**2018-2019**

**THE SCHOOL DISTRICT OF PHILADELPHIA**

Woodrow Wilson Middle School

#### 1800 Cottman Ave

Philadelphia, PA 19111

**Home of the Wildcats!**



**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*

**Principal –** *Shawn McGuigan*

*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.***

*This year, Shawn McGuigan will be joining Wilson’s administrative team as Co-Principal and Kevin Griffis as Assistant Principal. I know you will welcome both of them to our Wilson family. They both come with a wealth of knowledge and we look forward to their leadership skills for our staff and students. 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 anytime at* *sressler@philasd.org* *or by phone at 215.400.3190*

*Stefanie Ressler, Principal*

##### CONTACT INFORMATION

|  |  |  |
| --- | --- | --- |
| Principal Ressler | 215-400-3190 | sressler@philasd.org smguigan |
| Principal McGuigan | 215-400-3190 | smcguigan@philasd.org |
| Assistant Principal Conkle | 215-400-3190 | mconkle@philasd.org |
| Assistant Principal Caplan | 215-400-3190 | dcaplan@philasd.org |
| Assistant Principal Griffis | 215-400-3190 | kgriffis@philassd.org |

 **Climate Manager Counselors**

Mr. Ryan Ms. Byrd

 Ms. Felici

**Special Education Liaison** **School Police**

Ms. Brace Officer Hopkins

 Officer Hemphill

**Dean of Students** **Office Staff**

Mr. Frederick Ms. Hernandez, Secretary

Ms. Ward Mrs. Gray, SISL/Attendance

**Nurse** **International Baccalaureate Coordinator**

Ms. Melloy Mr. Frederick

School District of Philadelphia

**Woodrow Wilson Middle School**

**1800 Cottman Avenue**

**Philadelphia, Pa 19111-3892**

Dear Parents and Guardians:

Welcome back to an exciting new school year. I am excited to be Co-Principal with Ms. Ressler. As most of you know, there are some big changes taking place at Wilson Middle School this year.

We will be introducing a new writing across the curriculum program called Generation Ready. Students will get the opportunity to deepen their skills and learn to integrate writing across the entire curriculum. More information will be sent home as the program gets moving, so please look for updates.

We are also looking forward to our first annual staff/student talent show, which we expect to happen in early spring. This is where students get to show off some of their hidden talents and express their creative side on stage.

The big renovation project will soon be starting. During the renovation, there will be some temporary classroom changes. Please know that all classroom relocations will be temporary and quality instruction will continue to be delivered as always.

There is a new uniform policy that will be implemented. The same uniform is in place as in previous years, which is a solid navy blue polo shirt and khaki pants. The change is that students will be permitted to wear any professionally created Wilson Middle School shirt that is or has been given out or sold by Wilson Middle School. An official polo shirt with the school logo, a crewneck sweatshirt, and a T-shirt will be available for purchase in the main office throughout the school year. These items are optional but will be considered as proper uniform if purchased (refer to uniform section of handbook).

There are many other exciting new learning experiences that will take place and will be shared as we progress through the school year.

I am looking forward to working with you and your children. Good luck and best wishes on a successful school year.

Sincerely,

Shawn McGuigan, M.Ed.

Principal

School Year Calendar: 2018 - 2019

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 20, 2018 | First Day for Staff |
| August 20 – August 22 | Staff Only - Professional Development |
| August 23, 2018 | School-based Professional Development |
| August 24, 2018 | Reorganization – Academic Year Preparation |
| August 27, 2018 | First Day for Grades K-12 |
| August 31, 2018 | Professional Development Half Day – 3 Hour Early Dismissal |
| September 3, 2018 | Labor Day - Administrative Offices and Schools Closed |
| September 10, 2018 | Rosh Hashanah – Administrative Offices and Schools Closed |
| September 19, 2018 | Yom Kippur – Administrative Offices and Schools Closed |
| September 21, 2018 | 2019-2020 School Selection Process Begins |
| October 2 – 4, 2018 | Interim Reports |
| \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* | Back to school night (TBD)  |
| October 5, 2018 | Professional Development Half Day – 3 Hour Early Dismissal |
|  November 2, 2018 | School Selection Process Ends |
| November 6, 2018 |  Election Day – Professional Development Day (Staff Only) |
| November 7 – 9, 2018 |  Report Card Conferences |
| November 12, 2018 | Veteran’s Day Observed – Administrative Offices and Schools Closed |
| November 22 - 23, 2018 | Thanksgiving Holiday - Administrative Offices and Schools Closed |
| December 11 – 13, 2018 | Interim Reports |
| December 24, 2018 | Winter Recess – Schools Closed |
| December 25, 2018 | Winter Recess – Administrative Offices and Schools Closed |
| December 26 – December 28 | Winter Recess – Schools Closed |
|  December 31, 2018 | Winter Recess – Administrative Offices and Schools Closed |
| January 1, 2019 | New Year’s Day - Administrative Offices and Schools Closed |
| January 18, 2019 | Staff Only –Professional Development |
| January 21, 2019 | Dr. Martin Luther King Day - Schools and Administrative Offices Closed |
| January 30 – February 1 2018 | Report Card Conferences |
| February 18, 2019 | Presidents’ Day – Administrative Offices and Schools Closed |
| February 26 - 28, 2019 | Interim Reports |
| March 1, 2019 |  Professional Development Half Day – 3 Hour Early Dismissal |
| April 3 – 5, 2019 |  Report Card Conferences |
| April 12, 2019 | Professional Development Half Day – 3 Hour Early Dismissal |
| April 18, 2019 | Spring Recess – Schools Closed |
| April 19, 2019 | Good Friday – Administrative Offices and Schools Closed |
| April 22, 2019 | Spring Recess – Schools Closed |
|  May 7 – 9, 2019 | Interim Reports |
| May 14, 2019 | Pennsylvania Primary Election Day – Schools Closed |
| May 27, 2019 | Memorial Day – Administrative Offices and Schools Closed |
| May 31, 2019 | Graduation Window |
| June 3 – 4, 2019 | Graduation Window |
| June 4, 2019 | Last Day for Students |
| June 5, 2019 | 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 (plain).
	+ **Pants:** Uniform-style, Tan/khaki with belt loops. Pants 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 pants and shorts, and

must be visible at the waist. **Shorts may be worn from beginning of school**

**year to October 31st and then again from May 1st to the end of the school year only.**

* + **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 closed toe shoes or sneakers to school. No sandals or flip

flops will be permitted to be worn by students ( unless approved by administration

for special events).

* + **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.
		- **ALTERNATIVE UNIFORM OPTION:** In addition to the solid navy blue polo

shirt, there is now an official Wilson Middle School polo shirt, Wilson Middle

School T-shirt, and Wilson Middle School crewneck sweatshirt available for

purchase in the main office all school year. These additional options and any other

professionally made Wilson shirts that have been provided by the school will be considered an official uniform. **Student made shirts or anything not mentioned**

**above will NOT be considered uniform.**

* + **HOODIES: WILL NOT BE PERMITTED TO BE WORN BY STUDENTS, IN**

**ANY PART OF THE BUILDING EXCEPT AS A COAT, WHICH MUST BE LEFT**

**IN LOCKER.**  There will be no exceptions to this policy.

* + **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:

1. All-purpose **gray athletic shorts or sweat pants** and a separate

**navy blue T- 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.)

1. **Athletic shoes** that are designed for activity (sneakers).
2. **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**

1. If there is a chronic problem such as asthma, heart condition, etc., a medical form MEH23

must be filled out by a doctor.

1. 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.

## 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 2018 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 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 8:00 AM, go to their lockers and then to class. Students are expected to be in their advisory by 8:11 AM.
2. You will be considered late if you are not in your advisory by 8:15 AM. **Wandering the halls and not reporting to advisory on time will result in disciplinary measures.**
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 8:00 AM. This may change and all will be notified when and if it does.

**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.

1. If a student is late more than **TWO times** in a given week, a **RETURN TO SCHOOL w/PARENT** (see p. 10 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 7 X X

signature

Alteration of grade reporting, excuse notes, and/or 8 X X X X

school documents

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 13 X X

more)

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 19 X X X

and/or explosives

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.
	1. **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.

* + 1. Parents/guardians are notified by writing hand delivered by student or faxed/emailed to parent the same day of the incident.
		2. Parents/guardians are contacted by telephone in reference to the incident and request for conference.
	1. **Meeting**
		1. Parent/guardian, student, administrator, counselor, and staff meet to discuss behavior and establish intervention measures to correct behavior.
		2. If parent/guardian does 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.

1. **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.**

* 1. **Record Keeping**

l. 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.

* 1. **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: \*

**1st time warning** - phone call home

**2nd time warning** - additional time in ALC

**3rd time warning** – suspension out of school

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

1. **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.
2. **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 7th or 8th 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-BUS TRANSPORTATION**

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 6th 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:

* 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 Literacy - $30.00

Science - $25.00 Social Studies -

Novels - $12.00 6th grade, 7th grade and 8th 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 **8:00am** through the schoolyard entrances. Students have **eleven minutes** to get to their lockers and to class before the start of advisory at **8:11**. **STUDENTS ARE MARKED LATE after 8:15 AM. 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. Students found wondering the halls will result in disciplinary action – NO EXCEPTIONS.**

**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 2nd 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 8th . 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.*

1. ***All cell phones and electronic equipment are kept at home!***
2. *Hats, coats, outerwear belong in lockers which are visited only at pre-determined times.*
3. ***Always*** *be to* ***class on time*** *and* ***be sure to have a hall pass*** *when traveling during*

*class time.*

1. ***Uniforms should be worn everyday*** *– proudly proclaiming our school spirit.*
2. *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: \_\_\_\_\_\_\_\_\_\_\_\_

## HOMEWORK 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 that 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: \_\_\_\_\_\_\_\_

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***Woodrow Wilson Middle School***

**Parent and Family Engagement Policy**

***School Year 2018-2019***

In support of strengthening student academic achievement, **Woodrow Wilson Middle School** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school’s expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school’s plan submitted to the local educational agency (LEA).

The **Woodrow Wilson Middle School** agrees to implement the following requirements as outlined by Section 1116:

* Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
* Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
* Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
* If the school-wide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
* Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

(A) Parents play an integral role in assisting their child’s learning

(B) Parents are encouraged to be actively involved in their child’s education at school

(C) Parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child

(D) Other activities are carried out, such as those described in Section 1116 of the ESSA

**DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT**

**REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

**Section A: JOINTLY DEVELOPED**

**Woodrow Wilson Middle School** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

* In order to involve parents/guardians, Wilson always invites parents to be our partners. During our Title 1 meeting, parents are given the opportunity to make suggestions, share ideas and voice concerns. Home & School officers meet to determine the calendar of meetings. To inform parents, we use the electronic board located on the lawn as well as School Messenger and our school’s website.

**Section B: ANNUAL TITLE I MEETING**

**Woodrow Wilson Middle School** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school’s Title I program, the nature of the Title I program, the parents’ requirements, the school parent and family engagement policy, the school-wide plan, and the school-parent compact.

* We hold our annual Title 1 meeting during Back-to-School open house in October.

**Section C: COMMUNICATIONS**

**Woodrow Wilson Middle School** will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

1. **School Messenger and our school website will inform parents of dates & times**
2. **Meetings will be scheduled at various times to accommodate parent availability**
3. **Parents are welcome to bring younger children to any meeting**
4. **District translators – offer translation services for students and parents; materials and letters written in multiple languages; school-based bi-lingual support counselors**

**Section D: SCHOOL-PARENT COMPACT**

**Woodrow Wilson Middle School** will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state’s high standards.

* **In collaboration with the Grants Compliance Monitor, School-Based School Improvement Support Liaison, Family Engagement Liaison, and other parent groups, provide workshops to schools on parent engagement.**
* **Provide for participation professional development for new and existing principals and other administrators on how to develop partnerships with parents.**
* **Train new and existing staff with parental engagement duties (School Improvement Support Liaison, Bilingual Counselor Assistants) to assist in engaging parents.**

**Section E: RESERVATION OF FUNDS**

**Woodrow Wilson Middle School** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

* **We share budget allotments for the upcoming school year at our annual Winter Title 1 Parental Input Meeting. During this meeting, parents provide input for spending.**

**Section F: COORDINATION OF SERVICES**

**Woodrow Wilson Middle School** will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

* **Woodrow Wilson Middle School’s Parent Resource Center is located on the second floor. Materials, publications and brochures are housed in the center. In addition, shelving is supplied with information and other materials for public view. A copy machine, computers, telephone and conference table are available for use. Informational workshops are planned for parents, including CCTC therapeutic services and the high school application process. We add to the list as needs are expressed to the school.**

**Section G: BUILDING CAPACITY OF PARENTS**

**Woodrow Wilson Middle School** will build the parents’ capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

1. Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
2. Materials and training to help parents to work with their child to improve their child’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
3. Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
	1. The challenging State’s academic standards
	2. The State and local academic assessments including alternate assessments
	3. The requirements of Title I, Part A
	4. How to monitor their child’s progress
	5. How to work with educators to improve the achievement of their child

**To assist parents, Woodrow Wilson Middle School will:**

* *Email information including events, names, time, location, topic*
* *MTSS meetings held as needed*
* *Monthly calendar will be posted on our school’s website*
* *Automated phone calls to alert parents of events*
* *Parent Workshops*
* *Technology available for use in our Parent Resource Center*

**Section H: BUILDING CAPACITY OF SCHOOL STAFF**

**Woodrow Wilson Middle School** will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

* **Weekly teacher meetings to discuss ways to work with parents as partners**
* **Monthly MTSS meetings scheduled with parents as needed**
* **Train staff on available translation resources**
* **Encourage and support parent and teacher involvement and membership in the Woodrow Wilson Home & School Association and the School Advisory Council (SAC) and in attending those scheduled meetings**
* **Utilize School Messenger as another means of communication**

**Woodrow Wilson Middle School** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

* **Engage the school community and develop community partnerships**
* **Establish new partners and invite our existing partners to visit our school with ideas to support one another**

**PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS**

**N/A**



***Woodrow Wilson Middle School***

**School-Parent Compact**

***2018-2019 School Year***

***(Revision Date 05/11/2018)***

Dear Parent/Guardian,

**JOINTLY DEVELOPED**

**The parents, students and staff of Woodrow Wilson Middle School partnered together to develop this school-parent compact for achievement. Teachers suggested home learning strategies, parents added input about the types of support they need, and students told us what would help them learn. Parents are encouraged to attend annual revision meetings held in the spring of each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the School Family Engagement survey that is also used as a tool to collect parent feedback regarding the current Title 1 programs, policies and family engagement.**

To understand how working together can benefit your child, it is first important to understand the district’s and school’s goals for student academic achievement.

**THE SCHOOL DISTRICT OF PHILADELPHIA ANCHOR GOALS:**

1. 100% of students will graduate, ready for college and career.
2. 100% of 8-year-olds will read on grade level.
3. 100% of schools will have great principals and teachers.
4. SDP will have 100% of the funding we need for great schools, and zero deficit.

**Woodrow Wilson Middle School GOALS:**

**(Comprehensive plan goals) – increase percentage of students achieving proficient on PSSA**

**Grade-level skill:**

**Grade 6: No more than 10% of students will score below basic on reading PSSA**

 **No more than 40% of students will score below basic on math PSSA**

**Grade 7: No more than 1% of students will score below basic on reading PSSA**

 **No more than 49% of students will score below basic on math PSSA**

**Grade 8: No more than 1% of students will score below basic on reading PSSA**

 **No more than 50% of students will score below basic on math PSSA**

To help your child meet the district and school goals, the school, you, and your child will work together:

***SCHOOL/TEACHER RESPONSIBILITIES:***

Woodrow Wilson will:

* **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state’s student academic achievement standards.**
* **Hold parent-teacher conferences quarterly to discuss individual student progress**
* **Provide parents with frequent reports on their child’s progress**
* **Provide parents reasonable access to staff**
* **Provide parents opportunities to volunteer and participate in their child’s trips**

***PARENT RESPONSIBILITIES****:*

We, as parents, will:

* **Monitor attendance**
* **Ensure that homework is completed**
* **Incorporate strategies suggested in my child’s agenda book**
* **Monitor amount of television and video game time**
* **Participate, as appropriate, in decisions related to my child’s education**
* **Promote positive use of my child’s extracurricular time**
* **Stay informed about my child’s education and communicating with the school by promptly reading and responding to all notices from the school or the school district**
* **Serve, to the extent possible, as part of the Home & School Association**

***STUDENT RESPONSIBILITIES****:*

* **Complete homework every day and ask for help when needed**
* **Read at least 30 minutes every day outside of school time**
* **Give parent or guardian all notices and information received at school**

**COMMUNICATION ABOUT STUDENT LEARNING:**

*Woodrow Wilson Middle School* is committed to frequent two-way communication with families about children’s learning. Some of the ways you can expect us to reach you are:

* **Student agenda book communication log**
* **Phone call**
* **Email**
* **School Messenger**
* **Website posting**
* **Progress reports**
* **Conferences**
* **Monthly newsletters**

**ACTIVITIES TO BUILD PARTNERSHIPS:**

*Woodrow Wilson Middle School* offers ongoing events and programs to build partnerships with families.

**School Advisory Council Parent-Teacher conferences**

**Parent Resource Center Open House**