

WASHINGTON MIDDLE SCHOOL

Home of the Bulldogs

Student Handbook 2016-2017

Dear WMS Families,

Welcome to Washington Middle School. We are proud to welcome you to the WMS learning community. We are excited about providing excellent opportunities to help your students grow to become the very best they can be.

The WMS staff is a dedicated group of adults working hard to provide exceptional educational opportunities for our students. We believe in a fair and consistent application of behavior expectations and ask students to take responsibility for their actions.

The following will provide parents and students with essential information regarding our school, important procedures, what is expected of you and your student, and how both of you can get help in order to be successful at WMS. It is important that each family reads the handbook, understands its contents, and refers to it when questions arise. While this handbook was designed to cover most circumstances encountered throughout the year, we understand that other situations may arise that are not listed. Together, as a team, we will work positively to find solutions.

We look forward to another great year at WMS. If questions should arise while reading this information, please feel free to contact the school at 596-3000.

Sincerely,
Washington Middle School

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WASHINGTON MIDDLE SCHOOL INFORMATION

Washington Middle School Hours: Our building is open from 7:00 a.m. to 3:30 p.m. Office hours are from 7:30 a.m. to 3:30 p.m. Student class hours are from 8:15 a.m.–2:47 p.m. The academic hallways open at 7:55 a.m. Students are to leave campus by 3:00 p.m., unless involved in a supervised activity.

Main Office Phone Number: 596-3000

If you call the school outside of the above hours, you may leave a voice mail for any staff. If you need to contact a teacher, be advised that their classroom phones go directly to voicemail.

Attendance Line Number: 596-3003

Please call the attendance line to report an absence.

E-mail Addresses: In most cases, the first initial and last name of the staff person, i.e., panders@osd.wednet.edu

Washington Middle School Website: <http://wms.osd.wednet.edu/>

Skyward Family Access: Access your child's grades and school information online <http://family.olympia.wa-k12.net>

School Messenger: WMS utilizes an automated system to contact parents by phone. The School Messenger contacts parent(s)/guardian(s) on a monthly basis; these calls include reminders of future events and key information. The School Messenger system is also activated when a student is absent from school.

Inclement Conditions: For information regarding late start or cancellation of school because of weather or emergency conditions tune in to radio stations: 1030 AM, 1240 AM, 89.3 FM, 96.1 FM, or 96.9 FM for current information. You can also get current information on local TV stations. All information regarding weather and emergency conditions are posted on the district website at <http://osd.wednet.edu/information/emergency/>

WASHINGTON MIDDLE SCHOOL STAFF

Principal-Paul Anders

Assistant Principal-Annette Pasquariello

Dean of Students-Raymond Gutierrez

Office Personnel

Connie Popple, Secretary
Cathy Shea, Secretary
Alison Fisher, Attendance

Counselors

Devyna Aguon
Tracy Cusack

Nurses Connie Bloom

Psychologist Cathy Gudgel
Psychologist Kevin Tracy
Speech Johanna Brungardt

OT Brittaney Dodd

PT Tracy Carlson

Teachers

Greg Allison - Band
John Baranski – Algebra and Geometry
Jodi Boe – 8th Social Studies
Tom Bond – 6th Social Studies and 7/8 Health
Tim Brewer – 8th Social Studies and 7/8 Health
Stacy Brown - Choir
Candyce Burroughs – 7th Science
Melissa Charette – DLC
Arlene Clear – 8th ELA
Marc Coyner – Technology
Sherry Duerre – 7th ELA
Erik Foit – 7th Science
Kellen Gallacher – PE/Health
Kylie Gallacher – 6th and 8th Math
Tom Groenewal – Special Education and 7/8 Science
Raymond Gutierrez – Robotics
RoAnn Gutierrez – 7th ELA and Reading Intervention
Curtis Haefer – Art
Jon Halvorson- 6th ELA, Administrative Intern
Lauren Herseth- Leadership and 6th PE
Kirsten Hoover – 6th Health and Computers

Kathy Kinnaird – 6th Science and Legos
Patti Leeper – 7th Social Studies
Mary Mathis – Teacher-Librarian
Julie McDougall – 8th Science and 7/8 Health
Cassie Montgomery – 6th Math, 6th and 8th KEMS
Brian Morris - Tech Arts and Marketing
Audrey Perry – 8th Science
Ed Pong - Special Education- Math
Toby Quinn – 6th Social Studies
Jeff Randich – PE/Health
Gretchen Reinhart – 6th and 8th Math
Dave Rorem - 7th Social Studies
Katherine Sartori – Orchestra
Aaron Schofield - Special Education-ELA
Rick St. Louis – Special Education and PE/Health
Lauren Troyer – 6th Science
Vickie Tuvey – 7th Math and KEMS
Julie Woods – 7th and 8th ELA
Danelle Wright – 7th, 7th /8th Math, and Algebra
Laura Wright – 6th ELA and World Languages

Para Educators

Lisa Cramblit
Maureen Damitio
Cindy Davidson
Shawn Erwin
Shaila Fisher
Christie Hedin-Baughn
Laurel Larson
Nate Loague

Para Educators

Melia Livingstone
Derek McAuley
Polly Meyers
Katie Miller
Donna Motiejaitis
Connor Schultz
Cyndy Tash
Lori Wagner

Kitchen Staff

Denise Jorgenson
Kay Carlson
Joyce Saw
Susan Young

Custodial Staff

Sophath Min
Adam Grady
Scott Swinkels

GENERAL INFORMATION

Visitor Sign In

To ensure the safety of our students, we require visitors, including parents, to sign in at the office and obtain a visitor badge.

Teacher Availability

Teachers are available before school (7:45-8:15) and after school (2:47-3:17). We believe the education of children is a shared responsibility and hope to build a strong partnership with parents. Parents may contact teachers via e-mail or by leaving a message on their voice mail. E-mail addresses, in most cases, are the first initial and last name of the teacher (e.g. panders@osd.wednet.edu).

Homework Requests for an Illness

Please check teacher web sites for homework. Teachers can be reached via e-mail. We suggest students have several classmates in each class who could be called for missed assignments. It is the responsibility of students to request their make-up work upon returning to class.

Family Access Information for Parents

The Olympia School District recognizes that parents/guardians play a significant role in a child's education. To make it easier to be informed, access to current student information is available anytime. Skyward, our student information software, provides this information through the Family Access link. The site is available at <http://family.olympia.wa-k12.net>. Skyward is also available on iOS and Android devices. When you register your student for school, parents/guardians are asked to provide an email address that is used to create your Family Access account. To receive your login and password, or if you have forgotten either, click on the "Forgot your Login or Password?" link under the login area. An email will be sent to the email address listed on the enrollment card. If you are getting an error, please contact the school directly and verify that your email address in Family Access is correct. In the event that you have questions or problems regarding Family Access, contact your school office or email familyaccess@osd.wednet.edu. We recommend that students and parents check Family Access on a regular basis.

Meals

Breakfast and lunch are available daily to students. Students may pay cash or enter money into their account, which can be accessed using their 6-digit student code. Money may be deposited at anytime; make checks payable to WMS. Students who may qualify for free or reduced lunch should complete the forms in the office. Students will not be allowed to purchase lunches for classmates out of their accounts without written permission from a parent. A student may not be allowed to charge any item to his/her account when it has insufficient funds.

Breakfast:

Full price: \$1.60
Free or reduced: no cost
Served from 7:15 – 8:00 a.m.

Lunch:

Full price: \$2.80
Free or reduced: \$0.40

Textbooks

The Olympia School District provides students with textbooks. Students are responsible for the condition of assigned books. At the end of the year, fines are assessed for damaged or missing textbooks.

WMS EXPECTATIONS

What Students Can Expect

- To be taught by competent, well-prepared professional teachers.
- To have the opportunity to attend school in a safe and respectful setting.
- To be informed of classroom expectations and to understand how they will be graded.
- To be informed of the teachers' perceptions of their performance on a regular basis.
- To be informed of behavior expectations and the consequences for failure to comply in all locations and times.
- To be treated firmly and fairly in the event that behavior requires intervention and be afforded due process.
- To not be discriminated against in any way due to race, creed, religion, sex, sexual orientation, national origin, or disabilities.
- To be allowed to respectfully express thoughts and feelings as long as others' rights are not violated in the process; self expression is done without disruption to school activities, the educational process, or the routine operation of the school.

Expectations of Students

- Attend school daily, be on time, and come prepared with all materials needed to be successful.
- Give 100% effort and complete all assignments honestly and to the best of your ability.
- Respect others' rights to study and learn.
- Respect public and private property and return materials and equipment in good condition.
- Keep WMS safe by informing staff of any potentially dangerous situations.
- Follow all behavior expectations of the classroom, school, and district.
- Help keep our building and grounds clean.
- Help ensure that all school communication gets home to parents.

SUPPORT SERVICES AT WMS

Counseling

The counseling program at WMS assists students in making adjustments in any area of life, whether it is school-related or personal. This may include a student or parent meeting with administrators and/or teachers, a schedule adjustment, academic interventions, individualized plans, peer mediation, or other creative solutions. The counselors are available by appointment through the school office. We want students to have a positive experience at WMS. Parents are asked to communicate with the school regarding concerns.

Health Services

Students who become ill or injured during the day need to report to the office immediately with a pass from their teacher. To take **any type of medicine** at school, a student **MUST** have a **Medication Request Form** completed and signed by the doctor or dentist and parent/guardian, and delivered to the school office. Washington state law allows school staff to give medication only in limited situations. Students who need medications during the school day (**including over the counter medications such as aspirin or cough drops**) must keep these medications in the office for dispensing as needed. State law requires that all medication be in the original prescription bottle and be delivered to the school by a parent/guardian. **Students carrying any medication on their person are in violation of state law and may face serious disciplinary consequences from the school.** This is a safety issue and we ask that all parents talk with their student regarding this policy.



Library

The WMS Library provides services and resources to our students, staff, and families. We offer assistance to help students become successful, independent users of a wide variety of resources. We, in partnership with the 21st century school community, nurture the love of reading and foster lifelong learning. The facility is open before, during, and after school for book check out and research.

Special Services

WMS offers a full range of special services for students requiring extra assistance. IEP and 504 plans are followed as discussed with the student's case manager. If a concern should arise, please contact your student's teacher, case manager, school counselor, or administrator.



Computer Labs

WMS is equipped with a main computer lab, as well as mobile computer carts, and a tech arts center. These computers increase a student's opportunity to use technology and complete classroom projects. The labs are open to WMS students and staff. At the beginning of the year, all students must complete a **Computer Use Form** and return it to school with signatures. This form is required for Internet access.

ATTENDANCE

Absence and Tardy Notification

Regular attendance is important in middle school. Excessive absences and/or tardies affect success in the classroom. To ensure the safety and whereabouts of students, parents should call the attendance line at **596-3003** by **9:00 a.m.** to notify the school if their child will not be in attendance. Messages can be left on the attendance line 24 hours a day. When leaving a message, please state the student's full name and a brief description for the absence (illness, dental appointment, etc.). **All students arriving on campus after the start of the school day must check in with the office.**

Student Absences

- If you forget to call, please send a written note explaining the absence with your student when they return. Students should turn in this written excuse to the office.
- Excused absences are those relating to a family emergency, medical condition, religious or cultural purposes, and/or court. Any other absences from school will be considered unexcused unless prior arrangements have been made through the administration. Students involved in weekend or evening activities are not excused from missing school the next day. For example, "I let my child sleep in due to exhaustion from their weekend basketball tournament," is not an excused absence. Please refer to the OSD student handbook regarding valid excuses for absences from school.
- Students will be considered UNEXCUSED ABSENT if no contact was made between parent and school during the time of the absence, or if the student fails to bring in a parent note within two school days of their return.
- Parents must call the attendance line **every day** of the absence to excuse the absence.

Attendance Policy

Effective September 1, 1995, the Washington State Legislature implemented truancy legislation known as the *Becca Bill*. According to this law, any child between the ages of 8 and 18 must attend school. If the child fails to attend school without valid justification, the following will occur:

1. Upon the first unexcused absence, the school will notify parents.
2. After a second unexcused absence within any month, a parent conference will be scheduled in an attempt to resolve the problem.
3. No later than the student's fifth unexcused absence in a month, the school will enter into an agreement with the parents and student that establishes school attendance requirements.
4. If the above interventions are not successful, a truancy petition to juvenile court **must** be filed alleging violations to truancy laws by the parent, child, or both, no later than after the fifth unexcused absence within any month or upon the tenth unexcused absence during the school year. The juvenile court will then determine actions to improve student attendance.

Excessive Absences

If a student tends to have **excessive** "excused" absences due to illness, the school may require that a *Medical Excuse Form* be on file. Excessive absences are considered to be 10 or more absences during a semester, or 18 in a year. Absences beyond 10 days a semester, or 18 in a year, will be considered unexcused without a medical reason or approved extenuating circumstances.

Tardies

Please keep in mind the only excuses for tardiness and absences are those relating to a family emergency, medical condition, religious or cultural purpose, and/or court. (e.g. "overslept" is not an excused tardy). If a student is tardy to class by more than 10 minutes, it will be considered an absence. If tardy, students need to check in at the office upon arrival to school. If already in attendance at school, a note from the previous teacher is required for admittance into the next class. Students are expected to be in class and seated and with the necessary materials when class begins.

Excessive Tardies

Three tardies per month will result in action from the office. The school will work with parents and students to find workable solutions to tardy issues.

Early Dismissal

Students should bring a signed note from a parent or guardian if it is necessary to leave school during the day for an appointment. The note should state the reason and the time the student is to be excused. Students will bring the note to the office before school for an early dismissal slip. Students must sign out through the office before leaving campus. Students will only be released to the adults listed on their *Emergency Form*. If circumstances change, please notify the school so the emergency information can be modified.

Vacation

Students missing school due to a vacation need to inform the office with at least one week's notice using the prearranged absence form. This form is available at <http://washington.osd.wednet.edu/attendance/attendance>. Once the form is turned in, a plan can be established for work completion. It is the student's responsibility to complete any and all work on his/her own time.



ACTIVITIES

Evening Events

All school policies will apply to evening events, such as concerts, celebrations, drama productions, activity nights, etc. This includes adhering to the dress code and attendance policy. **Students must be in school a full day to attend or participate in the event, unless excused by the administration.** If conduct at school results in disciplinary action, such as in-school suspension or out-of-school suspension, the student will be unable to participate. Disciplinary situations at any evening event may result in school discipline at WMS.

Field Trips

Students need to inform teachers when they will miss class due to a field trip. Students are always responsible for making up late or missed assignments. All school rules, bus rules, and policies are in effect on the field trip.

Sporting Events

During sporting events, students are expected to show respect for all participants, spectators, and each other. All school rules apply, including dress code. Students must respond immediately and appropriately to all adult and staff requests. Consequences for failure to do so may result in disciplinary action and/or suspension from participating in, or viewing, future extra-curricular activities. Please Note: Food and drink are NOT allowed in the gymnasium.

Interscholastic Sports Programs

(7th and 8th Grade Students)

Sports

WMS has a great athletics program for girls and boys. The emphasis of sports at WMS is student participation and improvement. Please refer to the WMS athletics web page for additional information.

WMS Interscholastic Code of Conduct

The following policies shall apply to all students who participate in interscholastic activities at Washington Middle School. The interscholastic program exists to allow students to participate and represent their school in educational, social, and recreational activities to further improve their abilities and to learn to cooperate and compete with others. These activities are performed before guests, and students are expected to conduct themselves at all times in a manner that will reflect the high standards of Washington Middle School, their team, and our community. When representing our school, students are expected to dress according to school guidelines and demonstrate mature conduct that will earn respect for themselves and WMS. The definition of a sports season will be from the first day of practice until the completion of the season.

In order for a student to participate in practice and/or games, the athlete must attend school **ALL** day, including full participation in PE. Students must have at least a C- in all classes to be eligible. Grade checks will occur on a regular basis. Students will be notified regarding their eligibility to play in games or participate in practice. An athlete will become immediately ineligible for all interscholastic programs if conduct at school results in disciplinary action, such as in-school suspension or out-of-school suspension.

GENERAL RULES

Dress Code:

This dress code applies to all school functions.

Appropriate clothing at school and school events contributes to a positive learning environment at school. Student clothing must be appropriate for an academic atmosphere. It is our intent to promote the school setting as the students' "place of business" and we encourage you to have your student(s) dress accordingly. If a student's appearance is considered disruptive or inappropriate by staff, the student will be asked to change; this may include contacting parents to secure more appropriate clothing. Clothing should allow one to move comfortably, but should not be too short, too tight, or too saggy.

- Students are asked to wear clothes that completely cover undergarments (bras, bra straps, boxer shorts, underwear, etc.). Clothing should be modest and thus will need to cover midriffs, cleavage, and any underwear regardless of the action/movement of the student. Examples: tube tops, spaghetti straps, or excessively baggy pants without a belt are not appropriate. The reasonable standard of length of skirts, dresses, and shorts (including slits) is mid-thigh.
- Appropriate footwear must be worn at all times.
- Clothing, backpacks, or any accessories with logos, symbols, scenes of, or advertisements for tobacco, drugs, alcohol, gangs or other illegal activities, which may include but are not limited to intimidation, harassment, sexual innuendo, vulgarity, inappropriate pictures and/or writing and obscenities is prohibited.
- Hats and hoods are not to be worn at school or at any school function. Exceptions will be made for medical and religious reasons.
- Any clothing worn in a manner identified as gang-related is prohibited.
- Sunglasses may not be worn in the building.

Failure to comply with the dress code will be considered defiant behavior.

PE Dress Expectations

All WMS students will be required to purchase a PE T-shirt. Any students not following the dress code outlined in their PE guidelines will face consequences outlined by the PE staff, and a negative impact on their grades will result.

Lunchroom

Students are asked to demonstrate courtesy and consideration for fellow students and staff. Acceptable manners and civil behavior are to be used at all times. **Students are expected to pick up after themselves. Food and drink are allowed ONLY in designated areas.** Students are to remain in designated lunchtime areas for eating and recreation. Students are to be seated when eating or drinking.

Lost and Found

The office maintains a lost and found area. Items not claimed will be donated to charity.

Bikes/Skateboards

Students riding their bikes to school are encouraged to have a lock and park their bikes in one of the designated areas. All students riding their bikes or skateboards to WMS are strongly encouraged to wear a helmet and follow safe riding practices to and from school, including walking through crosswalks. Riding skateboards is prohibited on campus.

Gifts at School

Students are asked not to exchange gifts at school. The exchange of presents, flowers, stuffed animals and so on, causes disruption and is insensitive to other students. Deliveries are also discouraged, but may be picked up in the office by students after school.

Substitute Teachers and Para Educators

Substitutes are to be treated with respect. Students should be polite and helpful. Any disciplinary problems with a substitute will be handled as a serious offense.

Telephone Use

Students may use the office phone (within reason) throughout the day. If you use the office phone and your parents do not answer, be sure to leave a complete message so your parents are aware that you called. Phones in the classrooms are to be used only with permission from the classroom teacher. Please direct any calls you have for your student through the main office. Personal cell phones are to be turned off and kept in lockers throughout the school day. Cell phone use by students is prohibited during school hours. Violation of this rule will result in disciplinary action.

Attending Assemblies

During school assemblies, students are expected to show respect for all the participants, spectators, and each other. Students must respond immediately and appropriately to all adult and staff requests. Consequences for failure to do so may result in disciplinary action and suspension from participating in future extracurricular activities.

Classroom Behavior

Students must comply with all classroom behavior expectations. If a student becomes disruptive to the classroom environment, the teacher reserves the right to refer the student to the office for disciplinary intervention.

Closed Campus

WMS is a closed campus. Students must remain on school grounds and in designated areas at all times unless excused by a staff member. Once a student arrives on school grounds in the morning, they are not to leave the campus or designated areas without permission until the end of the school day. Non-WMS students are not permitted on campus during school hours without permission granted through the office.

After School

Students are asked to leave campus by 3:00, unless in a supervised activity. Students staying for an activity are expected to be in that activity or leave the school grounds. Students will not be allowed to loiter on campus.

Hallway Behavior

Hallways open at 7:55 each morning. Students are not allowed in these areas until this time. During passing times, students should not congregate in large groups. They are to remain orderly, be respectful, and keep hands and feet to themselves. A hall pass is required when leaving the classroom. The doors located at the end of each hallway are for emergency exit only.

"Hands Off"

Students are expected to keep their hands and feet to themselves. Any form of wrestling or play fighting is prohibited. Public displays of affection (PDA) are not tolerated. School is not the time or place for handholding, kissing, exaggerated hugging, etc.

Inappropriate Items

Toys and other non-educational items are not allowed at school. The administration reserves the right to determine the appropriateness of items. These items may be taken away if brought to school and returned to a parent upon request.

Lockers

WMS Students will be assigned individual lockers; these lockers and their combinations **should not be shared**. All backpacks shall be stored in student lockers throughout the school day. Once assigned a locker, students are not allowed to switch or trade with other students. WMS lockers are the property of the school and therefore defacing them will be considered vandalism and will result in disciplinary action. All items kept in lockers should be appropriate for school. The school may conduct locker inspections and searches. For further information regarding locker searches, refer to the "Olympia School District Student Rights and Responsibilities" handbook.

Plagiarism and Cheating

Plagiarism is the taking of language, ideas, or thoughts from another person or source and representing them as your original work. Students who use plagiarized papers or projects, or are involved in any other form of cheating, will be subject to disciplinary action (ISS) and loss of credit for plagiarized assignment. Further offenses will involve progressive discipline.

Emergency Drills

Fire, earthquake, and lockdown drills take place to minimize injuries in the case of an emergency. These drills are required by law and will be held at regular intervals. All drills are to be taken seriously and students are to cooperate fully by practicing effective procedures to ensure the safety of all. Specific instructions for evacuation and response to such drills will be given at the beginning of the school year. In the event of a fire drill, all students are to exit the building immediately with their classes, line up quietly in their designated areas, and await further instructions. In the event of an earthquake drill, students are to remain in a "hold" position as directed and wait for further instructions to be given.

Signatures Needed

Student/Family Emergency Release Form

In the event of a school emergency or natural disaster, this form will be used to release students. The Student/Family Emergency Release Form is sent home at the beginning of each school year. The form is to be returned promptly, as it is used for releasing students per parent direction. Please update this form throughout the year. Remember, in the event of a school emergency or natural disaster it is very important that parents follow school district procedures so we may keep students safe.

OSD Student Rights and Responsibilities

At the beginning of each new school year, the Olympia School District provides every student and staff member with its policies related to student rights and responsibilities. These policies are contained in a district publication, *Olympia School District Student Rights and Responsibilities*. This handbook is distributed to all students and is used as guidance for staff when orienting students at the beginning of the school year. It is the expectation of the district that students will share the publication with their parents. Parents and students will acknowledge receipt of the handbook by reading and signing the parent acknowledgement form and returning it to school by _____.

Philosophy of Discipline

We believe everyone involved in our learning community shares a commitment to a school environment which supports and nurtures the uniqueness of each individual. In our work together we strive to develop integrity by establishing an atmosphere of collaboration, trust, and respect. We believe in each person's ability to make appropriate choices, to exercise self-discipline, to reflect on one's choices and actions, and to make restitution for inappropriate choices. Knowing that the mistakes we make in life can be our best teachers, we strive to maintain a positive and healthy climate where we can use our mistakes to learn and grow.

