

# **WASSOM MIDDLE SCHOOL**



## **STUDENT- PARENT HANDBOOK *2008-2009***

# **WASSOM PLEDGE**

Developed by students and the school administration, the Wassom Pledge is composed of choices students can make to contribute to the positive culture of Wassom Middle School. It also embodies the student's mission (to learn) and expresses a mindset for success at school. The Wassom Pledge will be recited during opening exercises.

**I pledge to come to school ready to learn and help others do the same.**

**I will work hard in my classes and be responsible.**

**I will be friendly, respectful, obedient, and honest – and do everything I can to make our school safe and drug free.**

**I pledge my personal best to make Wassom an awesome place to learn.**

## **Wassom Middle School**

**3066 Forrest Road**

**Ft. Campbell, KY 42223**

### **Office Hours: 0700-1530**

Office personnel will be available to assist students and parents during these times

Email: \*Wassom MS, Principal@am.dodea.edu

Website: <http://www.am.dodea.edu/campbell/wassom/>

Ft. Campbell Community Schools, 77 Texas Avenue, Ft. Campbell, KY 42223

Phone: (270) 439-1927, FAX: (270) 439-3179

# Welcome to Wassom Middle School

Dear Parent and Student,

On behalf of the faculty and staff, we want to take this opportunity to welcome you to Wassom Middle School (WMS). Whether your student is just starting middle school or getting ready to leave us next year, we are here to help him/her make that important transition from elementary to high school. These are years in which your child will grow and change physically, socially, emotionally, and academically. S/He will need your support, as well as ours, to make a safe passage.

We are very proud of the educational environment which prevails throughout WMS - one that is safe, orderly and clean. We strive to instill in our students a sense of pride, responsibility and respect for the rights and dignity of others as well as for their own individual self-esteem.

Wassom is dedicated to the belief that all students can learn, achieve, and succeed. Therefore, we are committed to maintaining high expectations regarding student achievement and conduct and to working in close partnership with parents and the community to ensure attainment of our expectations.

Parents, mentors, and other community members are always welcome and are encouraged to visit our school. We sincerely seek your assistance in helping us to improve the quality and effectiveness of the educational experiences, opportunities and school environment that we offer to students.

Please read this handbook along with your child and sign the receipt attached. Your child's Prime Time teacher will also review our expectations with your child. While, there is no way to write rules to sufficiently cover all conditions which may come to exist, the concepts contained in this handbook should give you an idea of how Wassom functions.

Throughout the Wassom Middle School history, school administrators have found that most parents in our community expect their children to behave and want us to share those expectations. This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (code of conduct). The principal has established the rules contained in it and may establish future rules and codes of conduct which are consistent with those established by DoDEA, DDESS, and the Ft. Campbell Community School Board.

Again, we welcome you to Wassom Middle School and look forward to sharing this school year with you and your child. If at any time you have a suggestion, comment, or commendation, please do not hesitate to contact our administrative staff.

**Walter Coulter**  
(Acting) Principal

**Myrna Moore**  
Assistant Principal

# OUR BELIEFS

At Wassom, each teacher signs a statement that attests to our common beliefs and their dedication to be an advocate for young adolescents, as outlined by the National Middle School Association.

We have chosen to be middle level educators, for we recognize that the years of early adolescence are pivotal and abound with individual potential and opportunity. Therefore, we will care for these students personally, listen to their voices, respect their concerns, and engage them in meaningful educational experiences that will prepare them for a promising future.

We believe that every young adolescent...

- has the capacity to learn, grow, and develop into a knowledgeable, reflective, caring, ethical, and contributing citizen.
- must have access to the very best programs and practices a school can offer
- must be engaged in learning that is relevant, challenging, integrative, and exploratory
- thrives academically, socially, and emotionally in a democratic learning environment where trust and respect are paramount and where family and community are actively involved.
- Faces significant life choices and needs support in making wise and healthy decisions.
- Deserves educators who are prepared to work with this age group, who are themselves, lifelong learners and committed to their own ongoing professional development and growth.

# OUR VISION

Wassom Middle School will be a place where students prepare for a successful and fulfilling life in the globally competitive technological world of the 21<sup>st</sup> century.

According to current trends, our children will be adults in a world where cooperation, competition, and communication will be required skills, along with the ability to use advanced technology of all types. As the world “shrinks,” our children will find ourselves interacting with others from many cultures in ways we’ve never dreamed. Our vision for Wassom is to create a school to prepare our children for their future.

# OUR MISSION

Wassom Middle School, in partnership with parents and the community, will provide a quality education within a caring and secure environment for all students.

We cannot do this alone! Our mission is to include all the stakeholders in creating the type of quality education we envision above. Further, this will be done with the student in mind, centrally in focus. Students are first at Wassom, and it is our mission to keep them safe and let them know that we really care about them and their education.

# OUR SCHOOL IMPROVEMENT GOALS

Our School Improvement Plan includes two goals:

1. to improve achievement in social studies
2. to improve reading comprehension

At Wassom Middle School, school improvement is a continuous process coordinated with the DoDEA Community Strategic Plan and executed according to the criteria established by AdvancED, our accrediting agency. The School Improvement Leadership Team (SILT) spearheads the SIP efforts at WMS and is comprised of representative teachers, parents, students, and community members. We have developed a School Improvement Plan (SIP) that is reviewed, revised, evaluated and modified to ensure constant growth. SIP is the driving force behind what we do for our students.

These goals were determined from multiple data sources and agreed upon by the entire faculty. Equally important, is the “essence of the goal,” as that drives our improvement efforts. Though measured in different curricular areas, the essence of each goal is very similar. Basically, our students need to learn to think critically and at high levels. For example, the essence of the social studies goal is gathering, organizing, and analyzing information. Improving these abilities should pay dividends in social studies. The reading comprehension goal would also improve ability to synthesize.

## **ACADEMIC AWARDS ASSEMBLIES AND OTHER HONORS**

Wassom Middle School has a recognition program which permits all students the opportunity for positive recognition in academic and non-academic areas. Students in the Wassom Middle School are recognized for their scholastic achievements, leadership, service, citizenship and achievement in special areas. The academic awards assemblies are tentatively scheduled for the following days:

Quarter 1	Friday	October 17
Quarter 2	Friday	January 9
Quarter 3	Friday	March 20
Quarter 4		
6 <sup>th</sup> Grade	Wednesday	May 27
7 <sup>th</sup> Grade	Wednesday	May 27
8 <sup>th</sup> Grade	Thursday	May 28

## **ACTIVITIES**

Wassom Middle School offers a wide variety of activities and organizations in which students can participate. The number and variety of activities varies from year to year. Some recent offerings include:

After-school Tutoring	Math Competition
Art Exhibits	National Junior Honor Society
Awards Assemblies	Newspaper
Band Concerts	Peer Mediation
Band Competitions	Spanish Festival
Chess	Student Council
Computer	Television Production
Intramural Sports	Yearbook

## **APPOINTMENTS, SIGNING-OUT AND SIGNING-IN**

If at all possible, schedule medical and other types of appointments in the afternoon after the school day is concluded. On Wednesdays, school dismisses at 1:25 pm, and the rest of the week, it ends at 3:35 pm. If you must schedule an appointment for your child during school hours, send a note to the Prime Time teacher or call the school secretary to let us know. When you come to pick up your child, the secretary will call him or her to the office, and you can sign him or her out for the appointment. Upon arriving back at the building, if you return that day, you will need to sign him or her back into school. Students who leave the building without signing out or by signing out with someone other than an approved contact will be considered truant and the absence will be unexcused.

## **ATTENDANCE**

The Fort Campbell School District believes that regular attendance and punctuality are important to a student's progress in school. To obtain the maximum benefit from the instructional program, a student should be present every school day. Regular attendance is the responsibility of the parent/guardian and the student. In the event of an absence, a parental note (or phone call to the office) will be required stating the cause and specific date(s) involved. Please call 439-3971 between 0700 and 0800 to inform the secretary of their child's absence. Upon return, the secretary will then issue an admittance pass. However, if there is no parent contact regarding an absence, it will be considered unexcused.

Whenever possible, attendance issues (excessive unexcused absences and/or habitual tardiness) will be resolved at the school level. If there are extenuating circumstances and/or stressors that contribute to your child's absenteeism or tardiness, please share these as soon as possible. We are here to help. Ultimately, however, poor attendance makes it very hard for your child to succeed at school and should be kept to a minimum. While it is our desire to resolve these issues between the family and the school, when this is not possible or advisable, we will involve the Command and/or the local child welfare services. Please make every effort to see that your child is in school daily.

Include the following when you call or send a note excusing an absence:

- Student's full name
- Date (or dates) of the absence
- Reason for the absence
- Signature (name of parent/guardian) and telephone number

### **MAKE UP WORK**

It is the student's responsibility to collect make up work from all teachers, and they will be allotted one day for every missed day to submit it. For example, if a student is absent for two days, missed work is due two days after the student returns. Study trips, academic competitions, and other school-sponsored events are not counted as absences, but students must still make-up missed work. Normally, the student can work with the teachers to prepare for an absence by doing the assignments before the trip.

### **OUT OF SCHOOL SUSPENSIONS**

For attendance purposes, suspensions served away from school are also considered excused absences. Students are not eligible to attend after-school or evening activities on days they are absent or suspended from school. Parents can pick up missed assignments by coordinating with the teachers through the school secretary at 439-3791, so the student can work on them while absent from the building.

## EXTENDED ABSENCES

Please notify the school as soon as possible whenever advance knowledge of a student's absence is available. This includes family travel, hospitalization, prolonged illness, etc. The student's teachers will be contacted and arrangements will be made to have the student complete missed assignments before the absence, if possible. Five days notice is required for gathering assignments for an extended absence.

## SKIPPING SCHOOL

Skipping is defined as being more than a few minutes late for a class without a legitimate excuse, leaving school or a class without permission, or being absent from school without parent/guardian knowledge/permission. A student who skips will be unexcused and incur disciplinary consequences. Each day, we send out an automated message to the homes of students who did not come to school. This is important for safety reasons – and also serves to notify parents that their child is not in attendance.

## TARDY POLICY

All students are required to report to school and to class on time. Being in class on time is defined as being in the classroom with all needed materials before the teacher begins class. There is enough time between classes for students to go to the restroom and lockers, as needed, and still get to class on time. However, there is not sufficient time between classes for prolonged conversations or detours.

Any student who is late to school must have a pass from the office (signed and marked excused or unexcused) to enter class. Only unexcused tardies will be counted and applied toward the procedures put forth in this policy. An excused tardy is one in which the student has been excused by the office or detained by a staff member – causing him/her to be late to class. It is the student's responsibility to present the excused pass to the teacher with whom he/she is tardy. Tardies are cumulative for the duration of the current nine-week grading period.

The first two times the student is tardy without an excuse from the parent/guardian, the student will receive a verbal warning. Beyond that, parent contact will be made and detentions given – first a regular after school detention, and then a two-hour Wednesday detention. If the student is still late for school, an administrator will call a parent conference and the student will lose school privileges for the rest of the quarter. These include, but are not limited to, any extra-curricular activities, including sports, dances, spirit activities, and jeans days. Beyond that, administrative consequences follow including suspension.

## PASSES

Students should always have a pass from a teacher or the office, when they are in the halls during class time. Staff members will not accept students from other classes who do not have a pass. If a student needs to go to the nurse or the counselor, s/he should

secure a pass from a teacher, even if s/he goes between classes. If a student is detained by a staff member during a class change, s/he should ask for a pass to avoid being counted as tardy.

## **BEHAVIOR**

Students should devote themselves to learning, developing self-discipline, maturing in character, and growing in integrity. At Wassom, we expect students to come to school ready to learn and to respect the rights of others to learn and teachers to teach. Behavior/Attitudes that promote a positive learning environment are encouraged, and behavior/attitudes that work against our goals are not welcome. Therefore, each student at WMS is expected to show respect to everyone and to develop personal responsibility. Actions and attitudes that are counterproductive to these ends will be corrected.

### **DISCIPLINE PHILOSOPHY (from the Fort Campbell Schools' *Code of Conduct*)**

“The Fort Campbell Community Schools believe a strong educational program requires a commitment to the maintenance of appropriate student discipline in the schools. This commitment is twofold. First, it includes a provision for a level of student conduct which insures safety and enhances teaching and learning. Second, it provides for the teaching of self discipline skills which the student can use throughout life. When a student chooses to act inappropriately, school personnel will consider all circumstances and the individual needs of the student when administering disciplinary action. School personnel will teach appropriate skills and provide discipline which reinforces good behavior and promotes self-discipline. The responsibility for meeting this commitment is shared by all members of the educational community working cooperatively with parents.” For specific offenses and the consequences they can incur, see the *FCS Code of Conduct*.

### **DoDEA DISCIPLINE AND STUDENT BEHAVIOR SUMMARY**

1. **Student Rights and Responsibilities:** Students have the right to expect an educational environment in which they may achieve their intellectual potential. As such, all students are expected to comply with school rules and regulations, and to conduct themselves in a manner that respects the rights of others. Students share the responsibility with administrators, teacher and support personnel to create an environment that is conducive to learning, and to notify school staff of any behavior that may endanger the safety or welfare of themselves or others. The disciplinary rules and procedures applicable for students are specifically set out in DoDEA Regulation 2051.1 (dated April 4, 2008). Students who are accused of a violation of school rules will be provided due process IAW that regulation.
2. **Consequences of Conduct Violations and Penalties:** Student discipline should be administered progressively, with less severe punishment for the first infraction and

with increases in punishment for each subsequent offense. However, school personnel, consistent with the powers and authority delegated to them, have the authority to take more serious administrative action if such action is warranted by the nature of the misconduct.

3. Grounds for Removal: A Principal may remove a student from school for up to 10 school days, or recommend the long-term removal of a student (i.e. suspension in excess of 10 school days or expulsion). Disciplinary actions involving a removal from the school for more than 10 days require an opportunity for a hearing before a school disciplinary committee and a decision on the proposed disciplinary action by the District Superintendent.

## DUE PROCESS

The Principal or teacher will advise the student as to why disciplinary action is being taken, summarize the information on which the teacher or principal is relying to conclude that the accused student committed an inappropriate act, and afford the student an opportunity to explain the offensive behavior and, especially when the consequence is to be suspension, present evidence which supports the student's explanation or establishes that the student has not committed said act.

Unless otherwise indicated, a suspension is effective immediately upon the Principal's determination that such action is appropriate. In the case of a suspension of ten days or less, the parent or guardian may submit a written appeal to the Community Superintendent within five days of the action taken. If a student is suspended for over ten days, s/he is entitled to a disciplinary hearing. The parent or guardian will be informed of the reasons for the proposed discipline, the proposed punishment, the right to a prompt hearing and/or the date of that hearing, the right to waive the hearing, the recipient's right to present witnesses and documentary evidence at the hearing, the recipient's right to be represented by a parent or legal counsel; and the administration's right to present evidence, call witnesses, and/or be represented by legal counsel.

## HARRASSMENT

### Bullying

Bullying is defined as a pattern of conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive environment. No one has the right to make anyone else feel afraid at school. A student must not harass or bully others even in jest.

Bullying includes, but is not limited to, physical intimidation, taunting, name calling, insults, and negative comments regarding race, national origin, sexual orientation, gender, religion, disability, characteristics, or associates of the targeted person. All complaints will be investigated, and any student who is involved in harassing others will be subject to disciplinary action.

## Sexual Harassment

DDESS, Fort Campbell Schools, and Wassom Middle School are committed to providing an educational environment in which students are free from all forms of sexual harassment and abuse, including adult to student and student to student.

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964 as amended 42 U.S.C. 200e, et seq. It consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other unwelcome verbal or physical conduct or communication of a sexual nature. Every allegation of sexual harassment and/or abuse (by an adult) is to be reported to an adult with whom the student feels comfortable.

All sexual harassment complaints will be taken seriously, promptly investigated, and resolved. Confidentiality about all aspects of the complaint will be maintained to the maximum extent possible. As appropriate, the school will also report to the police and we forward a "Serious Incident Report" sent to the Superintendent. Students shall be protected from reprisal for reporting an incident of sexual harassment, making a good faith complaint, and/or participating in the investigation of sexual harassment charges.

## ISS (In-School Suspension/Support/Supervision)

The ISS room has several important uses, one of which is a "time out" or alternate location for students who may need to compose themselves before re-entering the academic environment. Teachers may also assign disruptive students to the ISS room for the remainder of their class period, but longer visits are determined by an administrator.

Each time a teacher assigns a student to ISS for a time out, s/he will contact the parent. On the third occasion within the quarter, your child will have a conference with the team and also be given a detention. Should there be another time out during the quarter, a parent or guardian will need to meet with the team to discuss how we can best help this student stay in class. At this point, the student gets a Wednesday detention for two hours – and an SST (Student Success Team) file may be started.

If the student continues to disrupt the learning environment and needs to be sent to time out, another Wednesday detention will be given and an SST file begun. From then on, consequences are administrative and the SST process will guide behavior via a contract of some sort. Suspension and even expulsion (via a disciplinary hearing) are also options for the chronic disruptor. However, the system resets to zero each quarter for the student not on a behavior plan. (Those students' consequences are governed by their plan.)

ISS is also a place for instructional support should a student fall significantly behind in his or her academic work. It can also be used as a place of supervision, should we need to separate students during an investigation. Spending time in ISS does not mean the

students are “guilty,” but rather that they need to be supervised elsewhere. Regardless of the reason, if a student is in ISS, s/he will complete the regular class assignments given by the teacher.

Administrators may also use ISS to personalize school discipline. Administrators may assign students who are suspended to spend all or part of their suspension in the ISS room, rather than at home. A student who is sent to ISS by an administrator forfeits any other activities that may occur that day, such as study trips and assemblies, and may not participate in after school activities, such as school dances and programs.

## ZERO TOLERANCE FOR WEAPONS (ZTW) and VIOLENCE

It is absolutely essential that our schools, school activities, and buses be free of weapons. To this end, a policy of Zero Tolerance for Weapons (ZTW) is in place. This means that students are not allowed to have weapons that could frighten or jeopardize the safety of individuals, objects that resemble weapons (replicas), or objects not resembling weapons that can easily be used as weapons. (Educational uses of replicas [e.g. a prop in a play] may be allowed at the discretion of the administration.)

Many items that would not normally be considered weapons are prohibited when "carried in a concealed manner, or if displayed openly, brandished or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety." Replicas and toy knives or guns brought to school by students and concealed on their person or in lockers are prohibited items and will normally result in serious disciplinary action, including and up to a disciplinary hearing and expulsion from school. Also, any incident that occurs on school grounds, a school bus, or during a school sponsored activity that involves a weapon or prohibited item will be immediately reported to the military police. Laser pointers are considered a weapon and are not to be brought to school or a school activity. Pocket knives are not to be brought to school, no matter how small and regardless of the purpose of its use. Lighters are also not allowed, nor are spiked leather, even if filed down.

Any item used as a weapon to hurt someone or to threaten to hurt someone is also considered to be a weapon, whether it is a padlock, a ballpoint pen, or a stick. “Just playing around” is not an excuse for using anything that looks like a weapon to hurt or threaten someone, even if it's a fake.

## BUS BEHAVIOR

Our buses are contracted from Taylor Transportation, but enforcing discipline on the buses is an administrative function of Ft. Campbell Schools. Here are the rules that were distributed with the registration packet:

1. Observe the same conduct as in the classroom.
2. Board and exit the bus in an orderly, safe manner when the bus is fully stopped.
3. Stay in your seat. Remain seated at all times while on the bus.
4. Talk with other passengers in a normal voice.
5. Keep all parts of your body inside the bus windows. Do not throw or shoot objects inside or out of the bus.

6. Keep aisles, steps, and empty seats free from obstruction. Do not fight, push, shove, or trip other passengers. No horseplay is allowed.
7. Remember the Dress Code is still in effect. Remain fully and properly clothed.
8. Remember the Discipline Code is still in effect.
9. Do not use or possess any unacceptable item identified in the Code of Conduct.
10. Treat the driver and fellow students with respect. Be courteous, use no profane language or make obscene gestures. Do not harass or interfere with other students or the bus driver.
11. Do not sit in the bus driver's seat. Do not open or try to open the bus door. Do not tamper with bus controls or emergency equipment.
12. Cooperate with the driver. Promptly comply with the bus driver's instructions.
13. Keep the bus clean. Do not be destructive. Treat the bus and other private property with care. You will be responsible for restitution if you damage the bus.
14. Do not eat or drink on the bus. Water is allowed in a plastic container.
15. Do not spit or smoke or use any tobacco product.
16. Do not engage in public displays of affection.
17. The bus driver is authorized to assign seats.
18. Radios, tape players, head phones, or other personal electronic devices can only be used with headphones.
19. No cell phone usage is allowed.

School administration will enforce them as follows:

1. First Offense: Misconduct notice is sent home, parents are notified by phone, and students are counseled.
2. Second Offense: Misconduct notice is sent home, parents are notified by phone, and students are counseled. Depending on severity, students may be suspended from the bus.
3. Third Offense: Misconduct notice is sent home, parents are notified by phone, students are counseled, and automatically suspended from the bus.
4. Fourth Offense: Students are removed from the bus for the remainder of the school year.
5. Extreme misconduct (fighting, etc.): Automatic suspension from the bus and school.

## LUNCH BEHAVIOR

In order to provide a stress-free lunch period for all students, the following Cafeteria Rules are in effect:

- Students will be escorted to and from the lunchroom by their teachers
- Students will walk to and from the lunchroom quietly
- Students will line-up quietly in the serving line.
- Students will sit only with their classes at designated tables
- Conversation is allowed, but is expected to be quiet.
- Talking across tables is prohibited
- Once seated, a student will remain seated at that table and location for the entire lunch period
- Each student is responsible for his/her area clean-up.

- Proper table etiquette is expected.
- Improper behavior in the lunchroom will result in an alternate lunch assignment
- Permission will be granted at the discretion of the lunch duty adults for:
  - Use of lavatories
  - Use of water fountains
  - Nurse, counselor visits
  - Returning to the serving line for seconds and/or when there are leftovers for purchase.

## **CELEBRATIONS AND OCCASIONS**

While it is nice to remember our children's birthday or send a big Valentine, these are also potential disruptions to the school day and distractions for other children. Please do not send cupcakes to lunch or surprise your student with a big bouquet of balloons. Instead, work with your child's Prime Time teacher to celebrate during that time. All deliveries for students will be kept at the front desk until after school.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

The Ft. Campbell policy is that student cell phones and other electronic devices, such as iPods, CD players, digital cameras, etc., are prohibited. If these are seen or heard anywhere in the school building, the device will be confiscated. Repeat offenses will require the parent to retrieve the device from the main office and will incur disciplinary action the third time we confiscate one. If a prohibited item is lost or stolen, the school will not complete an investigation to recover it or assume financial liability for the loss. Also, students who use cell phones during school will be disciplined by the administration.

## **CHANGE OF ADDRESS/EMERGENCY CONTACT**

It is vital to your child's safety that the school has up-to-date contact information. Any change in addresses, telephone numbers, email, sponsor's unit, and emergency contact should be reported immediately to the Main Office. This cannot be emphasized enough, as we have to be able to reach you at all times. Therefore, the school reserves the right to call emergency contacts and/or the command, if our information is not current. Please update phone and email contact information every time there is a change.

## **COMMUNICATION AND CHAIN OF COMMAND**

Open lines of communication between the home and school are extremely important. Questions, problems, or concerns related to the operation of the school and/or this

handbook should be directed to an administrator. Your child’s Prime Time teacher is your first point of contact for parent conferences and general questions or concerns about your child’s education. However, if you are having difficulty with an issue in a specific classroom, please speak first with that particular teacher. If you continue to have concerns or you were dissatisfied with the results of your contact with the teacher, then you would need to contact an administrator. The building principal is the last stop before elevating an issue to the Community Superintendent.

As the military uses a chain of command to resolve the issue at the lowest level possible, so do we. Skipping levels will only result in time lost, as your concern will be redirected according to the following Chain of Command:

LEVEL 1	Classroom level	Individual/s of concern	(270) 439-3791
LEVEL 2	Wassom Administrators	Walter Coulter, Myrna Moore	(270) 439-3791
LEVEL 3	(Acting) Assistant Superintendent	Dr. Jo Blease	(270)439-1927
LEVEL 4	DDESS KY District Superintendent	Dr. Frank Calvano	(502) 624-2345
LEVEL 5	DDESS Director	Dr. Elaine Beraza	(678) 364-8007
LEVEL 6	DoDEA Director	Dr. Shirley Miles	(703) 696-4361

## DAILY SCHEDULE

An integral part of the middle school concept is scheduling that allows your child’s team of teachers the freedom to use instructional time as best suits their educational programs. Core courses meet each day as determined by the team, leaving time for lunch and enrichments at their regularly scheduled times. Enrichment periods are “blocked” (meet for a longer period of time) and run on an alternating schedule. For example, if your child has art and music, s/he will meet art one day and music the next. That way, each student has every class throughout the term, but the academic team also can adjust their time to facilitate interdisciplinary studies or other special instructional opportunities.

## DISASTER DRILLS

Unannounced drills will be practiced throughout the school year to assess our readiness and response to potentially dangerous situations. We practice regular fire drills, tornado drills, emergency evacuations, and lockdowns to help keep the students and staff safe in a variety of situations.

The fact that students are drilling for potentially life-threatening situations brings with it the expectation of heightened awareness and cooperation. Due to the importance of these drills, we will strictly enforce these expectations and disciplinary action will be taken if students do not take the drills seriously. Accordingly, “pranks” like pulling a fire alarm, calling 911, or issuing a bomb threat (fake or otherwise) present a substantial safety risk to students and staff. These will be disciplined at school in addition to whatever fines the sponsor may incur from local authorities.

## DRESS CODE

The Fort Campbell Schools' dress code is designed to insure the health and safety of students, to avoid distractions to the educational process, and to preserve the basic rights of the individual. Students are expected to comply with the dress code policy and have grooming that neither distracts from the learning atmosphere of our schools nor interferes with the instructional process. Careful grooming of hair, cleanliness, and appropriate dress are important factors in the student's development of a wholesome personality, positive self-concept, and acceptance by others. In addition, attire and grooming influence the behavior of students. New students will have two weeks grace to come into code, but should approximate it as best they can during that time.

The administration reserves the right to prohibit a particular item of clothing if it is not specifically covered by this policy but is deemed to cause sufficient concerns. If there is a question as to the appropriateness of certain apparel, the student should ask before wearing a garment that might be determined as inappropriate. Parents as well as students are responsible for compliance with the dress code. Students who come to class in unsuitable dress, as determined by any faculty member, may be sent to the office to make arrangements for obtaining proper clothing from home.

The following is guidance from the Fort Campbell Schools' *Code of Conduct*:  
(*All students must be in compliance with the dress code throughout the school day.*)

Students are expected to dress appropriately and in a way that is consistent with a positive learning environment, that does not interfere with the educational performance of other students or that causes a health or safety problem. Apparel worn to school should be neat and clean and should not disrupt the teaching/learning experience. Items of clothing displaying language that is vulgar or obscene or clothing that promotes or depicts drugs, alcohol, tobacco, drug paraphernalia, violence, hate speech, or gang symbols are prohibited.

1. Attire or jewelry must not be dangerous, destructive, provocative, profane, or disruptive.
2. Body piercing will be restricted to earrings in the ears only.
3. Body art, extremes in hair color and/or style, or other exaggerated grooming is not allowed.
4. Heavy coats, jackets, book bags will be stored in student lockers/designated areas during school hours when possible.
5. For safety reasons, shower shoes and/or house slippers are not to be worn.
6. Headwear is not to be worn inside the building.

The administration reserves the right to prohibit particular items of clothing not specifically covered by this Discipline Code of Conduct that is determined to cause sufficient concerns regarding appropriateness or safety. Because the school years are a time of rapid physical change, clothing items purchased at the beginning of the year may not remain appropriate due to growth. If there are questions as to the

appropriateness of apparel, students should wear something else. Students are encouraged to ask school officials before wearing a garment that might be inappropriate. Parents share responsibility for compliance with the dress code. Students who come to school in unsuitable dress will earn discipline points and be detained in ISS until the correction can be made. The students will be counseled concerning proper dress and the sponsor will be contacted and asked to bring a change of clothes.

#### All – Colors / Fabrics

- Bottoms/dresses are limited to solid colors of: khaki, navy, black, gray, or dark green.
- Tops may be any solid color
- Acceptable fabrics are cotton, corduroy, or wool. No spandex (other stretch material), nylon, denim, leather, or leather like material is allowed.

#### Girls - Jumpers / Dresses / Skirts

- Girls' skirts without belt loops are acceptable.
- Jumpers must be without bibs; no derivatives of overalls are accepted.
- Skirts must fall at a length that is appropriate for school. (Generally that is approximately 3 to 4 inches above the center of the knee, both front and back). The final determination of skirt length falls to the judgment of school administrators.

#### All - Shirts and Sweaters (all shirts must be tucked in with the belt visible)

- Pullover polo style or oxford style dress shirt/blouses with short or long sleeves must have a collar.
- Sweaters must be pullover, cardigan, sweater vest, or sweater shirt style.
- Size appropriate sweaters and sweatshirts (not hooded) must be worn over policy approved shirt.
- Turtleneck sweaters are acceptable. Turtleneck shirts must be worn under an approved sweater or sweatshirt.
- No sleeveless, see-through materials, excessively tight or revealing clothing.

#### All - Slacks or walking shorts

- Must be of reasonable length with waist band fitting at the natural waist and worn so waist band remains above the hips.
- Walking shorts or skorts must have at least a seven to nine inch inseam and should be no shorter than three to four inches above the center of the knee.
- Chino, khaki, docker, or dress style slacks with belt loops are acceptable.
- Girls' slacks, shorts, and skorts without belt loops are acceptable.
- Belts must be worn and fit actual waist size without any excess hanging down.
- The following are not acceptable: Cargo or five pocket pants, overalls, painter pants, denim jeans or jean style pants in any color, spandex pants, pants with draw strings or excessive flair bottoms, or pants with leg pockets, excessively tight, baggy, or revealing clothing. No neon or florescent clothing of any kind. Logos are acceptable if in good taste and not larger than two inches.

## Miscellaneous

- No sweatbands (head or wrist) may be worn except in physical education classes.

IN ADDITION, we have added these stipulations/clarifications at Wassom:

- Clothing cannot be decorated with embroidery, designs, or “bling” of any type.
- While book bags and large purses must remain in lockers, girls may bring a small handbag with them into the classroom. By “small” we mean this: If you can fit a text book in it, it is too big and must be left in the locker.
- Care should be taken to ensure that shirts that button up are fastened to a modest degree.
- Belts must be worn in belt loops. If there are no belt loops, a belt should not be worn.
- WMS tee shirts and Ft. Campbell High School athletic jerseys (the ones worn during athletic events only and on game days and only by team members) may be worn on top of a collared shirt, while any solid color tee shirt may be worn underneath on any day. On jeans days, however, the WMS shirt may be worn by itself without a collared shirt.
- When students have a “jeans day,” appropriate jeans must be worn. These are blue (only), clean and in good repair (no holes or frayed edges), are free from embellishments of any kind (embroidery, designs, etc.), only have pockets by the belt (no cargo pants), and fit appropriately. Students who come to school in inappropriate jeans will lose the privilege of wearing jeans to school that day.
- General guidelines for attire still hold for situations in which uniform clothing is not required. This would include dances, after school events and concerts, and the eighth grade promotion assembly at the end of the year. Dressing up for dances is encouraged, but students will not be turned away if they dress casually or in appropriate jeans. However, students who wear revealing or immodest attire will not be allowed to participate.

## **ESPECIALLY FOR PARENTS**

### HELPING YOUR CHILD

- Make sure that your child attends school everyday.
- Make sure that your child gets a good night's sleep every night, but especially on the nights before testing.
- Provide breakfast everyday.
- Remind your child to ask the teacher questions if he or she does not understand.
- Set a good example by respecting school efforts to support learning.
- Take advantage of museums, libraries and community resources to enrich learning.
- Make sure your child completes homework assignments.
- Make sure child has a quiet, well-lit place to study and read.
- Limit television time.
- Encourage your child's best behavior at school.

- Check your child’s agenda (student planner) daily to keep informed about class projects and homework. Teachers put homework on the board daily. Students are encouraged to write the homework down.
- Listen to your child; encourage him or her to tell you about the school day.
- Most importantly, let your child know that you have confidence in his or her abilities and are proud of his or her efforts to do his or her best.

#### HELPING THE SCHOOL

- Send notes, call and contact teachers when you have concerns.
- Become familiar with the school's and teachers' expectations.
- Let teachers and school staff know that you are interested in your child's education.
- Attend parent conferences.
- Check and replenish school supplies.
- Celebrate your student's achievements at home and in the community.
- Be sure your contact information is always current.
- Register your child for the next school year promptly in the spring.
- Join the PTO and support their activities.
- Volunteer your time at the school!

## ENVIRONMENTAL ISSUES AND AEROSOL PROHIBITION

WMS strives to maintain a healthy and ecologically friendly environment by following all EPA guidelines and past regulations. Due to ecological and health concerns, and to comply with state regulations for proper disposal of aerosol cans, we do not allow students to bring them to school. No students are allowed to bring aerosol cans of any type to school. This means that any deodorant, body spray, hair spray, cologne, or other personal hygiene product brought to school must be in a non-pressurized, “pump” type of container. Care should also be taken not to overuse body sprays, cologne or any substance with a strong odor. Due to the presence of students and staff members with respiratory issues, strong odors can pose a serious health threat.

## GRADES

The teacher is in the best position to evaluate the student’s academic progress in relation to the DoDEA Learning Standards. They will make their grading procedures known at the beginning of the year and give the students an idea of what is expected. Should there be concern over individual grades or grading procedures, these should be discussed with the specific teacher of the class in question. It is best to communicate early, so problems can be avoided.

#### PROGRESS REPORTS AND REPORT CARDS

Parents can check grades and attendance on GradeSpeed at any time at <http://dodea.gradespeed.net>. (Step-by-step instructions in brochure form are available at the school.) However, progress reports will also be emailed after the third and sixth weeks of each quarter. Sponsors without internet access may call the school to request a hard copy. Quarterly grades (report cards) will be mailed via US Postal System.

## GRADING SCALE

WMS has established the following grading scale:

90-100 = A

80-89 = B

70-79 = C

60-79 = D

59 and below = F

Incomplete = I

An "I" (Incomplete) on the progress report indicates that the assignments have not been completed. Making arrangements for the completion of assignments is the responsibility of the student. Fifteen school days into the new grading period will be allowed to remove an incomplete. No incomplete will be given the fourth quarter.

## GIFTED EDUCATION

DoDEA has a gifted resource teacher (GRT) on site to help find and serve students who need significant differentiation in their curriculum. These students are identified through the Gifted Resource Committee and served primarily in an inclusive manner within the regular educational program. A multi-faceted approach to identification is followed by DoDEA, taking into account test scores, performance indicators, and other evidence of superior ability and/or achievement. If your child was identified for gifted services in another DoDEA school, s/he is eligible for services in our school. If your child was identified for similar services in another system or you would like your child to be considered for the program here, please contact the school.

## GUIDANCE

The guidance program at Wassom Middle School is designed to help each student develop into an active and independent member of society. The counselor provides a variety of activities and services for students, teachers, and parents to help students with educational, vocational, and personal issues. Students are seen individually, in small groups, and as whole classes for instruction. The counselor also gives a thorough orientation to all new students and assists all students with course selection. The counselors will introduce themselves to all students during the first few weeks of school and discuss the services available through the guidance department. Students and parents are encouraged to visit the counselors whenever assistance is needed. There are also psychological services available from local providers, including CAPS (Child/Adolescent Psychological Services) on post.

## **HEALTH SERVICES AND ISSUES**

All students require immunization against communicable diseases. This requirement is mandated by DoDEA and we have requirements that vary from those of the local school systems. Immunization certificates may be obtained by taking the student's shot record to the Immunization Clinic at Blanchfield Army Community Hospital (BACH) or the assigned primary care clinic. Students will not be allowed to attend, if immunizations are not up-to-date. Also, a school physical is recommended on each student within 30 days of initial enrollment but is not required for attendance.

School health services at Wassom include: preventive health screening, such as vision and hearing screening; height and weight measurement; scoliosis screening; immunization status screening; cursory dental screening; counseling students and parents on health matters; referring students for medical and dental examination; and caring for sick and injured students.

The nurse works with the faculty in developing health education programs appropriate for specific grade levels. Content areas include safety, communicable diseases, substance use and abuse, consumer health choices, human sexuality, child abuse, sexual abuse, and physical health.

The nurse cannot make medical diagnoses nor prescribe treatment, since this is not in the realm of school nursing practice. The nurse counsels students and parents toward student self-administration of prescribed medications, with appropriate exceptions for handicapped children. The nurse does not administer medications, to include over the counter (OTC) drugs, except when prescribed for individuals with conditions such as asthma, allergies, heart conditions, ADHD, etc. and the following procedure is followed:

- A prescribed medication authorization form will be given to the parent. This form must be completed, signed, by the physician and parent, and then returned to the nurse before any medication can be given.
- Parental permission must also be given in writing for the nurse to administer the medication.
- Only medication in the original pharmacy-labeled container marked with the date, student's name, name of medication, amount to be administered and time to be taken, and the prescribing physician's name will be administered.
- This medication is to be taken directly to the nurse by the parent, not sent to the school via the student.
- Only the school nurse or designated office personnel are to administer medications; students are not to keep medication with them during school hours.

### **OVER THE COUNTER (OTC) MEDICATIONS**

Students are not allowed to bring drugs of any kind to school. This includes over the counter (OTC) medicines, such as Tylenol, cold remedies, etc. Also, the nurse cannot dispense medication of any type without a doctor's order and following the procedure outlined above. If your child needs an OTC medication during school hours, you can get a doctor's prescription for it and follow this procedure, come to school and personally administer it to your child, or keep/take your child home.

## DRUG POSSESSION

Further, in light of the recent trend in teens taking prescription drugs and/or OTC medications to get high, we are especially cautious when students are found with these. It is one thing for a student known to suffer from headaches to have a Tylenol s/he didn't realize was there to fall out of a pocket – and quite another for him or her to have a quantity of prescription or non-prescription drugs or hide them in shoes, etc. Students who possess/sell prescription or non-prescription drugs at school will be disciplined here and also referred to the MPs.

## INHALANTS

Likewise, common substances are often used by students to achieve a momentary buzz. Among these are permanent markers, glue, etc. Unless there is a specific reason for a student to use permanent markers (e.g.: for a specific project and under the watchful eye of a teacher), they should not come in contact with them at school. If a student is found with an inhalant, it will be confiscated. If a student is observed sniffing one, a referral will be made to the office.

## REFERRAL TO THE NURSE

If a student becomes ill or needs to see the nurse, s/he must obtain a pass from a teacher. Except in an emergency, students should not go to the nurse between classes. If a student becomes ill during the school day and needs to go home, a parent or guardian will be contacted to come pick up the student or to give permission for the student to walk home. If you are unable to be contacted, the student will remain at school or will be taken to the hospital at the discretion of the nurse. Again, we cannot over-emphasize the importance of current contact information.

## HELP FOR STRUGGLING STUDENTS

Help is available for students who struggle with academics, behavior, and organization. If your child is falling behind in his or her studies, you will be able to tell right away by looking at Gradespeed. Missing assignments may mean difficulty in a variety of areas, but help is available. We have after school tutoring and other arrangements for students to receive support.

## SST (Student Success Team)

The SST is an interdisciplinary group of professionals who join with your child's team to help design interventions for students who struggle academically or behaviorally. If, after working with your child's team of teachers, problems persist, a formal SST can be convened.

This is also the group that oversees other types of intervention plans, such as the DoDEA Accommodation Plan (similar to a "504" in public schools). If your child has documented conditions, such as ADHD or other health issues, and needs changes made in his or her school day to "level the playing field," an Accommodation Plan can be written.

## CHILD FIND PROGRAM

Sometimes, after working with a child, the SST may recommend that a student be tested for a suspected disability. This is one way that we find children who may need specialized help. However, students do not have to go through the SST process to be referred for special education services. Teachers, parents, and the students themselves may also refer for evaluation of learning difficulties. Contact the guidance counselor, if you have a child that is having difficulty in any of the following areas:

- Following teacher directions
- Difficulty with academics, including reading, writing, or math
- Speaking or listening, seeing or hearing
- Getting along with others
- Learning new tasks
- Expressing his/her ideas
- Managing his/her feelings or temper
- Chronic depression

## SPECIAL EDUCATION

If your child is found eligible for special educational services, an IEP (Individual Educational Plan) will be written. This document contains goals, as well as modifications and accommodations that must be performed to help your child learn. Special education decisions are made by committee – and parents are a vital part of the process. Since special education meetings are arranged with regard to federal guidelines and timelines and the schedules of many, please make attendance a priority. If unforeseen circumstances arise that prevent your attendance, notify your child's case manager as soon as possible. Without your participation, we cannot serve your child.

## HOME-SCHOOL PARTNERSHIP

When the home and school partner for the success of students, everyone wins. That is why WMS has always supported programs and organizations that have encouraged parental involvement, such as the Parent-Teacher Organization (PTO). Open House,

parent-teacher conferences, parent participation in school advisory/decision-making groups, awards programs, classroom volunteers, resources in the classrooms, and chaperones on study trips are just a few of the ways parents can be included in the functioning of the school. Research has shown that when parents are involved in the school, the child's progress improves.

Another important way that parents can be involved in the success of the school is by serving on various School Improvement committees, including the School Improvement Leadership Team. This group meets regularly to review School Improvement Plans and monitor progress toward goals that support the DoDEA Community Strategic Plan. Please contact the school or the PTO, if you have an interest in serving in this way.

## **HOMEWORK AND MISSING ASSIGNMENTS**

Often, it is required that students complete assignments outside of class for the successful attainment of the goals and objectives of the DoDEA Learning Standards. According to current research, the value in homework lies in reinforcing the concepts taught in class and providing practice/review to increase academic achievement. As an added benefit, independent work encourages students to be self-disciplined and responsible. In addition, homework can involve parents in the learning process.

Research clearly shows that homework is essential to academic success. At Wassom, part of our mission is to ensure that all of our students are academically successful. Therefore, refusal to complete homework is not an option at Wassom. After an absence it is the student's responsibility to obtain the make-up work and complete all assignments in a prompt and orderly manner. As a general rule, students will be given one school day to make up work for each excused absence in order to receive full credit for the assignment. All late work will only be eligible for a maximum 70% credit, but it still must be completed. To be eligible for the 70% credit, late work must be completed and turned-in no later than one week prior to the end of the nine-week grading period.

A Mandatory After School Study Hall [MASSH] will be convened Monday, Tuesday, and Thursday from 2:40 – 3:40 PM to accommodate students who choose not to complete assignments in a timely manner. Any student with three or more late assignments in any one class will be placed in MASSH by the teacher of that class. Students and parents will be notified by the placement teacher at least one day in advance of the placement. The assumption will be that the placement will last for only one day; however, students will remain assigned to MASSH until all of the late assignments have been completed to the satisfaction of the placement teacher. If the work has not been completed satisfactorily, the teacher will notify the student and parent that the MASSH placement will continue for an additional day.

Students who satisfactorily complete late assignments and turn them in prior to Prime Time on the day they are scheduled for MASSH may be excused from MASSH at the teacher's discretion. If the teacher chooses to do so, parent contact will be made.

All students placed in MASSH – whether walkers or bus riders – will remain in the room until MASSH is dismissed at 3:40 PM. Students are expected to bring additional work or a book with them to MASSH to keep them constructively occupied when their late work is completed. MASSH students will be eligible to ride the activity bus, but when students are released from MASSH, they are expected to immediately leave the building – and board the bus or leave campus.

Failure to attend MASSH will result in an After School Detention. Failure to attend the After School Detention will result in an assignment to ISS. After serving the detention (or ISS), the student will be re-assigned to the MASSH until the late work is satisfactorily completed.

## **HONOR ROLL**

Students with high academic achievement will be recognized at the end of each grading period. We honor three performance tiers at our Academic Awards Assemblies: those with a GPA of 3.20-3.49, a GPA of 3.60-3.99, and those with a straight 4.00. We call these the Honor Roll, Honor Roll with Distinction, and the Principal's Honor Roll.

All subjects will be included in determining eligibility for honor rolls. If your child's report card does not reflect the fact s/he is on an honor roll, and you feel that s/he met the requirements, please notify the guidance office immediately.

## **LOCKERS**

Lockers are available for student convenience and will be assigned and locks issued during the first week of school. (No private locks will be allowed on assigned hall lockers.) Use of a locker is a privilege, not a right, and student lockers can be taken away for disciplinary reasons. Since locker problems are almost always the result of students sharing locks and/or a locker, students are instructed not to share their lock combinations or locker with anyone.

Students (and their sponsors) remain responsible for government property issued to them whether stored in school lockers or not. They are responsible for the contents and condition of their lockers and school-issued locks. Also, the school is not financially liable in any way for any personal articles lost or stolen. So, cash, jewelry and other high value items should not be brought to school or stored in hall lockers.

Lockers are school property and, therefore, may be examined at any time by authorized personnel for neatness and/or with probable cause.

## **LOST TEXTBOOKS AND OTHER GOVERNMENT PROPERTY**

Textbooks will be issued to students by their classroom teachers, library books are checked out by the Media Center, and music teachers issue instruments in good faith that the government property will be returned in good condition. Therefore, students (and their sponsors) are expected to replace lost or damaged government property or reimburse the U.S. Government by writing a check payable to US Treasury for the amount necessary to replace the item.

The best solution for the school is for the parent to replace the actual item (rather than reimburse the government). Our School Support Assistant can help facilitate this. In any case, a new item must be ordered or repayment made before a replacement item will be issued to the student.

(The Lost and Found is located backstage in the cafetorium. Items are removed when the bin fills up, so it is important for students to check promptly upon losing an item.)

## **MOVING/WITHDRAWAL FROM SCHOOL**

As soon as parents/guardians know that a child will be leaving Fort Campbell Schools, they should inform the school and bring in a copy of their orders, etc. This notification should occur at least five days before departure in order to prepare records for a smooth transition. Exit grades (not final grades) will be issued, if the student leaves more than 20 days prior to the end of the term. In some cases the student may be required to complete the receiving school's course requirements to earn a final grade. Official student records will be mailed to the new school upon receipt of an official request, but the parent/guardian can request a Xeroxed copy for hand carrying.

Prior to departure, the following steps must be completed:

1. Parent/guardian sign withdrawal papers a week in advance of student's last day.
2. Student must return all government property, e.g. books and school equipment.
3. Student is required to obtain all proper personnel signatures on withdrawal form.
4. Student must pay for lost or damaged government property and settle any debts.

## **PARENT CONFERENCES**

Parent-Teacher conferences are scheduled at various times throughout the school year to provide an opportunity for direct communication between the home and school. However, any time you feel that one would be beneficial, please call your child's Prime Time teacher to schedule a meeting with the team. Taking an interest in your child by learning about the school improves his or her chance for success. One of the most important ways that parents can get directly involved is to attend and fully participate in parent conferences.

## **PRIME TIME AND CHARACTER EDUCATION**

Prime Time (also known as Advisory) comprises the first half hour of the day for all students. This is an important function of a middle school inasmuch as it serves as “home base.” Dividing students into smaller groups gives them a sense of belonging and ensures that at least one adult in the building knows the child well and is tracking his or her academic performance and behavior. The Prime Time teacher is the not only the child’s primary advocate, but also the parent’s first contact.

One important aspect of Prime Time, in addition to developing personal relationships and keeping organized, is Love in a Big World (LBW), our character education program. Sponsored by the PTO and managed by the counseling department, this program holds great promise for helping students and adults grow in character. It is a multi-cultural, literature-based program that has recently been named one of the four character building programs endorsed by DoDEA. In addition to the reading selections, discussions, and activities generated by the word of the week, LBW producers have provided us with dramatized announcements, school assemblies, and special visits just to interact with the students.

## **PTO**

The Wassom Middle School PTO (Parent Teacher Organization) is a self-governing group – not a school-sponsored organization. Membership is open to all students, parents, staff, and friends of the Wassom Middle School community. Having an active and involved PTO is an important element of our success as a school, as they sponsor programs to support and promote the educational endeavors of WMS.

PTO projects and activities also raise revenue to support the school. Such events may include the Fall Festival, student dances, popcorn days, a school store, and other projects approved by the PTO Executive Board in addition to supplying the funding for our character education program, Love in a Big World.

Therefore, the support of, parents, teachers, and students is vital to the continued success of this important organization. Further information about the Wassom Middle School PTO may be obtained from members of the PTO Executive Board.

## **REPRESENTING OUR SCHOOL**

Students who represent our school must be good role models in every way. Not only must they be academically responsible, but their behavior must be beyond reproach. Therefore, any student who has been formally suspended or referred to in-school suspension by an administrator will not be eligible to represent the school in dance courts, as class favorites, student council officers or representatives, etc. In certain cases, however, the principal may allow a student who was suspended earlier in the

year but has reformed his/her ways to represent the school. This student would well-represent the school as one who has become responsible academically and behaviorally and should be commended for marked and sustained improvement.

## **SCHEDULE CHANGES**

Students are scheduled into classes on a fairly random basis by our computer. From time to time, core teachers will also reschedule students to optimize learning opportunities. This is an important part of the middle school concept. If there are no course or teacher changes, just a change in when the student has the course, parental permission will not be sought.

The computer also considers enrichment preferences, and normally, these decisions are not changed. However, adult requests for a change of enrichment initiated within two weeks after the term has begun can be considered on an individual basis and for the educational benefit and well being of the student. Please contact the school counselor to request an enrichment change.

## **SKATEBOARDS, SCOOTERS, SKATES, “HEELIES”**

Though students enjoy riding skateboards and scooters and wearing skates and “heelies,” due to safety reasons and liability issues, they may not do so at school or on school property. If a student has a skateboard, scooter, skates, or “heelies” at school, they will be confiscated and returned to a parent/guardian. If there is a repeat, disciplinary action will follow.

## **STANDARDIZED TESTING**

WMS administers the Terra Nova achievement test to all grade levels and an end of course exam for students taking Algebra I and Spanish I for high school credit. You can help your child be successful by encouraging him or her to take these tests seriously and to do the best s/he can. These tests are not only important to the system, but also to your child, as various programs use them for placement purposes. Getting a good night’s sleep, eating a good breakfast, and coming to school ready to perform will also help your child do his or her best work. Also, please make every effort to schedule appointments/leave so your child does not miss any portion of these tests.

## **SUPPLY LIST**

Students should bring and maintain basic supplies (three-ring binder, filler paper,

pencils, pens, etc.) to class. Please keep an eye on your child's backpack to ensure that their supplies are current. Teachers who wish students to bring specialized supplies to school (i.e. calculator, spiral notebooks, folders, etc.) will inform them and send a note home. Students enrolled in PE will need gym clothes and shoes. They can keep them in their PE locker at school, but should bring them home frequently to be washed.

## **TELEPHONES AND MESSAGES**

The telephones in the school are for official business only. With permission, students are welcome to use the school telephones to call a parent or guardian if they miss the bus, a study trip arrives back to the school later than scheduled, if they are ill, or in the event of an emergency.

Likewise, in the case of an emergency or a change in plans, you can call the school, and a message will be delivered to your child or other appropriate action taken. We will always do our very best to assist you in getting information to your child, but please realize that our office is a busy place with many things happening at once. Frequent calls with after school instructions should be avoided for these reasons.

Families need to make it a priority to review after school plans at home before sending children to school. There is not sufficient time after the last bell and the departure of the buses for your child to call home and arrange transportation for an activity, to say that s/he is staying after school or going to the Taylor Youth Center, or visiting a friend, etc.

## **TRAVELING TO AND FROM SCHOOL**

Walking or riding a bicycle or bus to school and from school to home is considered part of the student's school day. Students should be very careful to observe safety rules when traveling to and from school. Please do not walk or ride bikes in the line of traffic. Cross only at the crosswalk with the crossing guard and be careful to follow his or her instructions. Bike riders must dismount as soon as they reach school property and walk their bike to the nearest bike rack and lock it up.

Parents who drive students to or from school, should not use the bus lane before and after school. Instead, there is a designated pick-up and drop-off point on the side of the school by the library. Also, careful attention should be paid to the directional signs posted in front of the school, as traffic only moves in one direction. If necessary, we will ask the MPs to come to the school at the beginning and ending of our day and to strictly enforce traffic and jaywalking laws to keep our students safe.

## **VALUABLES AND MONEY**

The school cannot be responsible for valuables or money brought to school. If your child chooses to wear or bring something of value to school, and it is lost or stolen, the school does not replace your loss and will not investigate to find it. Therefore, the best course of action is to leave valuables and large sums of money at home.

## **VISITORS**

Parents/guardians are welcome and encouraged to visit school, but all visitors must first sign-in at the main office. All visitors are required to wear badges authorizing access to the building – even if just making a quick trip to the cafeteria to pay a bill. In exchange, you will be required to leave your ID or drivers' license with the secretary, until you return the badge.

Wearing a DoDEA visitor's badge is a DoDEA security measure and an important part of our efforts to keep your children safe. Accordingly, teachers and other staff members have been instructed to redirect anyone in the building who does not display the proper identification.

We also want to encourage parents to visit their children's classrooms. Making prior arrangements with the teacher is necessary to help to avoid unnecessary interruptions to the educational environment. For the same reasons, please do not bring student visitors or siblings who are not here for curricular-related reason

