

Principal

Assistant Principal

Richard B. Wilson K-8

MIDDLE SCHOOL STUDENT HANDBOOK

2022-2023





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WILSON K-8 MISSION STATEMENT

The mission of Wilson K-8 School is to empower students to become confident, contributing individuals. The Wilson community will provide a balanced academic foundation in a safe, culturally aware learning environment that enables students to attain their full potential.

WILSON K-8 VISION STATEMENT

Wilson K-8 School is a student-centered educational environment that provides quality academics. instills individual integrity and emphasizes the importance of making positive contributions to society.

WILSON K-8 BELIEFS

- Wilson K-8 provides opportunities in academic, fine arts, athletics, and extracurricular activities to remain competitive in the 21st century.
- Wilson K-8 strives to achieve academic and performance excellence every day.
- Wilson K-8 creates global connections by using collaboration, inquiry, and technology.
- ❖ Wilson K-8 students are young leaders who are respectful, responsible problem solvers in the school and the community.
- Families, businesses, residents, and employees support the Wilson K-8 learning environment.

It is the expectation and responsibility of all parents, guardians, and students to read, understand, and abide by the rules and protocols set forth in the Student Handbook and Code of Conduct. Please keep all documents for reference and review throughout the year.

PROFILE OF A SUCCESSFUL STUDENT

As you begin your year at Wilson K-8 school, you will find all buildings, classrooms, and facilities in good condition, creating a positive learning environment. Also shaping your school surroundings are your teachers, counselors, office staff, custodians, and cafeteria staff. They are here to assist you in having a successful school year. You, too, share a part in making our school environment run effectively and efficiently. There are many ways to be successful. You can begin by reviewing the rules in this handbook and in the Student Code of Conduct.

Please remember, you are responsible to follow behavioral guidelines at school, on your way to and from school, at your bus stop, and on your bus. Wilson students are expected to always be kind, respectful, responsible, safe, and problem solvers.

SCHOOL CALENDAR

Grading Periods

School Begins August 4th
Labor Day September 5th
Fall Intersession October 10th-14th
Veterans Day November 11th
Thanksgiving November 24th-25th

Winter Break December 19th-Jan. 2nd

Martin Luther King January 16th

Rodeo Vacation February 23rd-24th Spring Intersession March 13th-17th

Last Day of School May 18th

1st August 4th- October 7th
2nd October 17th- December 16th
3rd January 3rd- March 10th
4th March 20th- May 18th

SCHOOL OFFICE HOURS

Office hours are 7:00 a.m. to 4:00 p.m. during the school year.

MIDDLE SCHOOL HOURS

M, T, Th, F 8:15 a.m. – 3:30 p.m.

Wednesday 8:15 a.m. – 1:30 p.m.

Students SHOULD NOT arrive earlier than 7:55 a.m. or remain on campus later than 3:50 p.m. unless they are participating in a supervised activity. Middle school students will remain in the courtyard until 8:10.

MIDDLE SCHOOL BELL SCHEDULE

Monday, Tuesday, Thursday, Friday

Wednesday- Early Dismissal

6th Grade		7th/8t	7th/8th Grade		All Grades		
Period	Time	Period	Time		Period	Time	
1	8:15-9:13	1	8:15-9:13		1	8:15-8:47	
2	9:17-10:10	2	9:17-10:10		2	8:51-9:23	
3	10:14-11:07	3	10:14-11:07		3	9:27-9:59	
4	11:11-12:04	4	11:11-12:04		4	10:03-10:35	
5	12:08-12:34	Lunch	12:04-12:34		5	10:39-11:11	
Lunch	12:34-1:04	5	12:38-1:35		6	11:15-11:47	
5	1:08-1:35	6	1:39-2:32		1st Lunch or Homeroom/SEL	11:51-12:21	
6	1:39-2:32	7	2:36-3:30		2nd Lunch or Homeroom/SEL	12:25-12:55	
7	2:36-3:30				7	12:59-1:30	

WILSON DRESS CODE

The purpose of the student dress code is to encourage students to "dress for success" and to come to school properly prepared for participating in the educational process. Students are expected to observe standards of modesty appropriate for a school setting in their dress, to be clean in appearance, and to wear appropriate footwear for reasons of safety.

Governing Board Policy Regulation JICA-R

Students and parents are responsible to provide appropriate student attire. District personnel have the responsibility of protecting the safety of pupils and maintaining proper and appropriate conditions conducive to learning. The choices of students and their parents shall not affect the educational program of the schools or the health and safety of others. The District encourages students to take pride in their attire as it relates to the educational setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

Examples of prohibited attire include, but are not limited to:

- Any clothing which exposes a student's bare midriff. (Shirt must cover midriff when arms are raised) or upper torso (no visible cleavage). No crop tops!
- Muscle shirts, spaghetti strap tops, tank tops with shoulder straps less than two inches wide.
- Leggings/spandex are not to be worn alone. They can be worn with shorts, skirts, or a long shirt or sweatshirt that must cover the buttocks.
- Shorts and skirts must cover the buttocks and extend down to cover at least three inches of the leg.
- Exposed undergarments.
- Hats are not permitted to be worn in school buildings.
- Bare or socked feet without shoes or heels or soles higher than two inches.
- Anything worn which displays symbols which reference hatred, hate crimes, violence, anti-social behaviors or that offends or intimidates.
- Anything worn that displays references to illegal or controlled substances (including tobacco, alcoholic beverages) or references to violence (guns, knives etc.).
- Sexually suggestive fit or provocative wording or images.
- Bandannas, hair nets, scarves as headgear, excepts when worn for religious purposes.
- Gang-related personalization on hats, items of clothing, belt buckles or one's self.
- Wallet chains, hanging belts, jewelry such as low hanging earrings that may be caught on objects or pulled by others.
- Profane, defamatory writing or depictions on clothing or jewelry.
- Obscene language or pictures.
- Hair that is distracting or disruptive to the educational process.

Safety standards established for vocational education, physical education, and other lab classes shall be followed. Specific standards for dress and grooming established for extracurricular activities by those responsible for supervising such activities.

If a student is in violation of the dress code, the principal or designee will ask the student to make an appropriate correction and counsel the student about the potential issues related to the inappropriate dress. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal or designee will take disciplinary action only after the opportunity to comply with the student code has been provided to the student, with the exception of incidents of indecent exposure, in which case disciplinary action will be taken immediately. If dress code violations are a recurring issue after counseling, disciplinary action may be taken.

TARDY POLICY

Consequences for excessive tardies can include but are not limited to:

- Classroom consequences
- Lunch detentions
- In-school suspension
- Parents are notified by the teacher if there is a problem with tardies.

IDENTIFICATION CARDS

- Students are required to wear a lanyard around their neck with their ID card attached at all times.
- ID cards are not to be altered in any way.
- Loaner IDs are available but more than 3 loaners will result in 1 day of lunch detention.
- Lost or damaged ID's may be replaced in the office for a \$5.00 replacement fee. Lanyards may be replaced for \$2.00.

LOCKER INFORMATION

- Lockers are subject to search at any time.
- Don't give your combination to anyone.
- Keep your locker locked.
- Don't share lockers.

CELL PHONE POLICY

While cell phones provide a convenient means for families to remain in contact, use of them during class time or school activities can be disruptive to the learning process of both the student with the phone and others.

Cell phones may not be used in classrooms or anywhere else in a manner which violates the privacy of others or interferes with the District's objective of providing a safe learning environment for all students. School phones are available for student use with teacher permission in emergencies.

If cell phones are brought to school, they are to be **turned off and stored** in the student's locker or backpack during the academic day. Students are permitted to use cell phones before school and during their lunch period. However, at no time are pictures or videos to be taken.

Administrators and teachers are authorized to confiscate electronic devices that are used in a classroom or used in any other manner that violates District or school policies. **Confiscated phones must be picked up by a parent or guardian.** Wilson K-8 is not responsible for loss, theft, or damage of personal items and devices that are brought to school.

HALLWAYS

- No running or horseplay in the hallways.
- Use your time wisely and be on time to class.

LUNCH

- Students may eat lunch inside the cafeteria or in the courtyard only. Food is not permitted in other areas including classrooms.
- Students may go to the upper field or courtyard after they eat. Food and drinks may not be taken out of the courtyard area. Water bottles are permitted.
- Students are responsible for cleaning up their own garbage. Students that fail to do so will be assigned community service or will be required to eat inside the NMPR.
- Cutting in the lunch line or the snack bar line is not permitted. Violators will asked to move to the end of the line.

FORGERY/PLAGIARISM

Forgery is signing or copying another person's signature falsely on a document.

<u>Plagiarism</u> is the act of copying another person's original writing or ideas without acknowledging the source. For example: Copying and pasting work from the internet and turning it in as yours is considered plagiarism.

PROHIBITED ITEMS

Items that are deemed disruptive to the learning environment should not be brought to school. They include, <u>but are not limited to</u> the following:

- Portable electronics (iPods, cameras etc.)
- Baseballs/Softballs, Golf Balls, Rubber Balls etc.
- Card Collections
- Toys, Water Balloons
- Gum
- Laser light items
- Balloons, flowers
- Students may not sell food or items at school for a personal profit.

PLEASE DO NOT:

- Show public displays of affection
- Sell or trade personal items
- Wear hats in the buildings
- Use the elevators without permission
- Jump or throw things from the stairs
- Slide on handrails of stairs

TECHNOLOGY LOGINS AND FILTERS

Students will log into the school network using their own credentials. The Children's Internet Protection Act is a federal law which requires the district to "block" inappropriate searches/sites from students when logged into the school network. Inappropriate searches or websites are reported by the filtering system to the administration. Students may receive discipline for blocked searches.

COMPUTER USAGE

- A District filter is provided on each school Chromebook. Computer usage is for educational purposes only.
- Do not harm, modify or destroy hardware or software.
- Information stored on student accounts is not considered private.
- Violations may result in loss of use of school computers.
- Keep your username and password private. Be sure to logout of each device if you walk when you are done.

LOST & FOUND

Items found or left at school will be sent to the lost and found in the cafeteria. Articles not claimed are donated regularly to the Amphi Foundation.

DANCE GUIDELINES

- Only Wilson K-8 students may attend.
- The school dress code will be enforced for students attending school dances.

SPIRIT WEEK/ASSEMBLY GUIDELINES

- The school dress code will be enforced. Hats may only be worn if they apply to the theme of the spirit day.
- Body paint and/or face paint is not allowed.

During the assembly

- Be a good audience member.
- Students must stay seated with their class.
- All school expectations will still be enforced.
- Discipline issues during the spirit week, may result in the loss of the privilege of assembly attendance.

VISITORS

Visiting parents, guardians, and patrons are welcome on campus. Students are to treat all visitors with respect and courtesy. Amphitheater School Board policy requires **ALL** parents and visitors to sign in at the front office and wear a visitor's badge. School age visitors are not allowed on campus during the school day.

PARENT INVOLVEMENT

Parent/guardian involvement is a critical component for student success. Parents/guardians are encouraged to take an active part in their child's education. We have some specific ways you can help your child achieve success.

Attendance: You can make sure that your child arrives at school every day on time. Students cannot learn if they are not here. Students must arrive at their first period class by 8:15 a.m.

Discipline: You can actively support and enforce our school rules. The rules are clearly specified in this handbook and the Amphitheater Student Code of Conduct. A digital copy of the handbook can be found on the District and school website.

Homework: You can provide your child with a place to do his/her homework each night. You can help them organize their assignments and provide encouragement along the way. Individual classroom teachers will be glad to answer questions relating to his/her specific homework expectations. If a child has no homework it is suggested they read nightly for 20 minutes.

PTO: Our PTO will meets four times throughout the year. These meetings will be held after school in the North Corral starting at 6:30 p.m. They have a number of great activities planned for our students for which they can use your help.

Site Council: Your site council meets regularly. Watch for dates and times. These meetings will be held in the North Corral. The Council helps the Principal and staff to shape procedures and approve changes. You are encouraged to share any concerns you might wish to be addressed with the school administration.

Coffee with the Principal: One Friday morning each quarter, parents are invited to the North Corral to have coffee with the administration. This is an opportunity to discuss questions, concerns, or ideas that you have regarding the school.

ATTENDANCE AND TARDINESS

To help ensure accurate attendance records and to help protect the safety of your child please call the attendance line 696-5915 by 9:00 a.m. on any day your child will not be able to attend school or will be late. If we do not receive your call, we will call you to verify that your child is absent.

If you know in advance that you will be out of town and leaving your child in the care of someone else, please come to the office and fill out the required form. This is for your child's safety.

When students are tardy, they must report to the office to obtain an admit slip before going to class. A student is tardy unless he/she is in class by 8:15 a.m. A written excuse needs to accompany the student on the day they are tardy or be turned into the office by the following day to excuse the tardy.

If you have any other questions, please contact the Wilson K-8 School Office at 696-5800.

Absence from School

Regular attendance is key to the academic success of a student in any school program. Students should remain out of school only when absolutely necessary.

Excused absence defined: Any absence due to illness, death in the family, religious observance, accident, or other unusual circumstance, will be excused provided:

- A telephone call from the parent or guardian is received in the school office within 24 hours of the student's return to school after an absence.
- Prior teacher and administrative approval is given for missed classes to attend relevant activities.

Missed Work

It is the student's responsibility to check with each teacher, including specialists, for work that was missed during an excused absence.

Excused Tardies = i.e. doctor, dental, or orthodontist appointments

Unexcused Tardies = i.e. over slept, missed bus, car trouble

Unexcused Absence = i.e. staying home to babysit, helping to pack

Excused Absence = i.e. funerals, illness, accident, religious observance, or out of town (prearranged a week in advance)

If your child has a fever of 100, keep them home. The child must be fever free for 24 hours. If the child is throwing up, keep them home; otherwise, the child should be in school.

Withdrawals

If your child is relocating to an area outside of the Wilson K-8 School boundaries, you must come to the school office and speak with the registrar to withdraw your child from the school.

If your family moves to a new address it is important that you notify the office of your new address and phone number.

Dismissal Procedures

We are committed to your child's safety. Middle school students will be supervised as they board buses and while waiting in the pick-up line.

REMEMBER

All students are required to bring a note from home and bring it to the office when they:

- Leave the campus with anyone other than a parent or guardian.
- Ride a different bus or different stop; this note needs to be stamped by the office and presented to the bus driver in order to board.

Leaving School Campus Early

Please try to make appointments outside of the school day. If a student must leave the campus for any reason, the student must report to the Attendance Clerk in the office. The necessary procedures are as follows:

- The parent/guardian must sign out and pick up the student in the front office.
- Pick up within 15 minutes of the end of the school day is not possible due to classroom disruption and office congestion.
- Middle school students must be signed out by a parent. Students may sign themselves in if they arrive late or are returning from an appointment.
- Please try to avoid picking up students during their lunch period. If it is necessary, please allow extra time for the student to be located and sent to the office.

We cannot allow your child to go home with anyone not designated on the registration card. A note from the parent must be submitted to the office that day if any changes are to be made.

Parking Lot Procedures

As you know, there is nothing more important than student safety on a school campus. We ask for your help in making our parking lot a safer place. Please take a few minutes to read these important reminders:

- Pull your vehicle all the way forward to enable the maximum amount of cars to load at the curb.
- When entering the parking lot, reduce your speed. Always watch for children and be cautious.
- Students should never be picked up or dropped off in the parking lot.
- Parents should remain in vehicles and drive slowly through the curbside loop.
- The south bus loop is for Elementary School buses only. At no time should students be picked up in the bus loop.
- At no time should vehicles be parked in non-designated parking spots. Please do not create curbside parking.
- At no time should cars be parked in the drop-off or pick-up lane. These lanes are meant for continuous movement of cars. DO NOT LEAVE YOUR CAR.
- Students should only enter and exit vehicles on the curbside when vehicles are in the dropoff/pick-up lane. Walking around a vehicle is dangerous, as it puts students in the traffic flow of passing vehicles.
- Please stay off your cell phone while using the drive line. This is a serious safety issue for staff and students.

If you have other family members assisting you in transporting your students, please take a few minutes to share these guidelines with them. We see a number of high schoolaged students dropping off younger siblings, so this would be an important group of drivers that needs this information.

ACADEMICS

Report Cards are mailed home at the end of each quarter. Throughout the school year grades can be checked online through Parent/Student Portal: Go to https://www.amphi.com/Domain/357 and click on the Parent/Student Portal link. Passwords can be obtained from the Registrar by emailing tebeler@amphi.com.

HONOR ROLL AND STUDENT OF THE QUARTER

Students will be recognized by Principal's Honor Roll (4.0) and Wrangler Honor Roll (3.5-3.9) Two students will be selected by each classroom teacher for recognition. No student should be selected more than once a year. These will be handed out during the class the student is in.

HOMEWORK

Students are responsible for completing homework. In the case of an absence, students need to check online and/or speak to their teacher to get the work missed.

SCHOOL POLICIES

Any Wilson K-8 staff member, from teacher or administrator to secretary or cafeteria worker has the authority and the responsibility to correct the behavior of any student.

STUDENT RESPONSIBILITIES AND EXPECTATIONS

In addition to the district requirement that students follow the Amphitheater Public Schools Student Code of Conduct, Wilson K-8 promotes a positive middle school experience by encouraging proper behavior through the teaching of expectations.

POSITIVE BEHAVIORAL INTERVENTIONS SUPPORT (PBIS)

The staff and students of Wilson K-8 will practice Respect and Responsibility at all times. Developing responsible behavior is the primary concern of Wilson K-8. This approach focuses on positive planning in order to develop social emotional competencies. The strategy of having students develop verbal and written behavior plans puts the responsibility and accountability for their behavior in their hands. Our expectations are that everyone will demonstrate respectful and responsible behavior while on the Wilson K-8 campus.

The entire staff endorses PBIS (Positive Behavioral Intervention Support). PBIS focuses on learning how to behave using a positive support system. Our student handbook exemplifies PBIS:

Be Respectful; Be Responsible; Be a Problem Solver, Be Safe, and always Be Kind.

Responsible students demonstrate the following behaviors...

- follow school rules or codes of conduct.
- accept the results of their actions.
- solve problems themselves in addition to asking for help from others.
- meet deadlines and due dates (even when absent).
- help others in class when asked.
- encourage cooperation and model good learning habits.
- work independently.
- learn from their mistakes as well as those of others.
- independently set goals and monitor progress.
- are polite, nice, and respectful to adults and peers.

Students that are caught demonstrating these behaviors will be awarded with a Wrangler Card. Cards will be put in a container within the homeroom classroom. Once per week, a Wrangler Card will be drawn. Students' names will be read on the announcements and the student will be able to choose a prize from the PTO prize box during their lunch period.

Wilson K-8 - Wrangler Code

	Be Respectful	Be Responsible	Be Safe	Be a Problem Solver	
Hallway Stairs	Use quiet voices Be mindful of students working Follow adult directions	Arrive promptly at your destination Clean up after yourself and others Walk directly to class ID and lanyard around your neck – not in pocket	Walk in hallway and stairs Keep your locker locked (MS only) Keep your combination a secret (MS only)	Pick up your litter Use most efficient route to your destination	
Classroom	 Believe in yourself and others Follow directions from the teacher Use positive manners Be inclusive not exclusive 	Put forth your best effort Follow all code of conduct and handbook regulations Pick up after yourself or classmates	 Keep hands and feet to yourself Help classmates in drill situations Follow drill instructions Walk at all times 	 Try more than one way to solve a problem Ask a friend for help Help mediate or diffuse a situation Persistence Diligence 	
Playground Fields Courts	 Use good sportsmanship Include others who want to participate on the fields Use appropriate language 	•Clean up after yourself and others •Use positive manners	 Report issues of physical or emotional safety Follow game and safety rules Walk in the courtyard 	 Encourage others to be friendly, helpful and polite Help mediate or diffuse a situation 	
Cafeteria (NMPR)	Include others at your lunch table Wait in line for your turn (Don't cut in front)	Use Positive Manners No food outside NMPR Clean up after yourself and others without being asked	 Stay seated until completely finished Use an appropriate voice level Walk at all times 	 Pick up trash – even if it is not yours Help mediate or diffuse a situation 	
Technology	Be careful and gentle with devices Return devices neatly and to the correct places when done	Keep login private Keeps food and drinks out of lab Use personal devices (phones/earbuds) during approved times	 Log off Don't share personal information Use appropriate websites 	 Help others Stay on task	
Bathroom	Respect others privacy Keep the bathroom clean	· Always have a pass · Flush the toilet · Wash your hands · Throw away paper towels · Socialize outside bathroom · Return promptly to class	 Use equipment appropriately Walk at all times Play or horse around on playground or fields Report problems 	· Seek nurse's help when necessary	
Bus and Parent Pick Up Areas	Walk at all times Keep hands, feet, and objects to yourself	Have belongings ready and with you Stay in your designated pick up area No food or drinks	 Be considerate of the bus driver, the bus, and others Follow all adult directions Do not climb or jump around while waiting 	· Make good choices about who to sit by on the bus	

STUDENT SERVICES

GUIDANCE & COUNSELING SERVICES

Our counselor, Mrs. Picton, can be reached at 520.696.5815 or jpicton@amphi.com

- Counselors are available to discuss academic, personal, teacher, or peer concerns with students or parents.
- Any student who needs to consult a counselor must have a pass from his/her teacher or the counselor.

HEALTH SERVICES

Wilson has a full-time Registered Nurse and a Health Assistant from 7:30 a.m. until 4:00 p.m., Monday through Friday. If a student is not feeling well he/she should:

- Before coming to the Health Office, tell the teacher or monitor on duty and ask for a pass to the Health Office.
- Students should not have any form of medication (prescribed or over-the-counter) in their possession at school.
- The Nurse will call parents if the student needs to be picked up. <u>Students should not call or</u> text parents from their cell phone to come pick them up.

TRANSPORTATION

Bus Stop Behavior

- At bus stops, students are bound by the same code of conduct that applies at school.
- Students are to respect other people's property while waiting at bus stops.

Bus Consequences

If passenger rules are not followed, the driver has the authority to administer consequences based on the severity of the disruption. Consequences include but are not limited to: verbal warning or seating assignment. Flagrant safety violations could result in suspension of riding privileges or other student discipline.

SCHOOL SAFETY

BULLYING, INTIMIDATION, THREATS AND HARASSMENT, ALCOHOL, TOBACCO, AND DRUGS ARE COVERED IN THE STUDENT CODE OF CONDUCT.

FIRE DRILL PROCEDURES

Fire drills should be taken seriously. When you hear the fire alarm:

- Follow the teacher's directions
- Move quickly, quietly, and safely to assigned areas and listen for further instructions.
- Elevators are not to be used.

LOCK DOWN PROCEDURES

- In the event of a lock down, students will receive directions from school staff.
- Students in class will remain in the classroom and instruction will continue.
- Students outside will be directed to a designated area.

ACTIVE-THREAT PROCEDURES

- In the event of an active threat staff and students will be given as much information and guidance as possible.
- Students will be trained to Stop, Look, Listen and Think as well as Run, Hide, or Fight.

SPORTS

It is the purpose of the Wilson after school sports program, in cooperation with the Northwest Athletic Conference, to provide opportunities for middle grade students to learn, develop, and improve their athletic skills. The emphasis will be placed on participation rather than "winning at all costs."

PARTICIPATION REQUIREMENTS

- Have a physical form completed by a doctor.
- Have a signed permission form completed by the parent/guardian.
- There will be an activity fee for each season.
- Must be picked up no later than 5:30 pm after practice. Failure to comply with this request may result in a removal from the team.

ELIGIBILITY FOR SPORTS

- Minimum GPA of "C" (2.0 or higher)
- No grades of "F" or "U".
- Students who receive an "F" or "U" or have a GPA lower than a 2.0 on the report card will be ineligible for a minimum of 5 weeks. Grades for all students will be checked at 4 ½ weeks. At that time students who were ineligible can become eligible provided they have met the requirements. Their eligibility will start on the following Tuesday in the 5th week of the quarter.
- A student who is suspended, in or out of school, will not be allowed to participate in after school sports on any days of the suspension. This include both practice and competitions.
- Eligibility requirements follow you from quarter to quarter and school to school. That means a
 4th quarter report card affects the next school year's first season eligibility, including HIGH
 SCHOOL.

Please contact our Athletic Director, Alex Smith with any questions about sports. asmith@amphi.com or 696-5901

The athletic packet and physical form can be found on our website under the athletics heading. Sports fees can be paid in our front office or online using InTouch (student fees) which is found under quick links on the main Wilson webpage.