

**THE SCHOOL DISTRICT OF  
PHILADELPHIA**  
Woodrow Wilson Middle School  
1800 Cottman Ave  
Philadelphia, PA 19111

**Home of the Wildcat!**



**WE ARE C4 CHAMPIONS**  
**COMPASSIONATE, COOPERATIVE, COURTEOUS AND**  
**CREATIVE..**  
**WE ARE C4!**

This Student Handbook belongs to:

\_\_\_\_\_

Advisory Section: \_\_\_\_\_ Advisor: \_\_\_\_\_ Room Number: \_\_\_\_\_

School District of Philadelphia  
**Woodrow Wilson Middle School**

1800 Cottman Avenue  
Philadelphia, Pa 19111-3892  
[www.phila.k12.pa.us/schools/wilson](http://www.phila.k12.pa.us/schools/wilson)  
Phone # (215) 400-3190 FAX # (215) 400-3191

**Principal - Stefanie Ressler**

Welcome Back Students and Parents,

**WILSON is a special place!** We are fortunate to have various backgrounds of race, gender and heritage attending our school. Wilson maintains a long history of academic success for its children due to a dedicated staff, our community stakeholders and a close relationship with families of the children we serve. As educators and parents our challenge is to help all students view school as an unlimited opportunity for achievement. **Together, we can enable our children to reach for and attain success.**

As a parent of a twenty-five year-old daughter and a twenty-eight year old son, I understand the stress of being a parent. My commitment to you as a parent is to work as partners in educating your child. With your help, we will create new and varied experiences for our students. As parents, you are your child's first and most important teacher. We are dedicated to student success and **hope that you will take every opportunity to become part of your child's education and an active member of our Wilson family.**

Students, plan now to make a difference in our school. Study to the best of your ability and prepare yourselves wisely for your future. Think about your **career goals and remain focused** on them, as you further understand the importance of your education. A student's role in education is to be an **active participant**, rather than a passive participant. It is also very important to read ahead of your teacher and participate in class activities.

I am committed to a shared and collegial leadership in our school, where all grow professionally and learn to view themselves as members of a team working towards the same goal: a **"GREAT" school.**

Please take the opportunity to read this information in the handbook carefully with your child. It is important that your child has a clear understanding of what our expectations for him/her are while attending Wilson. There are several **IMPORTANT POLICIES** discussed and after reading we request that you **sign and return the STUDENT TECHNOLOGY USE PERMIT, STUDENT PLEDGE, and HOMEWORK POLICY** found in the back of this book.

In closing, my door is always open to all and I hope that you stop by even for a quick hello. Should you have any questions or concerns you can reach me any time at [sressler@philasd.org](mailto:sressler@philasd.org) or by phone at 215.400.3190

Stefanie Ressler, Principal

### CONTACT INFORMATION

Principal Ressler	215-400-3190	sressler@philasd.org
Assistant Principal Conkle	215-400-3190	mconkle@philasd.org
Assistant Principal Caplan	215-400-3190	dcaplan@philasd.org

#### Climate Managers

Mr. Griffis  
Mr. Ryan

#### Special Education Liaison

Ms. Brace

#### Dean of Students

Mr. Frederick  
Ms. Ward

#### Nurse

Ms. Melloy

#### Counselors

Ms. Byrd  
Ms. Felici

#### School Police

Officer Hopkins

#### Office Staff

Ms. Hernandez, Secretary  
Mrs. Gray, SISL/ Attendance

#### International Baccalaureate Coordinator

Mr. Frederick

## School Year Calendar: 2017 - 2018

Since the calendar is subject to change during the course of the school year, the web version may contain updates not reflected in the printed version of this publication.

August 28, 2017	First Day for Staff
August 28 - September 1	Staff Only - Professional Development
September 4, 2017	Labor Day - Administrative Offices and Schools Closed
September 5, 2017	First Day for Grades 1-12
September 21 - 22, 2017	Rosh Hashanah – Administrative Offices and Schools Closed
September 29, 2017	2018-2019 School Selection Process Begins
October 5, 2017	Woodrow Wilson Middle - Back to School Night 5:30 PM – 7:30 PM
October 9 – 11, 2017	Interim Reports
October 27, 2017	Professional Development Half Day – 3 Hour Early Dismissal
November 7, 2017	Election Day – Schools Closed
November 10, 2017	Veteran’s Day Observed – Administrative Offices and Schools Closed
November 13, 2017	2018-2019 School Selection Process Ends
November 20 – 22, 2017	Report Card Conferences
November 23 - 24, 2017	Thanksgiving Holiday - Administrative Offices and Schools Closed
December 8, 2017	Professional Development Half Day – 3 Hour Early Dismissal
December 25 – 29, 2017	Winter Recess – Schools Closed
January 1, 2018	New Year’s Day - Administrative Offices and Schools Closed
January 2, 2018	Staff Only –Professional Development
January 3 - 5, 2018	Interim Reports
January 15, 2018	Dr. Martin Luther King Day - Schools and Administrative Offices Closed
February 14 – 16, 2018	Report Card Conferences
February 19, 2018	Presidents’ Day – Administrative Offices and Schools Closed
March 14 – 16, 2018	Interim Reports
March 16, 2018	Professional Development Half Day – 3 Hour Early Dismissal
March 29, 2018	Spring Recess – Schools Closed
March 30, 2018	Good Friday – Administrative Offices and Schools Closed
April 2, 2018	Spring Recess – Schools Closed
April 27, 2018	Professional Development Half Day – 3 Hour Early Dismissal
May 2 – 4, 2018	Report Card Conferences
May 15, 2018	Pennsylvania Primary Election Day – Schools Closed
May 9 – 11, 2018	Interim Reports
May 18, 2018	Professional Development Half Day – 3 Hour Early Dismissal
May 28, 2018	Memorial Day – Administrative Offices and Schools Closed
June 8 – 12, 2018	Graduation Window
June 12, 2018	Last Day for Students
June 13, 2018	Last Day for Staff

## School District of Philadelphia Dress Code Policy

All students are expected to follow his or her school's dress code and dress in a manner of appearance that would not cause a disturbance, distract or interfere with the instructional program, or constitute a health or safety hazard. Student uniforms should fit appropriately to his/her body. The principal of each school shall make the final decision as to what is considered proper or improper attire.

Principals may declare spirit or club days and allow students to wear school spirit shirts, or dress-up days (i.e., when school pictures are scheduled) or allow students to wear other dress code attire such as uniforms or special dress for Boy Scouts, Girl Scouts, athletes, cheerleaders, band, or chorus. Nothing in this Code of Conduct shall restrict or ban a student's wearing of religious garb.

*Parents with concerns regarding religious dress are encouraged to discuss them with the principal.*

### Wilson Middle School's uniform:

Preparation for class is part of the student's overall subject grade.

- **Shirt:** Solid-Navy golf or polo style collared, uniform-type, short-sleeve shirt. Turtlenecks acceptable in winter. **No graphics**
- **Pants:** Uniform-style, Tan/khaki with belt loops. Slacks or shorts must fit at the waist and must be free from frays and holes. Shirts **MUST** be tucked in at the waist; belts must be worn at all times with slacks and shorts, and must be visible at the waist.
- **Appropriate Length:** Pants, shorts, and skirts that measure (front and back) no shorter than three inches above the knee. Skirts, jumpers, and dresses must measure no shorter than three inches above the knee.
- **Shoes:** Students must wear shoes or sneakers to school.
- **Socks:** Socks (or stockings for girls) must be worn.
- **Outerwear:** Navy Blue sweaters, sweater vests, sweatshirts without hoods are acceptable in the classroom.
- **Coats:** Heavy coats and jackets **MAY ONLY** be worn to and from school and/or outdoors and be kept in student lockers throughout the day.
- **Special:** Spirit shirts/club shirts may be worn on day(s) determined by the school administrator.
- **Jewelry MUST be limited** and administration reserves the right to maintain the final decision as to what is considered proper or improper.
- **HATS** are to be kept in a student's locker or book bag and **ARE NOT** to be worn or hung from belts throughout the day.

### Physical Education - Preparation for Class Activities

All pupils are scheduled for and required to participate in Physical Education activities. Appropriate and functional attire is necessary. *Students are expected to wear their PE uniform to school on their assigned PE day. Wearing the PE uniform will be considered the "designated" school uniform ONLY if the student is scheduled that day for gym.* For this activity we require the following clothing to meet the needs of personal cleanliness and maximum safety:

- a. All-purpose **gray athletic shorts or sweat pants** and a separate **navy blue tee shirt** to be worn only on P.E. class days. (Exceptions: 1. Students with medical conditions (note from a doctor required). 2. Religious beliefs that require Religious attire.)
- b. **Athletic shoes** that are designed for activity (sneakers).
- c. **No jewelry** is to be worn during class in order to provide safety for the student and the rest of the class. Watches, earrings, chains, rings, etc. should be left home on gym days.

#### Physical Education Medical Excuses

- a. If there is a chronic problem such as asthma, heart condition, etc., a medical form MEH23 must be filled out by a doctor.
- b. If there is a temporary illness such as a cold or sprain, then a note from the parent or guardian is sufficient for that day only.

#### REWARDS & CONSEQUENCES

A point system will be in place to recognize students arriving on time and in uniform prepared to learn.

Students will be recognized when following the Uniform Policy by taking part in special activities such as: Wilson Talent Show, "Staff/Student Basketball Game, Assemblies, Trips, Ice Cream Social, to name a few.

Students NOT adhering to the uniform policy will be EXCLUDED from these events and may be subject to further discipline actions.

We have read and understand the required Dress Code policy/procedure.

Parent's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Attendance Procedures and Expectations

**In Philadelphia County**, school attendance is required for all children aged 6 to 17. "Attend school" means that a child must be enrolled and attend a public school, a charter school, a cyber charter school or a private or religious-based school, or participate in an approved home schooling program.

**Pennsylvania Department of Education regulations** state that children are considered school age from the time they are ADMITTED to the public school educational program until graduation from high school or the age of 21. Thus, during the time a child is of school age, the child or student is entitled to attend the public schools of the district or a charter school. Students who turn 21 during the school term are entitled to finish that school term.

### **When can a child miss school?**

There are instances when it is necessary that a student miss school. These are called "excused absences." Excused absences include circumstances such as illness or injury, teen parent leave (delivery only), death/funeral-related absence (see below), education-related trips or activities, suspension, and religious holidays. A **written notice** from a parent or guardian must be submitted to the school immediately upon a student's return to school. Such notice must include a valid telephone number or other means of contact for verification purposes. **Certification of illness/injury/delivery is required if the absence extends for 3 or more consecutive days.**

An "**unexcused**" or "**illegal absence**" occurs when a student is absent **without submission of a valid excuse**. That means that either no written notice was submitted to the school upon the student's return or that the reason provided in the notice was an invalid excuse. Examples of **invalid excuses** include (but are not limited to) babysitting, woke up late, or on vacation with family.

**Info. for the 2017 school year:** Students who arrive in school after 10:00 AM without a note or leave before 1:00 PM without a note will be marked half a day unexcused absence. The half day unexcused absences will accrue to full days. The change is that after 8 cumulative absences for illness the parent must secure a doctor's note for any future absences for illness.

### **Responses to Non-Attendance (Truancy) and Excessive Lateness:**

A student who is absent without a valid excuse is considered "**truant from school**". A pattern of truancy and lateness can lead to a number of interventions or penalties, depending upon the circumstances. On the school level, truancy can result in school-based interventions (home visits, truancy elimination plans, academic supports, social service referrals, etc.) or truancy court. ***ALL UNEXCUSED lateness & absence will be reported to TRUANCY COURT.***

According to the **Compulsory School Attendance Law**, a judge or hearing officer may require the student and/or his or her parent or guardian to do any or all of the following:

- Appear at a hearing regarding the student's truancy.
- Perform reasonable school or community service for a period designated by the hearing officer.
- Complete a parenting education program.
- Obtain counseling or other supportive services, including a Comprehensive Student Assistance Process Tier II, Re-Entry, or other service plan as provided by appropriate school officials.
- Pay a fine of up to \$300.
- Pay court costs.
- Serve up to five (5) days in county jail.
- Children who are truant may be declared dependents of the state as part of the adjudication process.

### **All parents are expected to:**

- Ensure that their children between the ages of 6 and 17 are enrolled in school and attend school regularly, on time and for the whole school day.
- Emphasize the importance of on-time attendance in school, class, and supervised activities.
- Send their child to school every day prepared to participate and learn by providing a good night's sleep and breakfast.
- Establish reasonable, age-appropriate curfews/bedtimes.
- Make personal appointments for your child outside of the school day or during school breaks as much as possible.
- Ensure that their child receives the periodic student health examinations that are required by law.
- Schedule family vacations to coincide with school recesses.
- Call the school when your child is absent.
- Provide a written excuse for every absence when your child returns to school.
- Provide a written excuse for every late arrival and early departure.
- Provide correct current addresses, emergency contacts, home, cell and work telephone numbers, e-mail addresses to the school at the beginning of each school year and update information whenever there are changes.
- Help develop and implement the individualized plan for your child's improved attendance when necessary.

# The School Day at Wilson Middle School

1. Our school day begins at **8:11 AM** and ends at **3:15 PM**. Students will be permitted to enter the building at **8:11 AM**, go to their lockers and then to class. Students are expected to be in their advisory by 8:15 AM.
2. You will be considered late if you are not in your advisory by 8:15 AM.
3. On days when the weather is inclement, the lunchroom doors will open at 7:45 AM.
4. Breakfast is available daily in the cafeteria from 7:30 AM till 8:05 AM.

## Early Dismissals

- Doctor's appointments are to be made after school dismissal, Saturdays and/or holidays.
- Students will only be permitted to leave the building before the end of a school day if they are released directly to their parent/guardian.
- Any student who leaves school **prior to 10:00 AM** may be charged with an entire day of absence. There will be no early dismissals given **prior to 10:00 AM or after 2:30 PM.**
- A parent coming to the school to get an early dismissal must present **acceptable identification** before the child is released. In addition, the parent/guardian's name must match with the computer system.
- Parents will be asked to record the reason for the early dismissal. Notes will be required for doctor's visits. They may be brought to the attendance secretary the next day.
- For an unplanned early dismissal (child becoming ill during the school day), the parent/guardian must pick up the child. The child will not be sent home alone. (Many ill students are reporting to school and asking to see the nurse. Sending an ill child to school is unfair to both the child and his or her classmates. Please keep children who are ill home until they have recovered.)

## Emergency Closing of School

An essential part of the school's closing plan is the listing of emergency contacts for every pupil on roll. Every parent must provide the school with the name and phone number of the person to be contacted in the case of an emergency school closing. If school is closed due to an emergency, parents will be directed to the first floor marble hallway. An emergency dismissal sign-in table will be set up. Parents will be directed to enter the auditorium and take a seat in the front of the auditorium while waiting for their child to arrive. When your child arrives you will sign him/her out and then you may leave.

## Lateness

A pattern of truancy **and lateness** can lead to a number of interventions or penalties, depending upon the circumstances. On the school level, truancy can result in school-based interventions (home visits, truancy elimination plans, academic supports, social service referrals, etc.) or truancy court.

Students are considered late at 8:15. If a student arrives to school **after** 8:15 they are to do the following:

1. Enter through the **MAIN entrance** to receive a late card.
2. Provide the **STAFF MEMBER** with an excuse note from a parent /guardian as to why they are late. Students **MUST** bring an excuse note from a parent/guardian as they enter.
3. If the student **DOES NOT** bring a note from the parent/guardian the incident will be reported to the Office of Truancy and Attendance for further determination.
4. If a student is late more than **TWO times** in a given week, a **RETURN TO SCHOOL w/PARENT** (see p. 9 of this handbook) will be issued for a parent/guardian conference and reinstatement. A truancy plan will be established to eliminate absences and lateness.

REWARDS & CONSEQUENCES

*WITHOUT it being said, students who attend school regularly on time perform higher than students who have poor attendance.*

*For that reason we choose to RECOGNIZE students with perfect attendance and punctuality. These events will take place monthly and will be inclusive to ONLY those students with a good attendance record.*

*Some of the events include but are not limited to:*

**SCHOOL TRIPS  
FREE TALENT SHOW ADMISSION  
ADMISSION TO SCHOOL DANCE  
PARTICIPATION TO OUTSIDE "FUN DAY"**

*Students who DO NOT adhere to the Attendance Policy unfortunately will be excluded from these and other extra-curricular activities.*

*Further measures under Compulsory School Attendance Law may occur. (Please see related information on page 6.)*

**We have read and understand the required Attendance policy/procedure**

*Parent's Signature:* \_\_\_\_\_  
*Student's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

# Student Code of Conduct & Behavioral Expectations

Behavioral incidents will be classified according to Level 1, 2, 3, 4, or 5 behaviors.

Level 1 In-School Interventions (Including in-school suspension)

Level 2 Out-of School Suspension

Level 3 Contract with intervention or Lateral Transfer

Level 4 Disciplinary School Assignment

Level 5 Disciplinary School Assignment with Expulsion Referral

Disruptive Behaviors	Level	1	2	3	4	5
	RULE					
Failure to follow classroom rules/Creating disruption	1A	X				
Inappropriate dress	1B	X				
Failure to carry hall-pass and/or appropriate ID	1C	X				
Failure to participate in class/Unpreparedness	1D	X				
Truancy/Excessive tardiness/Cutting class	2	X				
Possession of inappropriate personal items	3B	X				
Profane or obscene language or gestures	4	X				
Inappropriate use of an electronic device	5B	X	X	X	X	X
Mutual fighting (without serious bodily injury)	6	X	X			
Forgery of administrator, teacher, or parent's/guardian's signature	7	X	X			
Alteration of grade reporting, excuse notes, and/or school documents	8	X	X	X	X	
Destruction and/or theft of property (less than \$500)	9	X	X	X		
Harassment (including Sexual Harassment)	10A	X	X	X	X	X
Bullying/cyber-bullying	10B	X	X	X	X	X
Intimidation	10C	X	X	X	X	X
Sexual act (consensual)	11	X	X	X		
Threatening students/staff with aggravated assault	12		X		X	
Destruction and/or theft of property (totaling \$500 or more)	13		X		X	
Breaking and entering school property	14		X		X	
Robbery	15A		X		X	X
Extortion	15B		X		X	X
Mutual fighting (with documented serious bodily injury)	16		X		X	
Simple Assault	17		X		X	
Possession of alcohol or drugs	18		X		X	X
Possession and/or use of fireworks, incendiary devices and/or explosives	19		X		X	X
Assault on school community member(s)	20		X		X	X
Instigation and/or participation in a group assault	21		X		X	X
Aggravated assault	22			X	X	X
Sexual act (non-consensual)	23		X	X	X	X
Possession of a weapon	24				X	X
Reckless endangerment	25		X	X	X	X

*All students shall be treated fairly and honestly in resolving grievances and complaints, and in the consideration of any suspension or expulsion. All students have the right to fair and reasonable treatment of their student grievances and discipline by school officials.*



# Suspension Procedures

According to Pennsylvania State Law, suspension is defined as: The denial to a student of the right to attend school and to take part in any school function for any period of time of up to 10 days. For the purposes of this Code of Student Conduct, suspension will be classified in three categories: *In-school*, *Short-term* and *Longterm*.

**1. RETURN TO SCHOOL w/PARENT** occurs when the student violates the Student Code of Conduct and serves as a means to obtain an **IMMEDIATE conference with parent/guardian** in order to avoid further disciplinary measures and suspension.

## **A. Process**

1. Students are notified of the infraction and that they are required to return to school the next day with a parent or guardian.
2. Parents/ guardians are notified by writing hand delivered by student or faxed/ emailed to parent the same day of the incident.
3. Parents/ guardians are contacted by telephone in reference to the incident and request for conference.

## **B. Meeting**

1. Parent/ guardian, student, administrator, counselor, and staff meet to discuss behavior and establish intervention measures to correct behavior.
2. If parent/ guardian do not escort student to school for meeting, the student will be removed from class, spend the day in the Alternative Learning Center and receive an OUT of SCHOOL suspension for the following day.

**2. In-School Suspension** is an exclusion from a classroom for disciplinary purposes but allows a student to **remain** under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.

The Woodrow Wilson In-School Alternative Learning Center serves as an **alternative disciplinary intervention to out-of-school suspension**. Students are assigned to a classroom for a specific period of time and work on curriculum directly related to the reason that they were assigned to the room. Parents are notified when a student is assigned to the ALC. Only Administrators OR designee can assign students to the program. **Students who do not follow the rules in the In-School Suspension will be assigned an Out-of-School Suspension.**

## **A. Record Keeping**

1. Daily Attendance Log - name, section, length of assignment, who referred student, and time entered the room.
2. Work folder - Each student has a folder for the work they have completed and notes on behavior included if necessary.

## **B. Rules**

1. No talking
  2. Stay in your assigned seat.
  3. If you need to ask the teacher a question, need more paper, sharpen your pencil or use the trashcan, raise your hand and wait quietly.
- All work must be complete and neat. If the teacher has to talk to a student about their behavior while in ALC: \*
- 1<sup>st</sup> time warning** - phone call home
  - 2<sup>nd</sup> time warning** - additional time in ALC
  - 3<sup>rd</sup> time warning** - suspension out of school

\*Serious behavior problems may result in immediate out of school suspension.

**3. Short-Term Suspension** is an exclusion from school and/ or any school activity or function for a period of **3 school days or less**. Students who are suspended shall meet with the principal or designee prior to the suspension. During the conference, the student has the right to the procedures described under *Student Conference Procedures* outlined in this Code of Student Conduct.

**4. Long-Term Suspension** is an exclusion from school and/ or any school activity or function for a period of **4 to 10 school days**. Students who are given a long-term suspension shall have a student conference and a parent conference. During the parent conference, the student and parent have the right to the procedures described under *Parent Conference Procedures* outlined in the Code of Student Conduct. In addition, prior approval by the Regional Superintendent is required for Long-Term Suspension. **In addition, prior approval by the Deputy Chief for the Office of Student Discipline, Hearings and Expulsions is required for all Long-Term Suspensions consisting of 10 school days.**

## What takes place at a Student Conference

1. Inform student of the reason for conference.
2. Give student opportunity to respond to allegation/ s and write a statement.
3. Discuss student's behavior and ways to correct student behavior.
4. Inform student of corrective action and/ or next steps.
5. Document behavior and intervention.

## What takes place at a Parent Conference

1. Notice of conference must be provided to the parent/ guardian in writing and delivered by student, sent certified mail, faxed, emailed or sent by other reasonable means to reach the parent/ guardian.
2. When a student is suspended, parent conference must be held **within three (3) days of the suspension**.
3. At the conference, parent may request to review student records and any witness statements.
4. Discuss student's behavior and ways to correct student behavior.
5. Inform parent of further disciplinary action (if applicable).

**We have read and understand the required Student Code of Conduct policy/procedure.**

Parent's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Wilson Middle School Policies and Expectations

## Cell Phone & Electronic Equipment Policy

**Student Code of Conduct:** *"Bring only appropriate school-related materials and items to school"*

**Cell Phones** and other electronic equipment (or accessories) **ARE NOT** school-related materials and are **PROHIBITED** from entering the school building.

### **STUDENTS, PARENTS & GUARDIANS...**

Please take this policy seriously. Cell phones & electronic equipment cause a **MAJOR DISRUPTION** to the educational process and **WILL NOT** be permitted. **ELECTRONIC EQUIPMENT SHOULD NOT BE SEEN OR HEARD IN ANY LOCATION WITHIN WILSON.**

If you are found to be in possession of a cell phone or any other electronic equipment (or accessory, including HEADPHONES) the following measures will take place:

**FIRST INFRACTION:** That item will be collected by a staff member and brought to the Principal's Office by the end of the day. The student may pick up that item at 3:30 PM, not before, with a student ID. Record of FIRST INFRACTION will be taken and student will sign a FIRST INFRACTION notice that includes this policy.

**SECOND INFRACTION:** That item will be collected by a staff member and brought to the Principal's Office by the end of the day. **ONLY** a parent or guardian LISTED on the student contact information will be able to pick-up the cell phone or electronic equipment at 3:30 PM or the next day with a student ID. Record of SECOND INFRACTION will be taken and Parent/guardian and student will sign SECOND INFRACTION notice that includes this policy.

**THIRD INFRACTION:** That item will be collected by a staff member and brought to the Principal's Office by the end of the day. Parent/guardian will be notified. ***This further infraction will be deemed a Level II offense and the school may be required to request further disciplinary actions from the Office of Alternative Education (Student Code of Conduct) and item will be held for conference with the hearing officer.***

*Wilson Middle School Administration and Staff will not be held responsible for cell phones or any other electronic equipment (or accessories related to the equipment) lost or stolen.*

**We have read and understand the use of CELL PHONE & electronic equipment policy/procedure.**

Parent's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Additional Wilson Middle School Policies and Expectations

## Locker Policy

Each student will be required to purchase a combination lock for his/her locker and will receive a locker ONLY AFTER their parent location card is returned to school. Wilson will make a copy of the lock combination for school record and security.

## Transportation

### TRANSPASSES

Currently the School District of Philadelphia issues transpasses to students who live within the neighborhood boundaries of the school, live 1.5 or more miles away from the school and who attend 7<sup>th</sup> or 8<sup>th</sup> grade. Transpasses are distributed each Friday afternoon and must be signed for by the student. Students are responsible for the proper care of the transpass. The school will not replace lost or stolen transpasses.

### YELLOW-BUSTRANSPORTATION

Currently the School District of Philadelphia will provide Yellow Bus service to students who live within the neighborhood boundaries of the school and reside 1.5 or more miles away from school and who attend 6<sup>th</sup> grade.

Special Education students are entitled to transportation. Please see Ms. Brace, SEL or your child's special education teacher for further information.

## Breakfast and Lunch Program

Children will receive a free breakfast and/or lunch, or they may bring their own breakfast/lunch to school.

## Report Card Distribution and Conferences

We request that **ALL** of our **parents/guardians AND students** commit themselves to attending **EACH REPORT CARD conference**. We **CAN NOT** educate your child alone and we **MUST** have you involved in their learning. What we do not want is to get to the end of a school year and find that your child is failing when we could have worked together throughout the school year to support their progress.

Therefore, **ALL report cards** will be distributed at report card conferences with the exception of the final report that will be distributed on the last day of school. **Students MUST** be present on the last day of school to receive their report cards. **REPORT CARDS WILL NOT BE MAILED** due to lack of funds. Students who are unable to attend on that day may leave a self-addressed stamped envelope with their advisor, and their report card will be mailed to their home. Report cards **will not** be issued to students who owe textbooks, library books or have financial obligations.

## Textbook Policy

RESOLVED that Board of Education Policy #224 be revised and amended to read as follows:  
2.1 The Board charges each student with responsibility for the proper care of school property and the school textbooks, supplies and equipment entrusted to his/her use. **(Copies of all textbooks are kept in the library)**

Students are responsible for the care, maintenance and timely return of all textbooks. Schools shall require students and/or parents to sign a contract acknowledging their responsibility for the care and prompt return of textbooks lent to them by the school.

Students and/or their parents will be assessed penalties for lost or damaged textbooks. Imposition of one or more of the following penalties is permitted: a charge for replacement of the textbook; requiring the student to perform a prescribed number of hours of school service; withholding of a report card; and/or loss of privileges such as participation in sports or other extra-curricular activities, proms and other special events or graduation-related activities.

### Lost Textbook Prices

Mathematics - \$10.00

Science - \$25.00

Novels - \$12.00

Literacy - \$30.00

Social Studies -

6<sup>th</sup> grade, 7<sup>th</sup> grade and 8<sup>th</sup> grade - \$80.00

## SAFETY

**Parking Near the School** - Parents who drive their children to school are asked to discharge pupils on the Englewood Street or Loretto Avenue sides of the building. Cottman Avenue is **hazardous** because of heavy traffic and is reserved for parking by our yellow school buses and Septa Transportation. Cars left unattended may be ticketed.

**Student Admission** – Students are admitted into the boy's and girl's lunchroom at 7:30 for breakfast. Admission into the school building for advisory begins at 8:11 through the schoolyard entrances. Students have **nine minutes** to get to their lockers and to class before the start of advisory at 8:20. **STUDENTS ARE MARKED LATE after 8:25 AM, the start of first period. Failure to arrive to school on time will lead to a MANDATORY MEETING w/parent or guardian, referral to the Office of Attendance and Truancy and request for further disciplinary actions that may include suspension, exclusion from school activities or detention.**

**Student Dismissal** – Students are dismissed to the schoolyard and are encouraged to go home immediately. We do not want students lingering in the schoolyard or standing on the corner waiting for a ride. This is unsafe. Please provide your child with an expected time of arrival and review the route you want your child to take on the way home from school. These procedures will help keep your child safe and out of trouble.

## Health Room Hours



Health Room Hours for the 2017-2018 school year will be from 10:30 – 12:45 p.m. Please call the health room before sending a student, if it is outside of health room hours. To help improve instructional time and decrease classroom interruptions, the following schedule will be in effect for non-emergency visits to the nurse:

8:11 – 8:30 – Students can drop off necessary paperwork

8:30 – 10:30 – Health Screenings

10:30 – 12:45 – Health Room Hours

12:45 – 1:10 - Medications

1:10 – 1:40 – Lunch

1:40 – 2:30 – Health Screenings

2:30 – 3:15 – Follow-ups and documentation

Any student taking medication must have a request for medication completed and on file in the nurse's office.

Parents must supply all medications.

**Any student with health problems must have a pupil health status form completed by their parents and on file in the Nurse's Office**

If your child cannot participate in gym/ recess, the doctor must complete a Physical Education Medical Exemption Form (MEH-23) by the first day of school

### Medical Problems & Medication

*Any student who will require medication or medical services during the school day must have a MED1 completed by a private physician. Any student who may require medical attention for special health needs must have a S865 completed and be on file in the nurse's office. These forms may be obtained from the nurse.*

### Health Insurance Information

The School District requires the school nurse to have health insurance information on all students. Please advise the school nurse if there are any changes to your health insurance. If your child needs health insurance, the school nurse can help you obtain either free or low cost health insurance.

**Every student must have an updated certificate of immunization on file. This includes a minimum of 4 DPT's, 3 Polio, 2 Measles, Mumps & Rubella, and 3 Hepatitis B shots.**

All sixth graders must have their immunization records up to date by the first day of school. This includes a second varicella (chicken pox), a meningitis, and a current dtap. (within 2 years). Parents must contact the nurse whenever their child receives additional shots. Students who have not received the necessary immunizations will be excluded from school.

Sixth graders must have a physical on file in the nurse's office per the Pennsylvania State mandate. Failure to provide a physical may result in the child's inability to participate in special activities.

## Other General Policies

**Fire Towers**—are not to be used by students except during emergencies.

**Smoking**—is not permitted on school property.

**Dogs**- are not permitted on school property.

**The Marble Stairs and Hallway**—are not to be used by students.

**NO GUM CHEWING (anywhere) in Wilson!**

**Beverages are not permitted in classrooms ONLY the cafeteria.**

## Academic and Behavioral Eligibility for Participation in Extra-Curricular Activities

All students are eligible to participate in extra-curricular activities until the end of the first report period. Afterward, failures in two or more subjects which meet five periods a week shall result in the student being declared ineligible for participation in extra-curricular activities, other than tutoring sessions. Students with serious behavioral infractions may be declared ineligible for participation.

## Parents Right To Know

Parents have the right to inspect and review the contents of their child's educational records. Parents may request access to review these records by phoning the Principal or an Assistant Principal. When the records are shown to the parent, he/she must sign an official request form.

## **Honor Roll Criteria**

### **Distinguished**

All A's in major subjects  
One B in Expressive Arts  
All 1's in behavior

### **Meritorious**

All A's and B's in major subjects  
One C in Expressive Arts  
No 3's in behavior

## **National Junior Honor Society**

Wilson sponsors an active chapter of The National Junior Honor Society. Seventh and Eighth graders who meet the following criteria will be inducted this spring:

1. Honor roll for the first 2 marking periods
2. Excellent attendance and behavior.
3. Accomplishments in the areas of scholarship, leadership, character and service.
4. No discipline referrals to in-house suspension.
5. Any member failing to maintain the above criteria will be placed on probation for the next report period. If after the 2<sup>nd</sup> warning the deficiency has not been corrected, a member will be dismissed.

## **IB/MG Program**

The International Baccalaureate Program is a philosophy in education directed toward having students learn the value of inter-cultural education; become effective communicators and life long learners. It is an organized way of giving students an awareness of their place in the world and empowering them to make a difference. It is an intern program that encourages students to be life long learners and become productive, tolerant citizens in a global society. Our Mentally Gifted and advanced students are encouraged to enroll in this program.

## **Student Council**

Elections will be held for student council during November. Students will be nominated by their section, campaign and then take part in a mock election on November 8<sup>th</sup>. Interested students should speak to their advisor.

## **Family School Net**

Going to the Philadelphia School District's Web Page will allow families to access their children's progress data, report cards, grades, attendance and instructional resources.



**Log into Family Net through:  
[www.phila.k12.pa.us](http://www.phila.k12.pa.us)**

This site will instruct you on how to navigate through your children's profiles.

## **Woodrow Wilson Middle School**

[www.philasd.org/schools/wilson](http://www.philasd.org/schools/wilson)

**School District of Philadelphia**  
**Student AUP Authorization Agreement**

**Student Agreement:**

*You and your parent(s) or guardian(s) must sign this Account agreement to be granted access to District computing resources.*

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

I have read the District's Student Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures or appropriate legal action.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent or Guardian Authorization:**

I have read the District's Student Acceptable Use Policy. I hereby release the School District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use the *District's private network*, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

Please circle applicable response:

- *I give permission for my child to use District's private network and District private network (peer-to-peer accessibility) Email and certify that the information contained in this form is correct.*
  
- *I do not give my permission for my child to use District private network or District private network (peer-to-peer accessibility) Email (not Internet) Email.*

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

Parent / Guardian Name \_\_\_\_\_

Home Address \_\_\_\_\_

Phone \_\_\_\_\_

# **Code of Student Conduct**

## **Purpose of the Student Code of Conduct**

- To support the creation of a safe learning environment for all members of the school community.
- To provide clear and explicit expectations for social behaviors within all school settings.
- To specify guidelines for teaching and encouraging social skills necessary for meeting District behavioral expectations.
- To describe explicit methods of corrective instruction and consequences for responding to behavior offenses.

## **The Wilson Way - COMPASSIONATE, COOPERATIVE, COURTEOUS AND CREATIVE**

1. *Hands off others; use appropriate language, follow all adult directives and protect school property.*
2. *All cell phones and electronic equipment are kept at home!*
3. *Hats, coats, outerwear belong in lockers which are visited only at pre-determined times.*
4. *Always be to class on time and be sure to have a hall pass when traveling during class time.*
5. *Uniforms should be worn everyday – proudly proclaiming our school spirit.*
6. *Eating in cafeterias is fine, but it is not acceptable in classrooms, hallways or yard. Gum chewing is banned at all times.*

## **Wilson MS Student Pledge**

*As a student of The School District of Philadelphia and Wilson Middle School,*

*I understand that my daily attendance is the key to my success. I will arrive to school on time and be on time for every class.*

*I understand that violent behavior, bullying and abusive language are unacceptable, will not be tolerated and do not help to solve problems. I will be a creative, cooperative, compassionate and courteous student and not violate the Student Code of Conduct.*

*I understand that damage to and theft of property is unnecessary and harmful to my learning. I will be responsible when using the materials and respect the cleanliness of our school by keeping it clean!*

*I understand and will follow the cell phone and electronic equipment policy. I will keep my cell phone and electronic equipment HOME!*

*I will be in uniform, as described in this handbook, everyday.*

*Yes — I will be proud of myself and hold myself responsible for the completion of ALL class work and homework assignments.*

*By signing this pledge, I have read, understand and accept the responsibility of the Code, for as long as I am a student and a parent in the School District of Philadelphia.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## HOMWORK POLICY

Homework fosters independence and responsibility. Homework reinforces work performed in school and serves as an intellectual discipline to establish good study habits outside of the classroom

All teachers at Wilson assign homework. The amount of homework may vary by subject area and teacher. Sixth graders should anticipate approximately sixty (60) minutes each day. Homework time increases when students are preparing for tests or are researching and writing major reports.

Teachers will check, grade, and return homework promptly, within a period of time not to exceed two weeks. Teachers will communicate directly with parents if homework assignments are missed

Parents are expected to provide a quiet area for their child(ren) to study and complete all homework assignments. It is also expected that parents provide assistance when needed and sign off on completed homework assignments if requested by the teacher.

Students will complete all homework and return assignments to the teacher in the designated timeframe. Students are encouraged to ask questions and communicate with teachers and their parents any need for explanation or further assistance with assigned homework.

Homework will count for no less than 10% of the report card grade in each major subject area. While students in alternative learning environments may receive fewer written homework assignments, they may be provided with interactive learning activities that require the assistance of a parent or other responsible adult.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



