

2023-2024



WASHINGTON MIDDLE SCHOOL
HANDBOOK

Washington Middle School
401 East 14th Street
Washington, MO 63090
636.231.2305

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**Permit to Attend Event/
Verification and Receipt of Handbook**

To: **Laura Bruckerhoff**

Dear parent(s)/guardian(s),

I hereby give my daughter/son _____ Grade _____ permission to attend any school-sponsored activity during the current school year.

It is understood that the school will inform me of the date and place of the activity, however this will serve as the permission slip.

It is understood that the child is still under school supervision, that reasonable cautions will be taken by those persons in charge to prevent injuries, but neither those in charge nor the school district shall be held responsible in case of an accident.

The student handbook is designed to inform students and their parents/guardians about the school. The student handbook is not all inclusive as the School Board Policies also apply to students at Washington Middle School. The signatures below further indicate that the student and parent/guardian are aware of the information included in the student handbook. The handbook will also be viewable on the district website via the building webpage. The web address is as follows: <http://www.washington.k12.mo.us>

Signing below also indicates you have read and understand the contents of this handbook.

Signature of Parent/Guardian

Student Signature

Date

*****Note: If you do not wish your child to attend field trips, please sign below:**

Signature of Parent/Guardian

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Permission to Photograph

Opportunities occasionally arise whereby your student may be videotaped, audio taped or photographed on campus by authorized individuals, such as a media representative or members of our staff. There may also be opportunities for your child's name and/or picture to be posted on our website. Our commitment to safeguarding your child's well-being, safety and privacy in this regard is important to us. **A parent or legal guardian must notify the district in writing that they do not want their child's name or picture on our website or to be videotaped, audio taped, or photographed.**

Washington Middle School **Where Everyone Belongs**

- Make sure to call the school by 9 A.M. the day of an absence.
- Get involved, work hard, and be a good school citizen!
- Attend school every day and make every day count.
- Sign up for the Lumen parent account to monitor grades, attendance, and to make online payments.
- Electronic devices and cell phones must be logged onto district Wi-Fi.
- Keep your lunch account up to date and PIN number confidential.
- Students are not allowed in the building prior to 7:55 A.M.
- Students attending basketball and volleyball games at WMS should be picked up by 7:30 P.M.
- Students are not allowed in the building after 3:40 P.M. unless supervised.
- Leave all valuable items at home. The school is not responsible if items are lost or stolen.
- All teacher emails are first.name.last.name@sdownmo.org
- We recommend students to properly label all personal items/devices with their name.

Washington Middle School Contact Information

Principal: *Mrs. Laura Bruckerhoff*

Associate Principal: *Mrs. Stacey Secor*

Counselors: *Mrs. Shelly Struckhoff & Mrs. Tracy Helm*

Secretaries: *Mrs. Nancy Shiels*
Mrs. Chris Gauzy
Ms. Marcie Mathes

Washington Middle School
401 E. 14th Street
Washington, MO 63090
636-231-2300
Fax: 636-231-2305
Twitter Account: @wmssdow

District Office
220 Locust Street
Washington, MO 63090
636-231-2000
Fax 636-239-3315

[Secondary Administration Contact information](#)

[SDOW](#)

[Washington Middle School](#)

[District Policy Manual](#)

[Academic Calendar](#) (Parent/ Teacher conferences are 10/26/23)

[District Annual Notices](#)

School District of Washington

Vision Statement

The School District of Washington will provide an inspiring educational environment by means of challenging, relevant, and purposeful learning experiences designed to prepare students for their future. We are committed to an engaged and customized approach to education. We encourage innovation and creativity developed to help our students explore their purpose and passion as they acquire the skills and attributes necessary to be college, career and life ready.

Mission Statement

Inspire achievement, character, and personal growth in all students as they pursue and succeed in college, careers, and life.

DAILY SCHEDULE

The school office is open Monday through Friday from 7:55 A.M. until 4:00 P.M.
 Students should not come to the office before 7:55 A.M. without staff approval.
For the safety of all students, students are not to arrive before 7:55 A.M., when supervision by begins.

Daily Schedule
1st Period - 8:25 - 9:18
2nd Period - 9:22 - 10:15
3rd Period - 10:19 - 11:12
4th Period - 11:16 - 12:39
5th Period - 12:43 - 1:36
6th Period - 1:40 - 2:33
7th Period - 2:37 - 3:30

Lunch Schedule	
11:16-12:39 Lunch	
A Lunch: 11:16-11:41 Class: 11:45-12:39	7/8th grade
B Lunch (split lunch) Class: 11:16-11:41 Lunch: 11:45-12:10 Class: 12:14-12:39	7/8th grade
C Lunch Class: 11:16-12:10 Lunch: 12:14-12:39	7/8th grade

Periodically during the year, schools in the district will be in session for half of a regular school day. On these modified days. WMS Students will be dismissed at 12:30 P.M. The following schedule will be used on modified days at WMS.

MODIFIED Schedule
1st Period - 8:25 - 8:50
2nd Period - 8:54 - 9:19
3rd Period - 9:23 - 9:48
5th Period - 9:52 - 10:17
6th Period - 10:21 - 10:46
7th Period - 10:50 - 11:15
4th Period - 11:19 - 12:30

MODIFIED Lunch Schedule	
A Lunch	11:19-11:39 → Lunch 11:43-12:30 → Class
B Lunch	11:19-11:39 → Class 11:43-12:03 → Lunch 12:07-12:30 → Class
C Lunch	11:19-12:03 → Class 12:07-12:30 → Lunch

Alternative Methods of Instruction (eLearning Days)

Student attendance will be recorded on days when the Alternative Methods of Instruction (AMI) plan is implemented due to exceptional or emergency circumstances, and will be documented by the completion of assignments and/or online participation in activities for each class. This could include synchronous lessons as well as asynchronous lessons. Work is due on the 1st day back to school following an AMI day. eLearning days due to inclement weather will be communicated with families in advance and with the cancellation of school. Expect eLearning days to be implemented after missing 6 inclement weather days. Inclement weather days 7-10 will consist of an abbreviated schedule and online office hours for assistance on assignments as needed. Lessons and assignments will be posted in Google Classroom. An eLearning PLUS schedule will be implemented after missing 11 or more inclement weather days. All eLearning PLUS days will mimic a normal school day but will shift classes to an online format scheduled as a typical school day.

School Closing

In the event of severe inclement weather and/or specific issues, school may be closed and/or the starting/ending time changed to meet the circumstance. School closing, delayed starting time or early dismissal will be announced over the following radio/television stations, website and through the District's Call Blast System:

KLPW—1220 AM

KSLQ—104.5 FM

KSLQ—1350 AM

KSDK- 5

District's social media platforms

GENERAL INFORMATION

Emergency Procedure

Washington Middle School will conduct fire, tornado, earthquake, lock down and disaster drills at regular intervals as required by law and local codes. Communications concerning an emergency situation will be handled in multiple ways depending on the type of emergency. Please refer to the district website for safety protocol and procedures.

Change of Address

Parents are responsible for informing the school office if a change of information has occurred during the school year. Parents are also able to change information in Lumen prior to the start of the school year.

Cafeteria

The school cafeteria is maintained as a vital part of the health program at WMS. We offer a well-balanced breakfast and lunch. Students may choose to bring lunches from home. Breakfast is available from 7:55 to 8:20 each morning.

Your student must have a positive balance with additional funds in order to purchase the 'extra' items (chips, ice cream, etc..)

Students are not allowed to have food delivered. Students must have 'outside' drinks (coffee/smoothies) finished before arriving at school.

Students will be issued a five digit ID number that will be used to access their lunch account. This account number will operate as a debit card. Money is put into the lunch account and then deducted as the student uses it to purchase food items from the cafeteria. Money is to be deposited before school until 10:00 A.M. Any money taken in after that time will be deposited the next day. Money is to be placed into a secure box by the cafeteria kitchen doors. Please write the full name of the student/lumen ID number on the check or the envelope to receive proper credit. Money may be deposited into your child's lunch account through the District's Web page under online payments at no charge.

Visitors

Adult visitors are welcome, but must enter through the vestibule and wait for instructions and/or entry.

Lost and Found

Label everything—all clothing, coats, books, equipment, etc.!!!!

Claim lost items as soon as possible. Report all lost items immediately. Carry only small amounts of money and do not borrow or loan money. Students who find lost articles should take them to the office where they can be claimed by the owners.

Library

The Washington Middle School Library is open from 8:00 A.M. until 3:30 P.M. Students are welcome to use the library facilities as a quiet place to work, check out books and magazines.. Each student must have a hall pass signed by their classroom teacher to come to the library. Students may check out books and magazines for 2 weeks. Each student may check out up to 3 items at a time. If a student has overdue or lost materials, he/she will not be allowed to check out additional materials, grade cards may be held, and he/she may be responsible for replacement costs.

Health Services

If a student becomes ill in school, he/she should report to the nurse who will decide the course of action. Students must not leave the building because of illness without authorization. If the nurse is not present, students should report to the office. All students new to Washington Middle School are asked to file an up-to-date physical examination report with the nurse. **All medicine will be kept by the nurse.** All medication (including cough drops) must be brought to school by a parent/guardian. They should be marked with the student's name and the directions for administering. All medications shall be in the original container(s) and accompanied by requests signed by parent/guardian. The School District of Washington has a district medication policy. Students who need to take medicine while at school are to make arrangements through the school nurse.

Non-prescription pain reliever/fever reducer will not be given to students before 11:00 A.M. The School District of Washington has a district medication policy. Students who need to take medicine while at school are to make arrangements through the school nurse. The use of controlled pain medication by students during the school day is highly discouraged as this may cause a barrier to learning. Controlled pain medications will generally NOT be accepted or administered by the school nurse. The administration of controlled pain medication may be allowed if it is a part of a student's necessary treatment, subject to the approval of the district's health services coordinator. All medication policies and forms can be found on the district's website under the health services department.

I. Prescription Medication

A. The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, how the medication is to be given, and the doctor's name. The prescription label will be considered an equivalent of the physician's order for short-term medication. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided.

B. The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication.

C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage, e.g., refrigeration. The medication must be delivered to the school by the parent/guardian or other responsible adult. Medication supplies should not exceed a 30-day supply.

II. Over-the-Counter Medication

Written permission must be obtained from a parent/guardian to administer over-the-counter medications. Administration of over-the-counter medication will be according to the directions on the package. If the doctor's order for medication to be administered is different from the package instructions, a written order from the doctor must be obtained from the physician. All over-the-counter medication must be in the original container and brought to school by a parent/guardian.

III. Emergency Medication

All schools in the district should be equipped with medication to be administered in the event of a severe allergic reaction. The emergency medication and physician's orders for such medication shall be kept in a secure location but easily accessible for qualified designated personnel.

School Counselor

Washington Middle School has two full-time Guidance Counselors on campus. The counselors provide services to meet the needs of the students. They consult with teachers, staff and parents to effectively enhance the educational growth for students and provide support to other school educational programs.

Services:

- 1) Implement the Missouri Comprehensive School Guidance Program;
- 2) Guide and counsel students, both individually and in groups, through the development of educational and career plans;
- 3) Counsel individual students;

- 4) Consult with teachers, staff and parents regarding the developmental needs of students;
- 5) Refer students to appropriate community agencies in consultation with their parents;
- 6) Coordinate, conduct or participate in activities (restorative) which contribute to the effective operation of the school.

Extracurricular Activities

Washington Middle School offers and encourages participation in the following extracurricular activities/clubs:

Athletic Teams

Clubs

Basketball - Boys' and Girls'	FFA Club
Track – Boys' and Girls'	Book Club
Girls' Volleyball	Brain Bowl
Cross Country – Boys' and Girls'	D & D Club
Spirit Squad	Environmental
Wrestling - Boys' and Girls'	Gamer's Club
WEB Leaders (8 th grade)	Honor Society
Yearbook	Student Council

In order to try out and participate in ATHLETICS, a current physical must be uploaded to: <https://washingtonhs-ar.rschoolday.com/>

Music Ensembles

- Band
- Jazz Band
- Orchestra

See District Website for updated schedules. <https://bj.washington.k12.mo.us/>

Missouri State High School Activities Association Guidelines

All students must meet the standards set by the Missouri State High School Activities Association (MSHSAA) to be eligible for participation in any school related extracurricular activity. The MSHSAA guidelines for 7th and 8th grade students are as follows:

A. Grading Period: A “grading period” is a period no less than six weeks and no greater than nine weeks where progress is determined and is reported to students/parents. A student must have been promoted to a higher grade or a higher

level in special education at the close of the previous year. However, any such student who failed more than one scheduled subject, or failed to make standard progress in special education, shall be ineligible the following grading period regardless of promotion to the higher grade. (However, see also item c below).

B. Semester of Participation: The student shall be currently enrolled in and regularly attending the normal course for their grade or must have enrolled in a full course at his or her level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age.

C. Entry into 7th or 8th Grade: This section shall not apply to students promoted for the first time into the 7th or into the 8th grade prior to the first day of classes.

RED LEVEL STUDENTS:

Students may be placed on the Red Level for excessive disciplinary issues. Students who are placed on the “RED” level of our positive Discipline Program will be ineligible to attend and participate in extra-curricular/co-curricular activities until they are removed from the RED Level. Students on the RED level are allowed to practice with their team, however not compete while on the RED level. To be removed from the Red Level, students must complete the “Restoration of Privileges Agreement” and turn it into one of the Principals.

Participant and Spectator Involvement

We encourage involvement of students in all of our extracurricular activities as participants or spectators. We will post events in the daily bulletins and website. Any form of extracurricular involvement assumes attendance at all regular classes held that day. Usually, an ending time for the event will be noted. *A student's ride home should arrive at school within fifteen (15) minutes of the scheduled finish time.* Students not following this guideline will not be allowed to attend future events. Our extracurricular sponsors give much time for little compensation. We do not want them to spend more time away from their homes, but we will not leave a student alone at night waiting for a ride. Parent assistance in this matter is greatly appreciated. Students left one hour after an event with no ride may be transported to the Washington Police Department. *Students and parents should also be aware that students may not leave the building during an event and then return. All School District of Washington campuses are smoke free areas.*

Grade Cards

Grade cards will be issued at the end of each nine-week period. Progress checks can be made anytime by logging into the Lumen Parent Portal. Progress Reports may also be sent home with students.

Grading Scale

A student's letter grades/points in each of his/her classes are determined from the following scale.

<u>WMS Grade Scale</u>		<u>Point Scale</u>
	100-95 = A	A = 4 Points
94-90	= A-	A- = 4 Points
89-87	= B+	B+ = 3 Points
86-83	= B	B = 3 Points
82-80	= B-	B- = 3 Points
79-77	= C+	C+ = 2 Points
76-73	= C	C = 2 Points
72-70	= C-	C- = 2 Points
69-67	= D+	D+ = 1 Point
66-63	= D	D = 1 Point
62-60	= D-	D- = 1 Point
59-0	= F	F = 0 Points

Honor Roll

A & B Honor Rolls will be determined following each grading period.

B Honor Roll

The B Honor Roll will consist of students who have met the following criteria:

- Grade Point Average between 2.999-3.799

A Honor Roll

The A Honor Roll will consist of students who have met the following criteria

- Grade Point Average 3.8 to 4.0

WMS Pupil Promotion

It is the belief of the faculty and staff at Washington Middle School that all students can successfully complete every class.

Policy IKE states:

“Students will normally progress annually from grade to grade. Retentions may be considered when, in the judgment of the professional staff, it is in the best educational interest of the students involved. Parents/Guardians will receive prior notification and explanation concerning the retention.

A committee of the student’s teachers, a counselor, an administrator and the student’s parents will review the student’s progress and will consider all factors relating to promotion or retention.

This committee will use the following factors to determine placement:

- A. Academic Performance – criteria for success include: 7th grade students must pass 3 of 4 core classes. 8th grade students must pass 3 of 4 core classes. Students in either grade that fail *2 or more core classes* for the year will be *required to attend summer school* in order to meet requirements for promotion;
- B. Chronological Age – student’s age compared to average age of classmates;
- C. Social Maturity – student’s ability to cope with changes in daily school activities;
- D. Emotional Maturity – student’s ability to cope with changes in daily school activities;
- E. Physical Development – physical size and stature compared to others in student’s classes;
- F. Work and Study Habits – nature of classroom performance;
- G. Attendance Record – number and the nature of absences
- H. Past Retentions – number of retentions in a student's school history.

The committee will recommend whether the student should be promoted and whether the Elementary Certificate of Completion should be awarded. The recommendation will be submitted to the building principal for approval.

Promotion Procedure

- I. After the end of the third quarter, students in danger of retention will be notified to meet with staff to discuss progress.
- II. After the fourth quarter progress reports have been issued, a staffing will be held for all students at risk of retention. A decision concerning placement will be suggested at this meeting.
- III. Parents will be notified of the decision of the staff, and the options will be discussed.

Withdrawal Procedures

The following procedures are to be followed if a parent wishes to withdraw their child from WMS:

- Parent/Guardian notifies guidance secretary with the date of withdrawal.
- Guidance secretary gives the student a Withdrawal Form.
- Student takes the form to each of his/her teachers to mark the current grade, and to indicate that all books/supplies have been handed in to the school.
- Student returns the completed form to the guidance secretary.

Upon enrolling in another school, parents will be asked to sign a “Release of Records”. That form will be faxed or mailed to WMS at which time the guidance secretary will send the student’s cumulative file, including discipline records, to the school district where the student is seeking to enroll.

ATTENDANCE

Procedure for Student Absences **WMS Attendance Policy**

When your child is absent, please contact the school by 9:00 A.M. by calling 636-231-2300. If we don’t receive a phone call, the school will attempt to contact the student’s parent/guardian to confirm the child’s absence. This is done for the safety and security of all students.

Any child who is a resident of the School District of Washington and who is between the ages of seven and 18 years shall attend a day school, public or private, as specified in state law. The Board of Education shall abide by the compulsory attendance laws of Missouri by requiring district resident children between the ages of seven and 18 to attend school—public, private or home-school—full-time, with the exception of those students who may be excused from full-time attendance by the superintendent; School District of Washington Policy JEA.

Absences of 15% or more are not acceptable. It jeopardizes the exposure to academic, emotional, physical, and social well-being of our students. The staff will use measures to ensure the opportunity for students to buy back lost instructional time due to excessive absences. Activities may include Saturday School, before or after-school, learning labs, mentoring, tutoring, service learning, and other projects as deemed related. Five (5) or more absences per semester will result in a parent contact

Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving high school.

Notification to parents concerning absences:

1. A letter is sent home following the fifth absence of a semester to state the concern.
2. A letter is sent home following the eighth absence of a semester discussing options to buy back lost instructional time.
3. A letter is sent home following the twelfth absence of a semester requesting parent contact, and possible contact being made to the Division of Family Services and/or Juvenile authorities.
4. Notification can also be made to the Division of Family Services and/or Juvenile authorities when the administration feels absences are of serious concern.

Absences will be classified as EXCUSED, UNEXCUSED, AND TRUANT.

EXCUSED ABSENCES are those that may be classified under one of the following categories:

1. Personal illness;
2. Professional appointments that could not be scheduled outside the regular school day;
3. Serious personal or family problems;
4. Others that have been designated as excused by the principal prior to the absence, such as a pre-planned family trip for a student who otherwise has good attendance. (A limit of five school days will be placed on these above regulations.)

UNEXCUSED ABSENCES are those that do not fall into any of the above categories and are judged by the staff member in charge of admitting students (after absence) to be unjustified.

Truancies are unexcused absences that occur without the knowledge or consent of the parent/guardian. The student will be permitted to make up work missed and will be required to serve one (1) after-school detention for each class missed. Repeated truancy will prompt referral to county juvenile authorities. Students may be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parent/guardians (Board Policy JEDA).

Make-up Policy - Absences falling on the day of a scheduled test or assignment deadline will be treated as follows:

The test will be taken by the student the first day he or she returns to class, if the absence is short term—1 or 2 days. For extended absence, work will be expected

within one (1) week. If additional time is needed, special permission from the teacher and school principal will be necessary.

Student make-up work may only be picked up for 2 or more days of consecutive absences. If a student misses part of a day rather than a full day, this time will apply toward total absences. Seven class periods missed will be equal to one day, even if the seven class periods missed are scattered throughout the semester. Parents are advised to schedule appointments outside the regular school day whenever possible.

Extended Absences Procedures

The procedure for extended absences will be to fill out a form in the office and turn it in with a note from the parent/guardian stating the reason for the absence. Extended absences must be pre-approved by the administration. **During any period of absence, students are encouraged to utilize the Homework link, Google classroom, and/or classroom resources found on the WMS Web site: www.washington.k12.mo.us.**

Extra-curricular Attendance Policy

If a student is ill and cannot attend class, then he/she should not plan to be a participant nor a spectator at any extra-curricular activity at school on that day. Similarly, a member of a school athletic team will be sidelined for practices and games if an injury prevents participation in physical education.

Procedure for Leaving School

Students are not permitted to leave school grounds at any time during the school day without a permission note from home and the school office. **If a student must leave the building because of illness, appointment, or family need, a parent/guardian must sign the student out at the school office before leaving.** Students who become ill during the school day must report to the school nurse's office. After making an evaluation of the student, the nurse will determine if the child will remain at school. If a child needs to be dismissed due to illness, the nurse will contact the parent/guardian. Students should not contact parents without permission from the school nurse or office. Failure to follow the proper procedure may be considered an act of truancy.

Tardiness

Excessive tardiness will be considered a concern and the student will be expected to earn back the lost instructional time. This will be addressed accordingly:

- A) 3 or more tardies may result in evening detention or lunch detentions.
- B) 6 or more tardies may result in ISS or Saturday School.
- C) Excessive tardiness may result in ISS/OSS or Saturday School.

Parent Portal Access

Parents are encouraged to consistently view current grades and information regarding their students. The School District of Washington has instituted a Parent Portal. Parents can sign up by filling out the enrollment form which can be found on our website at http://www.washington.k12.mo.us/distinfo/Parent_Portal_Agreement_Form.pdf. Completed forms can be faxed to the Technology Department at 636-231-2805, or sent in to the office with your child. Parent Portal access can only be granted to parents who are in our system as educational decision makers.

Homework

WMS HOMEWORK WEBSITE

For a number of courses, continual practice is beneficial. Homework is one tool available to obtain such practice. If a student's persistent refusal to complete homework becomes disruptive to his/her successful completion of the class, a referral may be made to the counselor and/or principal. **Students may be assigned one of the following academic interventions if they need additional assistance: Saturday school, morning/afternoon lab, ASAI, and/or lunch detention.**

Off Limit Areas

Students may only be in supervised areas during the school day. WMS students should not be on the high school campus without pre-approved permission.

Care of School Property

Students are responsible for the proper care of all books, electronic devices, supplies and furniture supplied by the school. Students who disfigure or do other damage to school property or equipment will pay for the damage or replace the item.

Dress Code

Each student should select clothing suitable for school and the day's weather conditions. Styles and types of clothing change from time to time; the school recognizes this fact and will make allowances for such changes within limitations. The limits as to what is considered appropriate dress will be determined in the opinion of the teachers and administration. Matters of personal appearance that are deemed distractions in the classroom will not be allowed. If a teacher feels that a student's dress is provocative or inappropriate, the student may be referred to the office with a conduct referral. The administration will then determine the appropriate action to be taken with the student.

Guidelines for Dress Code are as follows:

- Short shorts, short skirts, tube tops and spaghetti straps are not to be worn to school. Undergarments and midriff are not to be visible (exposed).
- Hats and/or Hoods are not to be worn inside the building.
- Any references to drugs, alcohol, tobacco, sex, violence or profanity is prohibited.

Consequences:

1. Parents may be contacted to bring suitable clothing or clothing (t-shirt) may be provided by the school.
2. Principal/Student conference
3. Parent contact/Disciplinary referral
4. Referral – In-School Suspension (ISS)/parent conference

Discipline Descriptors:

Think Sheets are used to give students an opportunity to ‘think’ about their actions. The think sheets are electronically generated to teachers and administration.

Lunch Detentions are held during a student’s lunch period. Lunch detention is supervised by a faculty member and is a quiet study period. Unless the student speaks to the office secretary and makes arrangements, a sack lunch will be charged to the student and delivered on the day of the lunch detention.

In School Suspension (ISS) begins at 7:55 A.M., or when the student arrives at school, until the end of the day at 3:30 P.M. The student’s teachers provide assignments and make-up work for the time they are in ISS. ISS is supervised by a faculty member and held in a small classroom. A sack lunch will be provided unless the student brings their lunch.

OSS/ISS HOMEWORK POLICY (Policy JGD)

In-school suspension and out-of-school suspension are disciplinary options that may be utilized by schools. In-school suspensions are designed to accommodate homework during the days served in the suspension. Out-of-school suspension is served by removal of the student from school premises for a determined length of time. Work that has been assigned to the student during the term of suspension is expected to be made up for full credit.

Out of School Suspension (OSS) – This type of suspension is defined as removal of the student from the school premises for disciplinary purposes. The student is not allowed

on school property without special permission of the school administration. They are not to attend school functions or extracurricular activities at home or away.

Students will be allowed to make up work for full credit. Homework will be given to the student in three-day increments. Students will not be given additional work until they have finished the prior three days' worth of work.

The student and their parents must request homework assignments in writing by the next school day after the OSS has been assigned. Homework assignments are due the day the student returns to school. No extension will be granted.

Major tests and major projects will be arranged with the teachers. It is the student's responsibility to make arrangements with their teachers to make up major tests and major projects. Students must make these arrangements within five days of returning to school.

Washington Middle School Academic Interventions

- Saturday School 8-11
- Morning/Afternoon Academic Lab – 8:00 – 8:25
- Lunch Learning (During lunch in ISS)
- After School Academic Intervention – 3:30 – 4:30

The interventions listed above are designed as a time for students to get assistance on late or missing assignments. Also a time students can buy back lost instructional time due to excessive absences.

WMS Positive Discipline Program

The Washington Middle School Positive Discipline Program is designed to hold students accountable for their actions while also giving them an opportunity to earn back lost privileges and rewards with good behavior and attendance. This practice links with our district wide Character Education program.

BLUE LEVEL– Everyone starts the year on the Blue Level

RED LEVEL – 4 or more referrals

Placement in OSS

Excessive Absences

*** Students would lose the following privileges while on RED: No extracurricular competition, students may not attend extra-curricular school functions/activities, may not attend assemblies, etc.

***Administration may use discretion when necessary and revoke or restore privileges as needed.

Students may fill out a Restoration of Privileges form to move to the next level. The form must be signed by a parent and building Principal. Forms are located in the office.

WMS Bluejays ROCK

Expectation					
Respect	bus arrives er's directions guage	pass at all times n when bell rings	eria in an orderly fashion	ckly and quietly promptly	is first time asked o all th materials elf uage
Ownership	mediately	our destination d items quickly; throw trash a	n line ended s lassrooms at lunch money in drop box before scho	sink ls in trash cans yourself	s code on calmly sks assigned
Commitment		an orderly fashion t	ckly and remain seated while nd floor are trash-free	ns to staff	unsafe conditions ach day perty as intended belongings stored safely
Kindness	hen exiting all riders other students	ms in the hallways (e.g. poste	e words d in the food basket	' privacy	hers I thank you al citizenship

Emergency Information

Dear Parent/Guardian:

We want you to be aware that this school has made many preparations to deal effectively with emergency situations that could occur in or around the school, both during the school day and during after-hours activities. While we hope that a natural disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. At all times, our first priority is to protect all students, staff, and guests from harm.

In order for our emergency response plans to be effective, we depend on the cooperation and assistance of many people, such as the police and the fire department. We also depend on you, as parents, to support our disaster-response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. Therefore, we ask parents to observe the following procedures:

1. Do not telephone the school or your child's cell phone. We understand and respect your concern, but it is essential that the telephone system is available for emergency communications. Communicating with your child through their cell phones could endanger their lives and it could cause a mass overload on the communication systems. Cell phones should only be used to give information to the authorities.

2. Make sure that we have emergency contact information for each of your children at all times. We must be able to contact you or your designated representative in an emergency.

3. Tune your radio to KLPW AM 1220, for emergency announcements and status reports. You also will receive instructions on where you should go and how/when you may be able to pick up your children. This information may also be delivered through the School district of Washington Call blast. Our school emergency plan includes evacuation procedures with several alternative destinations. When appropriate and safe, students may be released to their parents/guardians from these shelter locations. Under those circumstances, we will be prepared to implement procedures for confirming the identity of individuals who arrive to pick-up each child. When arriving to pick up your children, please make sure that you have with you your driver's license or government issued picture identification.

4. Do not come to the school until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be transported to a location away from school. You will be notified of this through the media bulletins and Call blast. It is important that parents respond only to the designated location rather than a variety of entrances to the school. This will avoid confusion, frustration, and help streamline you getting your child in an expeditious manner.

5. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.

6. Parents and other adults must stay calm and focused in an emergency, mindful that their actions and comments will be the example that, to a great extent, determines the children's response.

7. Carefully read all information you receive from the school. You may receive updates about our safety procedures from time to time.

We are proud that ours is a safe school, and we are doing everything possible to keep it that way. We appreciate your cooperation and support. If you have any questions about this letter or other aspects of our safety procedures, please contact us at 636-231-2300.

Laura Bruckerhoff, Principal