stories mentioned above. In instances where the building administrator has a concern about maintaining student confidentiality or the sensitive nature of media related stories, parental permission will be sought prior to allowing the student to participate. If you have questions or concerns about this subject, please contact the WMS principal. They will be happy to discuss the issue and answer any questions you may have.

**Regular Bell Schedule**

5th/6th Bells		
Period	5th/6th	Minutes
<b>Breakfast</b>	7:20-7:45	25 min
<b>Staff</b>	7:30	
<b>1</b>	7:45-8:46	61
<b>2</b>	8:50-9:51	61
<b>3</b>	9:55-10:55	60
<b>Lunch</b>	10:55-11:25	30
<b>4</b>	11:25-12:25	60
<b>5</b>	12:30-1:31	61
<b>6</b>	1:35-2:36	61
<b>7</b>	2:40- 3:41	61
<b>Staff</b>	4:00	425 min

7th/8th Bells		
Period	7th/8th	Minutes
<b>Breakfast</b>	7:20-7:45	25 min
<b>Staff</b>	7:30	
<b>1</b>	7:45-8:46	61
<b>2</b>	8:50-9:51	61
<b>3</b>	9:55-10:55	60
<b>4</b>	11:00-12:00	60
<b>Lunch</b>	12:00-12:30	30
<b>5</b>	12:30-1:31	61
<b>6</b>	1:35-2:36	61
<b>7</b>	2:40- 3:41	61
<b>Staff</b>	4:00	425 min

**Parental Involvement Policy**

The following is our Parental Involvement Policy that we have adopted at Wendell Middle School. We value your input and want you to know that this document is a work in progress. Please read the document and if you have any questions or comments, please do not hesitate to call the office or visit with the school Principal. **Parents may access the full policy through the link on the Wendell School District web page: click link Board of Trustees, School District Policies, then read Policy # 671.**

Wendell Middle School recognizes that the education of each student is a responsibility shared by the school and the student’s family, therefore, the school district endorses the parental involvement goals of Title I (20 U.S.C. §6381) and Title III (20 U.S.C. §7012(e)) and encourages regular participation by parents of all children including those eligible for Title 1 and Limited English Proficiency (LEP) programs in all aspects of those programs.

In keeping with these beliefs, it is the intention of Wendell Middle School to cultivate and support active parental involvement in student learning. The school will:

1. Include parents and stakeholders in: Building Leadership, Title I Committees, and School Improvement Committees.
2. Hold Parent/Teacher Conferences regarding the student’s academic and behavior progress twice per year.
3. Provide avenues for parents and patrons to give input to the school on ways to improve academics, sports, and other areas under the purview of the school.
4. Utilize as many forms of communication to update and announce WMS information.
5. To provide translation and interpretive services for parents and students throughout the school year.
6. Enable families to participate in the education of the children through a variety of roles.
7. Provide professional development opportunities for teachers and staff to enhance their understanding of child development, cultural awareness, and parental involvement strategies.
8. Annually review the Parental Involvement Plan.

## Wendell Middle School Athletic Schedule 2018-19

### VOLLEYBALL

Date	Time	Location	Opponent	Bus Time
8/30	4:00	Away	Buhl	2:55
<b>9/4</b>	<b>4:00</b>	<b>Home</b>	<b>Gooding</b>	
<b>9/6</b>	<b>4:00</b>	<b>Home</b>	<b>Declo</b>	
9/10	4:00	Away	Valley	2:45
9/11	4:00	Away	Filer	2:45
<b>9/13</b>	<b>4:00</b>	<b>Home</b>	<b>Kimberly</b>	
<b>9/17</b>	<b>4:00</b>	<b>Home</b>	<b>Shoshone</b>	
9/18	4:00	Away	Declo	2:20
9/25	4:00	Away	Kimberly	2:45
<b>9/26</b>	<b>4:00</b>	<b>Home</b>	<b>Buhl</b>	
9/27	4:00	Away	Gooding	3:05
10/1	4:00	Away	Kimberly	2:45
10/3	4:00	Away	Kimberly	2:45

### FOOTBALL

Date	Time	Location	Opponent	Bus Time
9/12	4:00	Away	<b>Kimberly</b>	2:00
9/20	4:00	<b>Home</b>	<b>Filer</b>	
<b>9/27</b>	<b>4:00</b>	<b>Home</b>	<b>Wood River</b>	
10/03	4:00	Away	Buhl	2:20
<b>10/11</b>	<b>4:00</b>	<b>Home</b>	<b>Gooding</b>	
10/18	4:00	Away	Declo	1:35

### CROSS COUNTRY

Date	Time	Location	Opponent	Bus Time
8/30	4:00	Away	Valley	2:15
9/7	3:00	Away	The Community School	
9/13	4:00	Away	Kimberly	2:45
<b>9/19</b>	<b>4:00</b>	<b>Home</b>	<b>Wendell</b>	
9/26	4:00	Away	Filer	2:30
10/3	4:00	Away	Buhl	2:30
10/9	4:00	Away	Gooding CC (golf course)	2:20

### GIRLS BASKETBALL

Date	Time	Location	Opponent	Bus Time
<b>10/18</b>	<b>4:00</b>	<b>Home</b>	<b>Declo</b>	
10/23	4:00	Away	Kimberly	2:45
<b>10/25</b>	<b>4:00</b>	<b>Home</b>	<b>Filer</b>	
10/29	4:00	Away	Glenns Ferry	2:45
10/31	4:00	Away	Shoshone	2:45
11/01	4:00	Away	Oakley	
11/5	4:00	Away	Kimberly	2:45
<b>11/7</b>	<b>4:00</b>	<b>Home</b>	<b>Gooding</b>	
<b>11/8</b>	<b>4:00</b>	<b>Home</b>	<b>Valley</b>	
11/13	4:00	Away	Declo	2:20
<b>11/14</b>	<b>4:00</b>	<b>Home</b>	<b>Buhl</b>	
11/19	4:00	Away	Filer	2:45
<b>11/20</b>	<b>4:00</b>	<b>Home</b>	<b>Glenns Ferry</b>	
11/28	4:00	Away	Gooding	
11/29	4:00	Away	Buhl	2:55
12/4	4:00		Tournament	
12/5	4:00		Tournament	
12/6	4:00		Tournament	

## BOYS BASKETBALL

Date	Time	Location	Opponent	Bus Time
<b>1/07</b>	<b>4:00</b>	<b>Home</b>	<b>Valley</b>	
<b>1/08</b>	<b>4:00</b>	<b>Home</b>	<b>Buhl</b>	
1/10	4:00	Away	Declo	2:20
<b>1/14</b>	<b>4:00</b>	<b>Home</b>	<b>Glenns Ferry</b>	
1/16	4:00	Away	Kimberly	2:45
<b>1/17</b>	<b>4:00</b>	<b>Home</b>	<b>Oakley</b>	
<b>1/22</b>	<b>4:00</b>	<b>Home</b>	<b>Gooding</b>	
<b>1/23</b>	<b>4:00</b>	<b>Home</b>	<b>Glenns Ferry</b>	
1/24	4:00	Away	Filer	2:45
<b>1/28</b>	<b>4:00</b>	<b>Home</b>	<b>Kimberly</b>	
<b>1/30</b>	<b>4:00</b>	<b>Home</b>	<b>Shoshone</b>	
1/31	4:00	Away	Gooding	3:05
2/4	4:00	Away	Glenns Ferry	2:45
<b>2/5</b>	<b>4:00</b>	<b>Home</b>	<b>Filer</b>	
<b>2/7</b>	<b>4:00</b>	<b>Home</b>	<b>Declo</b>	
2/12	4:00	Away	Buhl	2:55
2/13	4:00		Tournament	
2/19	4:00		Tournament	
2/21	4:00		Tournament	

## WRESTLING

Schedule will be announced at the beginning of the season.

## BOYS AND GIRLS SOCCER

Schedule will be announced at the beginning of the season. It will be a spring sport this year.

## TRACK

Track meets will be announced at the beginning of the season.