Wissahickon Middle School
Student and Family Handbook

WMS Leadership Team

Lensi Nikolov, Principal

Tamara McGill, Assistant Principal – Grade 8

John Walker, Assistant Principal – Grades 6 and 7

Translate This Handbook

This document contains important information. If you need language translation assistance to understand this document, you may review this information on our district website and use the translation tool, or you may contact your student's school to request a translated document.

Click here: https://www.wsdweb.org/parent-hub/student-and-family-handbooks/wms-studentparent-handbook

Este documento contiene información importante. Si necesita asistencia en traducción de idiomas para e ntender este documento, puede revisar esta información en nuestro sitio web del distrito y usar la herra mienta de traducción, o puede comunicarse con la escuela de su estudiante para solicitar un documento t raducido.

Haga clic aquí: https://www.wsdweb.org/parent-hub/student-and-family-handbooks/wms-studentparent-handbook

이 문서에는 중요한 정보가 들어 있습니다. 이 문서를 이해하기 위해 언어 번역 지원이 필요한 경우, 해당 지역 웹 사이트에서 이 정보를 검토하고 번역 도구를 사용하거나, 학생의 학교에 연락하여 번역 문서를 요청할 수 있습니다.

여기를 클릭: https://www.wsdweb.org/parent-hub/student-and-family-handbooks/wms-studentparent-handbook

Translation and Interpretation Services

The Wissahickon School District offers free language assistance services to limited English proficiency parents or caregivers. Translation and interpreter services are available by contacting the principal of your student's school.

If you have not already completed a Home Language Survey, the Home Language Survey is available from the District's Registrar and, upon request, a hard copy or interpretation of the Home Language Survey may be obtained in the language that you can understand. If you have any questions or concerns regarding parent communications or access to interpreter or translation services, please contact your student's building principal.

Welcome to Wissahickon Middle School - home of the Trojans. Our school serves approximately 1,250 students in grades 6 to 8. WMS is a special place where our students and staff work collaboratively to ensure the ongoing advancement of those who teach and learn here. We strive to continuously improve academic achievement, embrace diversity, and foster a safe learning environment for everyone.

500 Houston Road, Ambler, Pennsylvania 19002

Phone Number: 215-619-8110

Fax Number: 215-619-8111

https://www.wsdweb.org/schools/wissahickon-middle-school

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Wissahickon School District Vision, Mission, and Shared Values

Our Vision

"Belong, Inspire, Engage, Excel"

A learning community where all students and staff feel a sense of belonging and are inspired to engage and excel to their fullest potential.

Our Mission

The mission of the Wissahickon School District—a learning community where diversity is valued, and equity is an ongoing commitment—is to empower each student and staff member to excel to their fullest potential and meaningfully contribute to the greater community.

Our Shared Values

We believe all students and staff will…

…develop healthy identities.

…value diversity and inclusivity

…maintain positive relationships.

…feel and show empathy for others.

…achieve personal and collective goals.

…make responsible and caring decisions.

…contribute to safe and just communities.

Wissahickon Middle School Vision Statement

The Wissahickon Middle School will foster a safe learning environment where students and staff will extend themselves to continuously improve academic achievement for all students, embrace the diversity that makes the Wissahickon Middle School Community such a special place, and pledge to accept personal responsibility for their choices. In doing so, the Wissahickon Middle School Community will work collaboratively to ensure the ongoing advancement of those who teach and learn here.

Equal Opportunity

Wissahickon School District is an equal opportunity employer. The district seeks to broaden and deepen the educational environment and experience for students, staff, and community by recruiting, hiring, and retaining highly qualified candidates with diverse backgrounds. Wissahickon School District believes that our diversity makes us stronger. This core value is demonstrated through:

- A steadfast commitment to closing the Achievement Gap
- The realization that diversity encompasses multiple demographic characteristics.
- A celebration of our differences
- A non-negotiable expectation for tolerance throughout the entire district

Wissahickon School District shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally

protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, The Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the Director of Human Resources, Wissahickon School District, 601 Knight Road, Ambler, PA.

Important Phone Numbers

Important Phone Numbers	
Main Office	(215) 619-8110, Ext. 7021
Dr. Lensi Nikolov, Principal	(215) 619-8110, Ext. 7009
Ms. Tamara McGill, Assistant Principal for grade 8	(215) 619-8110, Ext. 7022
Mr. John Walker, Assistant Principal for grades 6,7	(215) 619-8110, Ext. 7020
Student Attendance	215-619-8110 ext. 7099 press 3 wmsattendance@wsdweb.org
School Counseling Office	(215) 619-8110, Ext. 7030
School Nurse	(215) 619-8110, Ext. 7050
Band Room	(215) 619-8110, Ext. 7170
Transportation Office	(215) 619-8114

Key Contacts

Key Contacts	
Athletics	https://www.wsdweb.org/schools/wissahickon-middle-school/student-life/athletics
Attendance	215-619-8110 ext. 7099 or press 3; wmsattendance@wsdweb.org
Band Director	(215) 619-8110, Ext. 7170
Bus discipline problem	Assistant Principal or Principal
Bus information	Transportation: 215-619-8114
Bus is late	Transportation: 215-619-8114
Change of Address, Transfer, Withdrawal	School Counselor: (215) 619-8110, Ext. 7030
Extra-Curricular Clubs and Activities	https://www.wsdweb.org/schools/wissahickon-middle-school/student-life/activities
Detention	Grade Level Administrator
Discipline Problem Observed	Teacher, School Counselor, or Assistant Principal
Free or Reduced Meal Program	Principal
Grade or Instructional Questions	Teacher or School Counselor
School Nurse	(215) 619-8110, Ext. 7050
Library	Librarian
Locker Problems	Homeroom Teacher or Assistant Principal
Lost items in school	Teacher, Offices, Lost and Found

Key Contacts	
Lost items on bus	Transportation: 215-619-8114
My School Bucks	https://www.wsdweb.org/departments/business/my-school-bucks
Physical Education Excuse Notes	Physical Education Teacher
Problems/Academic Advice	School Counselor: (215) 619-8110, Ext. 7030
School Closing	https://www.wsdweb.org/departments/communications/inclement-weather-notifications
WMS Athletics	https://wmstrojans.org/
Morning Arrival	Grade 6 - Cafeteria; Grade 7 - Gym #1; and Grade 8 - Gym #2
WIN Team	School Counselor, Teachers, or Administrators

Athletics

The Wissahickon Athletics Program, as an integral part of our students' educational experience, is committed to excellence in athletics and is designed for students to reach their highest potential on and off the field. By fostering a sense of spirit and pride within students, staff, alumni and the community, the athletic experience at Wissahickon seeks to instill in each participant a life-long appreciation for diversity, teamwork, perseverance, and excellence. With the support of highly knowledgeable coaches who are dedicated to the physical and emotional well-being of our student-athletes, the program embraces good sportsmanship, ethics, character, and accountability, and is committed to "Building a Community of Champions" who are prepared to excel, contribute, and lead.

Click here to view the WMS Athletics website: https://wmstrojans.org/

Seventh and eighth grade students are eligible to participate in the following sports:

- Fall: Cheerleading, Cross-Country, Field Hockey, Football, Soccer, Tennis (Girls), Volleyball
- Winter: Basketball, Wrestling
- Spring: Baseball, Lacrosse, Softball, Tennis (Boys), Track and Field.

The Athletic Director and coaches determine the size of team rosters based on safety, availability of facilities and equipment, and adequacy of supervision.

Coaches are to notify athletes at the earliest possible meeting whether a tryout policy is in effect. The decision for a tryout policy is determined by the size of initial enrollment and the above-mentioned factors.

PIAA and WMS Sports Forms

All students trying out for a team must complete PIAA Form Sections 1 through 6. Section 6 must be completed and signed by the Authorized Medical Examiner performing the student's Comprehensive Initial Pre-participation Physical Evaluation (CIPPE) and turned into the school. Section 6 CIPPE may not be authorized earlier than June 1 and shall be effective, regardless of when performed during a school year, until the next May 31.

All students must submit a WMS Athletic Eligibility Record signed by the student and parent/caregiver.

Once PIAA Section 1-6 are complete for a sports season, students trying out for a sport in a second or third sports season must complete Section 7 each season, no earlier than six weeks prior to the first day

of practice. If any supplemental health questions are checked YES, Section 8 “Re-Certification by Licensed Physician of Medicine or Osteopathic Medicine” must be turned into the school.

Athletics and State Legislation on Medical Concerns

The State has passed legislation regarding two medical concerns that have a significant impact on athletic activity: Concussions and Concussion Management and Sudden Cardiac Arrest. Each of these concerns will cause all school districts to evaluate the methods that they will use to:

- Educate the coaches, parents, and student-athletes about the issue.
- Certify that the coaches have received training on the recognition of symptoms and the return to play protocol.
- Have a system in place to:
- notify parents about a concern.
- refer athletes to a physician for evaluation and clearance to return to play.
- have a protocol to gradually allow athletes to return to play.

There will be new information, meetings, and mandates that you need to be aware of. The PIAA Comprehensive physical form has been modified to include a complete section about concussions.

Athletic Concussions and/or Traumatic Brain Injuries

In alignment with the Wissahickon Board of School Directors, the WMS Athletics Department “advocates the use of guidelines and measures that promote high quality, safe care of students participating in athletics who suffer traumatic brain injuries, including concussions. The WMS Athletics Department adheres to Board Policy #123 and #123.2.

Return to Play

Depending on the severity of a non-concussive injury, return to play can be determined by a doctor’s note.

If a student-athlete suffers a concussion, to return to play, the student-athlete must:

1. Be asymptomatic, without medication, at rest.
2. Have ImPACT scores within the normal range of baseline.
3. Must receive clearance from a physician familiar with TBI and ImPACT and approved by WSD (ER notes will not be accepted).
4. After receiving the doctor’s note, THEN the athlete must pass all physical exertion steps without symptoms.

Once a student-athlete presents documentation from their physician clearing them to return, the student-athlete must complete the following physical exertion steps without symptoms:

1. Light aerobic activity
2. Moderate aerobic activity - sports specific functional exercise (no head impact activities)
3. Non-contact training session or practice
4. Full contact training session or practice
5. Full game participation

There is a minimum of 24-48 hours of rest between each step. If symptoms return, a minimum of 24 hours suspension of progression will ensue.

If an athlete receives clearance from a physician, the coach and/or athletic nurse may still decide to hold the student-athlete from participation if the student-athlete is exhibiting symptoms. Parental consent is not sufficient to allow a student-athlete to return to participation.

Athletes who are not clear to participate cannot be in uniform for any practices or contests.

ImPACT Testing

Wissahickon Middle School uses neuropsychological testing called ImPACT. These tests are part of the standard of determining return to play. The student-athlete's coach will arrange to have these tests done at school. There will be a baseline test given to all athletes in all sports that will be used for comparison to a post-concussion athlete.

Once the student-athlete is asymptomatic and has received clearance to resume light activity, an ImPACT post-test will be administered. After the student-athlete passes the ImPACT post-test, they may begin the "Ready to Play" protocol. If the student does not pass the post-test, they may re-take it the next day.

Away Game Addresses

- Abington Jr. High: 2056 Susquehanna Road, Abington, PA 19001
- Cedarbrook Middle School: 300 Longfellow Road: Wyncote, PA 19050
- Colonial Middle School: 716 Belvoir Road: Plymouth Meeting, PA 19462
- Jenkintown Jr. High: 325 Highland Ave (West and Highland), Jenkintown, PA 19046
- Keith Valley Middle School: 227 Meetinghouse Road, Horsham, PA 19040
- Lower Moreland Middle School: 2551 Murray Ave, Huntingdon Valley, PA
- Sandy Run Middle School: 520 Twining Road, Dresher, PA 19002
- Springfield Middle School: 1901 E Paper Mill Rd, Oreland, PA 19075
- Enfield Elementary (baseball): 1118 Church Road, Oreland, PA 19075
- Spring-Ford Sr. High School: 350 S Lewis Road, Royersford, PA 19468
- Spring-Ford Middle School: 400 South Lewis Road, Royersford, PA 19468
- Upper Merion Middle School: 450 Keebler Road, King of Prussia, PA 19406
- Upper Moreland Middle School: 4000 Orangemans Road, Hatboro, PA 19040

Intramural Sports - Sixth Grade

The intramural sports program offered to all sixth-grade students provides physical activities in a safe, fun atmosphere. Participating sixth graders can rekindle old relationships from their elementary school and make new friends at WMS.

Two annual sessions - fall and spring - run 6-8 weeks. The program is offered on Tuesdays and Thursdays from 2:30 p.m. to 4:15 p.m. After school buses are available at 4:20 p.m. for transportation home.

Announcements for sign-ups are posted on the morning announcements 2-3 weeks before the sessions begin and are shared with families via Principal Nikolov's Bi-Weekly Update email.

Student-Athlete Expectations

Attendance and Academic Eligibility

Students must understand that participation in co-curricular activities is a privilege; academics come first. To be eligible for participation in WMS co-curricular activities, students must meet the following attendance and academic criteria:

Attendance Requirements

Students must attend school prior to 8:30 am to be eligible to participate in practice or a contest that day. Students absent from or leaving school early for illness are not eligible to participate in practice or a contest that day. A doctor or dentist must verify doctor or dentist appointments upon return to school to allow for participation in a practice or a contest that day.

Academic Requirements

All students must have passed at least four full-credit subjects, or the equivalent, during the previous grading period. In cases where a student's work in any preceding grading period does not meet this standard, the said student is ineligible to participate for at least fifteen (15) school days of the next grading period. Any student with grades of a D and F, or lower (in any subject) will be granted one week to resolve their academic issues. Subsequent occurrences will result in one-week ineligibility for each occurrence. Teachers will be responsible for updating their eligibility information by the end of the day on Thursday. Academic eligibility will be reviewed every Friday.

Students will be notified of the specific criteria for determining the squad assignments at the earliest possible meeting. Criteria include but are not limited to basic skill and coordination trials, regular and prompt attendance, skill assessments relative to the specific sport, and demonstrated ability by the student to listen to instructions and cooperate fully with coaches' directions.

Seventh and eighth grade student participation in games by all squad members is dependent upon the parameters of the game rules themselves. Coaches are to review with the squad members parameters for substitution during a game.

All male and female students participating in or desiring to participate in an athletic activity, and the student's parent or caregiver shall each school year, prior to participation by the student in the athletic activity, sign and return to the student's school an acknowledgement of receipt and review of a concussion and a traumatic brain injury information sheet (PIAA form Section 3).

Spectators After School

All student spectators must turn in a Parent/Caregiver signed permission form and be in good behavioral standing to attend events by season. All students who attend athletic events held after school or in the evening must be supervised by a teacher or parent. At times, when the teacher event supervisor is not available, student spectators will only be permitted if accompanied by a parent. A permission form will be used to communicate that parents are aware of a student's attendance at an after school/evening event. Forms are on our website or can be picked up in the office. Misbehavior during after school events will result in loss of the privilege to attend future events. Students are not permitted to stay to watch practices.

Beginning on a date determined by the WMS Athletic Director and Administrative team during each respective athletic season, students are allowed to stay and watch after-school sporting events on Tuesdays and Thursdays only.

- Students may only attend games, matches, and meets. Students may not attend practices or scrimmages.
- Students who wish to stay must wait until the Second Wave has been called at dismissal and then go down to the LGI to sign in with the After-School Student Supervisor.

- Students will need to know how they are getting home--including which Activity Bus they ride--and the phone number of a parent or caregiver.
- Students should behave in a manner that reflects positively on the WMS community. Students who misbehave will no longer be allowed to attend future events and will receive consequences in accordance with the WSD Student Code of Conduct.
- Game and match schedules can be found here: https://wmstrojans.org/.

Attendance

In accordance with Board Policy #204 (Attendance), students of school age must attend school regularly during the days and hours that school is in session. Regular attendance is essential to academic success, and the Wissahickon School District values the presence and participation of every student.

Lawful (Excused) Absences

The following are considered reasonable causes for absence from school:

- Illness or recovery from accident
- Quarantine
- Professional health care or therapy services from a licensed practitioner
- Family emergency or death in the family
- Required court attendance
- Observance of a religious holiday or religious instruction (with prior written request)
- Non-school sponsored educational tours or trips (up to five days per school year, with prior approval)
- Other urgent reasons, as defined by law

Submitting Excuse Notes

All absences are treated as unlawful (unexcused) until the district receives a written excuse. Parents/guardians must submit an excuse note within three (3) school days of the student's return.

- Up to fifteen (15) cumulative absences per school year may be excused with a parent/guardian note.
- After fifteen cumulative absences, or if an absence due to illness is more than three (3) consecutive days, documentation from a licensed medical practitioner is required.

Attendance Notifications

To help families monitor attendance, the school will:

- Place automated phone calls when students are absent or late
- Send reminders when an excuse note is missing
- Send warning letters at 5, 8, and 10 total absences
- Offer a School Attendance Improvement Conference (SAIC) if absences continue or reach habitual levels, to develop a plan for improved attendance

Reporting Absences or Tardies

Parents/guardians should report all absences or tardies by phone or email:

Phone: 2156198110 ext. 7099 (press 3)
Email: wmsattendance@wsdweb.org (email is preferred)

Include the student's name, date(s) of absence, homeroom teacher, and reason for absence. If you email, no additional note is required. If you call, a written note must be sent within three days.

Lateness to School (Tardiness)

Students arriving after 7:35 AM must report to the attendance desk. Missing the bus, oversleeping, or similar reasons are not excused.

Consequences for unexcused lateness:

- 1st–2nd offense: Warning
- 3rd offense: Lunch detention and parent contact
- 4th–5th offense: Afterschool detention, parent contact, and conference with an administrator
- Further offenses may result in referral to the district Home and School Officer

Early Dismissal

Parents/guardians must send a written note stating the reason for early dismissal. A doctor's note or appointment card is required for verification. Students must check in at the attendance desk before first period to receive an early dismissal pass, which must be returned when leaving school.

To participate in afterschool events, students must arrive by 8:30 AM.

Family Travel

Up to five (5) days of non-school sponsored family travel may be approved each school year. These days count toward the fifteen day cumulative absence limit and will not be approved during state testing. A Family Travel Acknowledgement Form must be submitted to the principal at least two weeks prior to travel for review and approval.

Truancy and Unexcused Absences

Absences that do not meet the criteria above are considered unlawful/unexcused.

- After three unexcused absences, parents/guardians will receive written notice, including possible consequences if absences continue.
- After six unexcused absences (habitually truant), the school will hold a School Attendance Improvement Conference and may refer the student to a school based program, local children and youth services, or file a citation with the magisterial district judge.

Truancy is addressed in accordance with Pennsylvania law and district policy.

Awards and Recognition

Distinguished Honor Roll and Honor Roll

At the end of each school year, students are recognized for their academic achievement through the Distinguished Honor and Honor Rolls.

Students who have earned all A's and no more than one B in major subject areas and all S's or O's in special area subjects during each of the first three Marking Periods are named to the Distinguished Honor Roll.

Students who earn all B's and at least one A in major subject areas and all S's or O's in special area subjects during each of the first three Marking Periods are named to the Honor Roll.

Student of the Month

At WMS we value and promote the 3Rs: Respect, Responsibility, and Relationships. To this end, we seek to recognize individuals who treat one another with respect, make responsible decisions, and act in a manner that promotes forming positive relationships with students and staff.

Each team will name two "Students of the Month." The selection will be made by consensus from names presented by team members and from referrals made by other departments.

The winner shall be a student who has, within the past month or months, demonstrated personal growth in any area that contributes to his well-being in terms of behavior or academic achievement, or who has demonstrated good school citizenship through acts of kindness or hard work.

Our "Student of the Month" nominees should meet the following criteria:

- Consistently makes a positive contribution to the WMS community (prepared for class, active participant, helps others)
- Displays a strong interest or eagerness in learning and being involved.
- Makes every effort to be very involved with school/community programs and to be a positive student.
- Demonstrates great character and/or citizenship.

Student Athlete of the Month

We will also be soliciting coaches' recommendations for "Student-Athlete of the Month." Nominees for "Student-Athletes of the Month" should meet the following criteria:

- Shows respect for coaches, teammates, officials, teachers, other students, and family.
- Displays good sportsmanship, enthusiasm, and a cheerful outlook.
- Displays "team before self" mentality and help teammates improve.
- Displays commitment to practice, games, and personal skill development.
- Demonstrates outstanding character in addition to skill, even though he/she may not be the highest profile or most athletically gifted individual.

Breakfast and Lunch School Meals

District students may purchase lunch and snacks each day. Breakfast continues to be available to all students at no cost to families for the 2026-2027 school year. Students and their families may view the school menus online: https://wsdweb.nutrislice.com/. The school menus include images and

descriptions of the meals and nutritional information. School menus are also available on the district mobile app. Glass containers are not permitted in school for safety reasons.

Meal Costs

Free breakfast for all Wissahickon students in the current school year! Additionally, students identified as eligible for free or reduced-price lunches, with an approved school meal application through the National School Lunch Program (NSLP), will not be charged for their meals. Therefore, during the current school year, students eligible for Free or Reduced-Price meals will not be charged for breakfast or lunch. Lunch costs $ 2.70 for the Middle School.

Additionally, students eligible to receive free or reduced meals are also eligible to receive SUN Bucks (Summer EBT) program the following summer, without the need to apply. SUN Bucks is operated through the Department of Human Services. For more information on SUN Bucks visit http://www.dhs.pa.gov/SunBucks.

Free and Reduced-Price Meal Eligibility

We invite our families to apply for free or reduced-price school meals. A qualified application may provide additional federal program benefits. To be eligible for free or reduced meals, families need to complete an application unless they participate in a qualified benefits program (e.g., SNAP, TANF, or certain Medical Assistance). Click here to complete the application: https://www.schoolcafe.com/WissahickonSD

Cafeteria Accounts

Each student has a cafeteria account that is accessible with the last four (4) digits of their student ID number. Families may choose to send their student with money to pay for lunch each day. Alternatively, families may periodically (i.e., weekly, monthly, etc.) send a check with their student to school to replenish their cafeteria account; or families may use MySchoolBucks to replenish their student's account online. Checks are made payable to "WSD Cafeteria Account." Please include your student's name on the check. For MySchoolBucks, visit this website to learn more: https://www.wsdweb.org/departments/business/my-school-bucks

Cafeteria Guidelines

Specific rules and regulations regarding the cafeteria are reviewed with all students at the beginning of each new school year. Students are expected to follow common rules of courtesy and consideration for others while in the cafeteria so that the atmosphere is a pleasant one in which to enjoy lunch—sociable, yes, but the noise level must be kept reasonable. Students are to remain in the cafeteria for the entire lunch period unless excused by a supervisor.

- Students must ask permission to leave the cafeteria during lunch.
- If students drop food or spill a drink, they are responsible for cleaning it up.
- All food and drinks should remain in the cafeteria.
- Running is not permitted in the cafeteria.
- Throwing food is prohibited.
- Students should clean up their table area when they have finished, including the floor.
- Students should return all trays to the dishwasher window.
- Plastic and bottles should be placed in recycling containers.

- Students should report to the cafeteria in a timely fashion, staying to the right side of the ramp and hallway when entering and leaving the cafeteria.
- Students should remain seated as much as possible during lunch.
- After going through the cafeteria line, students should go directly to their table.
- Food service will close in the last five minutes of each lunch. Students will return to their seats and clean up any trash or mess left at their seats.
- Students should not bring books or laptops into the cafeteria.
- Students unable to follow procedures will be prohibited from eating in the cafeteria for an appropriate period.
- Use only the restrooms outside the cafeteria by the LGI Room. Students may not go upstairs or to their lockers during lunch.
- Students should immediately stop talking when a staff member raises his/her arm.
- Take-out food cannot be delivered to students. Prior approval from the school administration must be received for any food brought from outside the building (other than food brought from home).

Board of School Directors

The Wissahickon Board of School Directors is governed by nine citizens elected at large by voters of the district. The Board operates under the authority granted by the Pennsylvania Public School Code of 1949; Title 22, Education, of the Pennsylvania Code; and regulations of the State Board of Education. The Board's meetings are held in accordance with Act 84 of 1986 and Act 20 of 1993 of the General Assembly of the Commonwealth of Pennsylvania.

The Board of School Directors meets twice monthly for its public meetings. Please visit the School Board section of the district website to learn more: https://www.wsdweb.org/school-board

As the elected governing body of Wissahickon School District, the School Directors are responsible for:

- Policy making for school district operations.
- Designating the chief executive
- Planning, goal setting and appraisal
- Adopting an annual budget and appropriation measures.
- Exercising its taxing power to provide funds for the operation of the district.
- Considering and passing upon the recommendations of the Superintendent in all matters of policy, appointment or dismissal of employees, salary schedules or other personnel regulations, courses of study, selection of textbooks, or other matters pertaining to the welfare of schools.
- Informing the public concerning the progress and needs of the schools, and to solicit and weigh public opinion as it affects the schools.

Board Policies

The Board policy manual serves as an instrument to guide the decision-making process affecting all aspects of the Wissahickon School District organization. These board policies are designed to reflect culture, character, and values of the school community while meeting state and federal regulations. These policies are applicable to school directors, students, employees, families, and community members. As such, these groups are charged with knowing, reviewing, and abiding by the policies set

forth in this reference manual. Click here to review to Board policy manual: https://go.boarddocs.com/pa/wiss/Board.nsf/Public

Classroom Behavior Expectations

The following suggestions will help students maintain positive relationships with their teachers and peers.

- Come prepared for class every day. This includes having your books, notebooks, a pen or pencil, and a charged laptop.
- When you enter the room, find your seat, and look at the board to see what materials you need to begin class.
- Avoid talking during class time so that you do not miss information and instructions or disturb others.
- Use the restroom during appropriate times. Plan your rest stops and use the water fountain between classes.
- If you are absent, comply with the handbook attendance regulations concerning absences and makeup work.
- Make healthy choices outside of school. You cannot pay attention or participate in class if you are hungry or tired. If you do not feel well, ask to go to the Nurse.
- Please help keep our school clean by picking up trash before leaving classrooms and other spaces.
- Do not leave your class during the instructional day unless you have permission from your teacher.
- Always remember that the teacher dismisses the class, not the bell. When asked to prepare for dismissal, gather your things and clean up your area.

Hallways

Students are to remain in their classrooms or assigned spaces. When leaving class, students should complete a digital hallpass in Infinite Campus on their laptop. The supervising staff member must approve their digital hallpass on the student's computer before they leave the classroom. Students who are found in the hallway without an active digital hallpass will be returned to class, marked late upon their arrival, and/or referred to an administrator for cutting class. Students who fail to follow these rules will receive the following consequences:

- 1st Offense – Warning
- 2nd Offense – Parent/caregiver notified.
- 3rd Offense – Referral to Administrator

Contacting Your Student During the School Day

We understand that circumstances arise during any given day that necessitate communicating with your child. Students are prohibited from using their cell phones or personal devices during the school day. Family members must call the front office if there is an urgent message that your child needs from you.ffice staff will get messages to students regarding family emergencies or other unforeseen circumstances in a timely manner. Students are not permitted to receive phone calls or text messages to their personal devices during school hours. Students should not be directly contacting parents with a personal device during the school day. Using a personal device during the school day is a violation of our school rules and will result in consequences aligned to our Code of Student Conduct. In the event of a

family emergency, students have supervised access to office telephones during the school day to contact parents.

District and School Communication

The district communicates with students and their families through various channels, including but not limited to email, phone call, text message, website, mobile app, and social media.

To receive timely and effective communication, it is essential for parents to maintain up-to-date contact information including email and phone numbers in the Infinite Campus Portal.

District Website

We invite you to visit our website to learn more about our district: www.wsdweb.org

News & Calendar Alerts

Set up email and/or text alerts to receive district and school-specific news and calendar events that are posted on the WSD website. Alerts can be customized by district and school news and events. Read WSD News and subscribe to receive customized news & calendar alerts

Parent SquareParent Squareis the district's notification software used for emergency information (e.g., weather- related, or other), school news, student and staff accomplishments, upcoming events, current issues affecting WSD families and other district/school communication. Family contact information entered Infinite Campus is automatically uploaded to Parent Square allowing e-news to be shared via phone, text, and email.

Parent Square Mobile App

The Parent Square mobile app provides on-demand access to the most important information and resources. Search Parent Square in your App Store to download the free mobile app to your mobile device. The app provides access to:

- School calendars
- Lunch menus.
- Access to Infinite Campus, Schoology, and MySchoolBucks
- WSD staff directory
- Important news and notifications

District Social Media

Our social media sites keep families and the community updated on school news and provide a forum for connecting and sharing accomplishments, photos and videos of our students, staff, and school community. Below are the official social media accounts for the district and our schools.

- Facebook - http://facebook.com/wissahickonschooldistrict
- Twitter - District/School News @WissahickonSD
- Instagram - @WissahickonSchoolDistrict
- YouTube - Watch us on YouTube (read how to subscribe to our YouTube Channel)

Search our Hashtags.

- #WissLearns (classroom/learning highlights)
- #WissCares (community service/character education)

- #WissPride (staff, student, school achievements)
- #WissNation (athletics and district-wide news & achievements)

Dress Code

It is commonly understood that student behavior and the school environment are strongly influenced by the dress and appearance of students. We therefore ask that all WMS students maintain a clean, healthy, safe, and neat appearance. We believe the following recommendations will assist in maintaining the proper academic atmosphere in school by avoiding disruption of the educational environment. As such, we ask students to adhere to the following guidelines:

- Clothing that is too revealing should not be worn at school, including clothing that reveals underwear garments, bare midriff blouses, and shirts, and strapless or backless blouses and shirts.
- Hats should not be worn to school.
- Appropriate footwear should always be worn during the school day. Students using crutches should wear sturdy shoes.
- Any clothes that advertise drugs, alcohol, weapons, or offensive language are not permitted.
- Sunglasses should not be worn in school.
- Clothing that displays symbols of intolerance to race, creed, or sexual identity is prohibited.
- Realizing that the dictates of fashion change frequently and can affect the choices of apparel preferred by students, the school reserves the right to enforce rules for clothing to create a safe, healthy school community.
- Students not following the dress code will be notified by faculty members, asked to change, or referred to an administrator for further interventions/consequences.

Extra-Curricular Clubs and Activities

Wissahickon Middle School is proud to sponsor a variety of extracurricular clubs and activities for our students. We encourage students to join a club to meet people and have fun, learn more about the things that interest you or try something completely new. Click here to learn more about these clubs and activities: https://www.wsdweb.org/schools/wissahickon-middle-school/student-life/activities

Meeting dates and times are posted in Schoology and announced during the WMS Daily Announcements. Families can also subscribe to receive the Daily Announcements posted on our website.

Student Council

The purpose of Wissahickon Middle School's Student Council is to contribute to a safe and positive learning environment by meeting the needs of both the students and staff through the planning and facilitation of a variety of fun activities, experiences, and fundraisers. For more information, please review the WMS Student Council Constitution and By-Laws in the appendix of this handbook.

Co-Curricular Activities Code of Conduct

Participation in co-curricular activities at Wissahickon Middle School is a privilege. With this privilege comes the expectation that our student-athletes will be in good standing, both academically and

behaviorally. Students who represent Wissahickon Middle School on an athletic team or club are expected to conduct himself/herself in such a manner as to reflect positively upon themselves, our team, and our school.

Being a member of an athletic team or club may carry added responsibility given the high expectations of teachers, coaches, and advisors (assignments, time, physical fitness, sportsmanship, etc.). Any suspension from school, either in-school or out-of-school, may result in temporary or permanent dismissal from participation on an athletic team.

To participate in WMS co-curricular activities, students must adhere to the WSD Co-Curricular Activities Code of Conduct. Coaches/advisors of each team/club may establish additional rules and procedures, which he/she expects his/her team members to follow. The coach/advisor may also establish disciplinary action for a breach of these rules or procedures.

Field Day

During the last weeks of the school year, administration and faculty plan a half-day event with outdoor and indoor activities here at the middle school and the high school fields. Events include relay races, team building, kickball, etc. Field Day is a fun activity and is considered a privilege.

If a student has disciplinary and/or academic issues, they may receive instruction in school rather than participate in events. All students and teachers participate in this fun-filled event.

Field Trips

Signed permission slips are required for students to participate in field trips. Students not participating in field trips still must attend school. During the time of the field trip, they will be placed in another classroom with appropriate class work. Staying home during a field trip (if not ill) is an unexcused absence.

Attending a field trip is a privilege. Inappropriate behavior will cause the privilege to be rescinded. For students requiring medication during the day, a parent/caregiver may need to attend the field trip to administer the medication.

Health Services

State-Mandated Immunizations

State required school immunizations are required within the first 5 days of school or your student will not be able to attend school. Any single dose vaccines (Tdap and Meningitis) are required by the first day of school.

To protect our school students from serious and sometimes fatal diseases, the Pennsylvania Department of Health regulations require that all students entering school for the first time must be immunized.

All the required doses of immunizations must be completed and verified by your health care provider prior to the student's entry into school. We ask for your cooperation with your school nurse in the process of providing a proper record of any immunization already completed and in securing those that are lacking. The only current exemptions to the regulations for immunizations are medical reasons and

religious beliefs with proper documentation from your health care provider submitted to school. Please note that if your student is exempt from immunizations, he/she may be removed from school during a communicable disease outbreak.

State-Mandated Physical and Dental Exams

The Pennsylvania School Health Law requires all students upon original entry to the district and when entering sixth grade or eleventh grade to have a physical examination.

Dental Examinations are required for all students upon original entry to the district and when entering third grade and seventh grade.

All examinations must be completed within one year prior to the new year for which the examination is required. Families are encouraged to have these examinations performed by the student's own health care provider.

Please visit the Health Services web page to download and print these forms: https://www.wsdweb.org/departments/health-services If necessary, you can also contact your school nurse to secure these forms. The completed forms must be returned to the school nurse by October 15th or no later than two months after your student enters the Wissahickon School District.

State-Mandated Health Screenings

Each student will have state mandated screening which includes growth (body mass index), and vision. Hearing is tested in kindergarten, grades 1,2,3,7 and 11 and those in special ungraded classes. We will report deficiencies to you in these tests. These reports should be rechecked by your family health care provider and returned to the school nurse when problems are corrected.

Medical Care in School

Medical care in the schools is limited to first aid for accidents and illness until the parent can be contacted to take the student home or to their personal health care provider or hospital. Emergency information completed by you will give us the information to locate you when needed. It is important to keep this information updated each school year. School nurses are permitted by law to perform only those services written on the Standing Orders of the consulting school physician. Do not expect the school nurse to diagnose or treat illnesses. This is the proper function of your family health care provider.

Students who have a temperature of 100.4° or greater should remain at home. The nurse will contact the parents/caregivers of any student who arrives at school ill.

If it becomes necessary for a student to be dismissed early, it is the responsibility of the parent to sign the student out in the nurse's office before leaving the building and to provide for their transportation. Students should not call home prior to seeing the school nurse.

Absence Due to Illness

Please encourage your student to practice good health habits that will contribute to growth, development, and well-being. These should include a balanced diet, adequate sleep, regular exercise, and study. When there are signs of illness, your student should stay at home. After a student has accumulated fifteen days of absences, a physician's note is necessary after three consecutive days absent from school.

Notify the School Nurse

It is important to contact the school nurse for these special circumstances.

- If there are restrictions caused by a recent illness, if there are any continuous restrictions on your student's school activities, or if your student is on daily medication.
- If your student has an allergy to foods, medicines, or insect bites. Provide the school nurse with a written plan completed by your physician with your approval signature outlining the directions to follow in case of an incident.
- As soon as possible if your student has a confirmed communicable disease to protect the safety and well-being of others.
- If your student needs to take medication during the school day, the medication must be brought to the school nurse. Controlled substances must be brought directly to the nurse by a parent/caregiver. All medication must be in its original, properly labeled container with a written prescription by the licensed physician or advanced practice nurse. The prescribing physician/advanced practice nurse must indicate the reason for the medication, dose, time and route, and side effects.

Epi-Pen Opt Out

The Pennsylvania Public School Code, Section 1414.2 (g) allows parents/caregivers to request an exemption to the administration of an epinephrine auto-injector for their student. To request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

Homeless Education Act (McKinney-Vento)

Homeless children have the right to a free, appropriate public education **(McKinney-Vento Homeless Education Assistance Improvements Act of 2001)**

The Homeless Children's Initiative exists to help homeless children with a variety of services. A detailed description of the definition of homelessness and the rights of children and youth experiencing homelessness can be found here. In addition, the McKinney-Vento Act defines an unaccompanied youth as "a homeless child or youth not in the physical custody of a parent or guardian" (42 U.S.C. § 11434a(6)). This definition can be used to describe youth residing with a caregiver who is not a parent or guardian, as well as youth living without the care of an adult. More information about the rights of unaccompanied youth can be found here.

If you are experiencing housing instability with school or preschool children or are an unaccompanied youth, please contact your school counselor or **the District Liaison**, who can provide support and assistance.

Kevin Witchey: Wissahickon School District Homeless Liaison
kwitchey@wsdweb.org

Michelle Connor: Regional Homeless Coordinator
1-215-348-2940 ext. 1361
mconnor@bucksiu.org

Additional Links/Resources:

The Department of Education Basic Education Circular - Education of Homeless Youth (Reviewed 2016)

Wissahickon School Policy 251- Students Experiencing Homelessness (5/1/2023)

Your Way Home - Montgomery County PA

Mattie Dixon Community Cupboard
150 N. Main St., PO Box 367
Ambler, PA 19002
Phone: 215-628-3002
Send Email: info@community-cupboard.org

Foodfinder.us - a nonprofit website and app (for iOS or Android) that offers the location and contact information of more than 40,000 food pantries and similar food programs across the country

Homework

The amount and type of homework you receive is determined by your teachers' judgment of your ability to benefit academically, however we do follow District's suggested homework guidelines, indicating an additional 10 minutes of homework for each year. For example, a sixth-grade student may be expected to complete 60-70 minutes, a seventh-grade student 70-80, etc.

The purpose of homework is to provide review/practice of lessons and prepare the student for upcoming lessons, provide remediation and/or enrichment, and assist the student to develop positive study habits.

To obtain homework when you have been absent for more than two (2) days, use the following procedure:

- Parental requests for homework should only be made after a minimum of two consecutive days of absence.
- Parents are to call the school counseling office by 10:30 AM (215-619-8110 ext. 7030) to do the homework request. If you get a recording, please leave a message with your student's name and team name.
- Parents may pick up materials after 2:30 PM on the second day of absence. Please be sure to know your student's locker number and combination in case books need to be obtained from the locker.
- Teachers utilize Schoology and web pages to list homework assignments. These are options that you can try to access information as well.

Make-up Guidelines

For every day missed, students have two days to do make-up work. Three days to make-up tests – should a student have more than two tests or quizzes to make-up, they will only be required to take two tests on any given day.

Homework Club

The Homework Club is designed as an intervention opportunity to assist students struggling with their academic needs. Students on the sports ineligibility list and/or those failing any subjects will be recommended for the HW Club by their Team, Counselor and/or Coach. Any student considered for the HW Club will be approved by administration and counselor and a permission letter will be sent home.

Inclement Weather or Other Emergency Notifications

In the event of inclement weather or a school emergency that results in early dismissal, late arrival of students, a virtual day, or the closing of schools, the district notifies the community via:

- School Messenger phone call, text message and email *(For families with students who currently attend Wissahickon schools only)*
- WSD Facebook, Twitter and Instagram
- Pop-up message on the district homepage
- TV Stations 3, 6, 10 and 29
- KYW NewsRadio - School Closing Number 314

*Please note schools are open unless otherwise notified via the methods above. Periodically, review your contact information (phone and email) listed in Infinite Campus as this information is used for Parent Square- our school notification system.

Calling the School's Main Office During Emergency Conditions

It is extremely important that telephone lines to the school office be kept open for emergency use only. Students and parents/caregivers are asked not to call the school office at times of emergency conditions.

Library

The Library Information Center is the hub of the school, situated on the second floor between the seventh and eighth grade wings of the building. Our automated library contains approximately 16,000 print and non-print resources that support the

middle school curriculum and philosophy. These resources can be accessed both from school and home computers through Destiny, our on-line public access catalog (OPAC).

The library has two library catalog kiosk computers. These computers provide students with access to our Destiny Library Catalog which contains a large variety of resources including databases, adjudicated websites, citation tools, and access to e-books.

The library also houses several videos and digital cameras for staff and student use. Students are required to submit a signed parent/caregiver release form before borrowing digital equipment or robots (Release forms are available from library staff and on our Destiny home page).

The library is open from 7:30 AM to 3:00 PM. During the school day, teachers may send students to the library individually, in small groups, or they may bring their entire class. Students are expected to use their time in the library productively and to behave in a way that is respectful of other students and property.

General library materials circulate for four weeks and may be renewed. Reference materials and DVDs circulate for one week. Students receive periodic reminders when they have overdue materials.

When materials are overdue, a student's borrowing privileges are suspended until the materials are paid for or returned. Students are encouraged to see the library staff immediately concerning any problems involving borrowed library materials.

Makerspace

WMS has a space dedicated to innovation, creation, critical thinking, and design: The Makerspace!

Teachers can bring students to the Makerspace to extend their curricular topics and to have them create, innovate, and design with the elements in the space.

The Makerspace houses a variety of materials including K'Nex, Lego, Snap Circuits, Hot Wheels Speedometry Kits, Sphero robots, Romo robots, Little Bits electronic circuitry, arts, and crafts, our MakerBot 3D Printer and old electronic items that students can take apart in the "breakerspace.' Follow all the great happenings in the WMS Makerspace on Twitter at @WMSInnovates and through the hashtags #WissLearns and #WMSInnovates.

Lockers

A locker is provided for each student to keep personal belongings and books. Lockers for gym classes are assigned to the locker rooms by the teacher in charge. Students may go to lockers before school, before and after lunch, and after school. No student should share his/her locker combination with others.

Open Your Locker

- It is like a combination lock on your bicycle.
- Turn your lock in either direction twice past zero to clear the lock and stop at zero.

- Turn to the right and stop at your first number.
- Turn to the left once past your first number and stop at your second number.
- Turn right directly to your third number: then pull down to open the latch.
- NOTE: It is important to secure your locker by not leaving the lock set on your last number.

What should I do if my locker is jammed?

Tell one of the secretaries or an Assistant Principal.

What should I do if something is stolen from my locker?

Contact an assistant principal. Students are urged not to leave valuables in a locker. The school cannot be responsible for the loss of any personal items. Any problem with lockers should be reported immediately to an assistant principal's office. The administration reserves the right to inspect the lockers at any time.

Music Program – Band, Chorus, and Strings

Band

All students participate in a group lesson once every six-day cycle. This lesson will occur on the same cycle day (1 to 6) and will rotate through the periods of that day. The cycle day stays the same, but the time and period of the lesson changes with each cycle. Students should inform their teacher of the lesson, collect any work that will be missed that day, and come down to their lesson. If a student needs to stay in class for a test/quiz/lab, the classroom teacher will hold the student in class and the lesson will be rescheduled. Band rehearsals occur during Trojan Time once every six-day cycle. No class time is lost for band rehearsals.

Band, Chorus, and Strings are graded courses. Attendance is mandatory and the drop/add period takes place only in September and January.

Please call if you have any questions or if you have any time, day, or night, to help with the large band program. You can contact the band director at 215-619-8110, ext. 7170.

The Band Director assigns lesson days. Lessons will start for everyone in the second week of the school year. Students will be told where to find the Band OneNote and to find the lesson schedule. The Band Director will update this schedule to always show lessons for the current week and the following, for planning purposes. Students' lessons may change from time to time depending on changes in the schedule or their specific needs. These changes will be reflected in the OneNote lesson schedule.

The Band Director directs the following music groups at the middle school:

- Marching Band: Grades 6, 7, 8
- Concert Band: Grades 6, 7, 8
- Wind Ensemble: Advanced concert band for selected students in grades 7 and 8.
- Blues Dog Jazz Band: Beginner jazz band – anyone who is in one of the above bands who wants to play jazz.
- Black Dog Jazz Band: Advanced jazz band – advanced students selected through audition.

The following uniform elements will need to be purchased for performances throughout the year:

- Black or navy dress pants

- White collared shirt, or nice white blouse
- Black or navy socks and shoes (can be sneakers, but need to be black or navy)

Chorus

Students who enjoy participating in a choral group are encouraged to join the WMS Chorus. There are seventh and eighth grade Select Choruses for which students are chosen by audition in September and January. There are also sixth Grade, seventh Grade and eighth Grade Full Choruses in which all students are welcome.

Members of all the choral groups perform at winter and spring concerts as well as special programs throughout the year both in and out of school.

Rehearsals are held during the school day and some rehearsals are held after school. Students may add or drop Chorus from their schedule in September and January ONLY. Chorus is a graded class and rehearsal attendance is mandatory.

Strings

Students who play violin, viola, cello and string bass are invited to participate in the Wissahickon Middle School Strings and Orchestra. The WMS Strings rehearses once each week with an additional opportunity to take lessons during the school day on a rotating basis. Students also work with wind and percussion players throughout the year to form the Orchestra and develop concerts.

Major events include the Winter Concert, the District String Concert, and the Spring Concert.

Extra concerts are offered for students including field trips to elementary schools. Music of many styles from classic to fiddle to popular comprises the concerts. The core method of study is the Suzuki method. Students from all levels of experience are welcome. Beginners in viola and string bass studies are encouraged to join.

MySchoolBucks

MySchoolBucks is an online payment service that provides parents the ability to pay for school fees, student purchases and more. WMS uses MySchoolBucks to help collect money (in addition to continuing to collect cash and check payments) for various events throughout the school year.

If you are already using MySchoolBucks to pay for school meals, your account is already set-up and ready to go. If you need a new account, please follow the steps below:

- Go to www.MySchoolBucks.com and register for a free account.
- Add your students using their school's name and student ID.
- Make purchases with your credit/debit card or electronic check. *
- A program fee may apply. You will have the opportunity to review any fees and cancel if you choose before you are charged.

Obligations

All students will be held accountable for all outstanding obligations. Obligations include but are not limited to the cost of lost or damaged books, band uniforms and equipment, sports uniforms, HPE locks, Activity Fees and overdrawn personal checks submitted by parent or caregiver.

Participation in end of the season sports parties will be denied, and report cards will be delayed for all students with outstanding obligations. This information is carried over into the following school year and forwarded to the high school. Failure to settle these obligations will exclude the student from participation in school activities.

Parent and Community Involvement

The Wissahickon School District recognizes the importance and value of interest and involvement by citizens of the school community in the programs of the district. Many residents have readily volunteered their services in assisting with programs and projects that have helped to enrich the educational experience of our students. As opportunities arise, principals will use their discretion to utilize volunteers. To ensure the safety of our students and staff and to comply with Public School Code, all volunteers must comply with the district policies and procedures, including required disclosure forms, clearances, and training.

Home and School Associations

Each school has an active and supportive Home and School Association (H&SA). The H&SAs coordinate school and classroom activities and events and provide funding for school programs (i.e., activities, events, and assemblies). Families are encouraged to become members of their school's H&SA. As members, families may participate in monthly meetings and volunteer in the school.

School Volunteers

Wissahickon School District values the contributions that volunteers make to the educational programs of our schools and encourages parents and community members to volunteer.

Families and community members who are interested in volunteering in our schools are invited to review the procedures and requirements as outlined below. For the safety of our students and staff, all people who are interested in volunteering in our schools are required to comply with these volunteer eligibility procedures in accordance with applicable state and federal laws. Volunteers who do not comply with these requirements are not eligible to volunteer.

As always, thank you for your contribution of time, talent, resources, and support. We appreciate your willingness to volunteer in our schools and hope you know how much your efforts mean to our staff and students! For specific questions, please contact the main office of your student's school. Click here for more information about the volunteer procedures in the Wissahickon School District: https://www.wsdweb.org/parent-hub/volunteers

Step #1: Complete and submit the required documentation. All volunteer documentation is submitted to the main office of your student's school. Any costs associated with procuring these clearances are the responsibility of the volunteer.

- WSD Volunteer Disclosure Statement *(required for new and returning volunteers, annually)*
- Act 34 State Police Clearance *(required for new volunteers; must be renewed every five (5) years)*
    - Complete this clearance online and download/print your results immediately. Please save the Control Number provided.
- Act 151 Child Abuse Clearance *(required for new volunteers; must be renewed every five (5) years)*

  - Complete this clearance online and download/print your results immediately. You may also receive your results by mail within 14 days.
- Act 114 FBI Fingerprints *(required for new volunteers; must be renewed every five (5) years)*

  Note: if the person has resided in Pennsylvania for ten (10) consecutive years prior to the date listed on the Volunteer Disclosure Statement, then the person does not need to submit the Act 114 FBI Fingerprints clearance. There is a check box at the end of the Volunteer Disclosure Statement to indicate residency.

  - Enter your service code (1KG6Y3 for Volunteering)
  - Complete registration process
  - Select a location & appointment time.
  - Print the pre-enrollment form to take to your appointment.
- Tuberculosis (TB) Test *(required for volunteers with direct contact with students for 10 or more hours per week)*
  - A physician of the volunteer's choice shall perform the tuberculin test. The volunteer shall provide the school with a report/physicians' note showing that the test was administered. Testing must occur before serving as a school volunteer and within three (3) months of submitting volunteer documentation to the school.

Step #2 - New Volunteers Only: Once the volunteer documents are received and reviewed by the district, the volunteer will receive an email with instructions and information to complete the required online training through the Global Compliance Network (GCN). This email will contain step-by-step instructions, username information, and a direct link to complete the training. The volunteers will need 20-30 minutes to complete this online training.

School Visitors

All visitors must enter the building through the main entrance and proceed directly to the office; visitors will sign in, show identification, and receive a visitor pass. This pass must always be worn in a prominent place while in the building. At the end of the visit, please return to the office, sign out and return the pass. At no time are parents or visitors to enter the school building and go directly to their student's classroom or any other area of the building. We value the health, safety, and welfare of our students. Therefore, to protect our students, all staff members will be required to ask anyone they see in the building for the visitor badge. Staff members will respectfully direct any person without a badge to the office.

Parental interest in the educational process is the lifeline of school performance. Occasionally, a parent or caregiver may request the opportunity to visit the classroom. These visits must be arranged in advance with your student's teacher and school principal.

In addition, it should be understood after 7:35 AM that no visitors may interrupt the instructional process by taking a teacher's attention away from the students while classes are in session. Security of the building and the safety of our students are our top priority.

- Visitors shall sign the visitor log located in the main office area and receive a visitor badge which must always be worn in a visible location while the visitor is present in a District building.

Wissahickon requires all visitors to provide a photo ID (e.g., driver's license) for entrance into the building.

- Visitors should turn off all cell phones while inside the building.
- Infants and young students are not allowed into the classroom during a visit as this can be disruptive to the learning process.
- Visitors should enter the classroom quietly and take a seat as suggested by the teacher.
- Visitors should not attempt to communicate with the teacher or the students during instructional time. It is important that classroom activities continue as planned by the teacher.
- Visitors should not view student work such as journals, logs, folders, etc., unless the work is authored by their own student. This is to protect the confidentiality of all students in the classroom. Visitors shall report to the Main Office area and sign out on the visitor log before leaving the district building.

Positive Behavioral Interventions and Supports (PBIS)

PBIS is an evidence-based approach to the development of a positive school culture that is built on the premise that behavioral expectations must be positively stated, clearly defined, taught directly, and systematically reinforced. The PBIS framework supports students by explicitly teaching them expected behaviors and then providing reinforcement for these behaviors when they occur. We will continue to implement our 3 R's: Respect, Responsibility, and Positive Relationships. These values will be defined into specific behavioral expectations and explicitly taught to students. Teachers will reinforce these behaviors, and families are encouraged to acknowledge these behaviors as well.

Personal Items

Students are advised neither to bring unnecessary personal items to school nor to carry large amounts of cash. Students should not transfer money to other students.

Students are responsible for securing any personal items they bring to school in their assigned locker. Students are also responsible for securing their personal items in the gym locker rooms.

The school accepts no responsibility and cannot guarantee against loss of such items due to theft or carelessness. However, if an item of value is lost or stolen, you should immediately report it to the supervising teacher, school police officer, and/or Assistant Principal.

Bicycle, Scooter, Roller Blade, and Skateboard Riding to School

Students choosing to ride their bike to school should follow all local laws and regulations for bike riding as enforced by local law enforcement. When students arrive at campus, they must walk their bikes while on campus and park them at the bike racks provided on the water tower side of the building. Students should lock their bikes for safety against theft. The school is not responsible for damaged, lost, or stolen bikes. E-bikes are strictly probitted. "Heelys" (footwear with wheels) are not permitted.

Cell Phones & Electronic Devices

Personal Electronic Devices

Wissahickon Middle School recognizes that access to personal electronic devices during the school day often impedes active engagement in academic and pro-social activities. We aim to create an environment that is conducive to the highest levels of engagement, and as such

commit to maintaining a "no phone zone." All cellular telephones or other personal electronic devices must be deactivated and stored in the students' locker during the regular school day. Cell phones are also prohibited on field trips.

Using cell phones and other electronic devices to take pictures, create audio, or video recordings is prohibited in school, as regulations under the Family Education Rights and Privacy Act (FERPA) prohibit the recording and use of information including photographs and videos without Parent/Caregiver consent. The school assumes no responsibility for lost or stolen cellular telephones, tablets, smart watches, gaming devices, communication devices, or other electronic devices.
Students who fail to store their cell phone in their locker during the instructional day will receive the following consequences:

- 1st Offense – Warning
- 2nd Offense – Parent/caregiver notified
- 3rd Offense – Referral to Administrator. Student may be required to leave the cell phone in an administrator's office.

Backpacks

Because of hallway safety issues and classroom storage considerations, students may use backpacks only to carry books to and from school. During the rest of the day, backpacks must be stored in lockers.

The maximum size of a purse to be carried for personal items is 10" X 10". Students may not wear any form of bag on their back. Gym clothes are best carried in disposable plastic bags. Students are expected to carry computers in school issued Shuttle Bag.

Water Bottles

Students are permitted to bring water bottles to school. All bottles or containers must have a lid.

Lost and Found

Unclaimed articles will be held for a short period of time. The Lost and Found table, located in the atrium near the nurse's office, will be cleared on a biweekly basis. If items are identifiable, they will be returned to students. Students should clearly mark possessions with their name. Lost electronic devices will be stored in the main office.

Physical Education Class

Clothing

Students have the option of changing their clothing for physical education. Physical education class clothes should allow freedom of movement and promote safety. Students can wear shorts, sweatpants, or tights along with a short- sleeved t-shirt.

Students should wear sneakers and jewelry should not be worn during physical education.

Securing Valuables

A lock will be issued to you by your physical education teacher. Please lock up your clothes and books

during class.

If you have valuables give them to your physical education teacher when you come into the locker room before you change so that these items can be locked up in the physical education office. Please do not ask gym teachers to hold items for you during class.

Locks are to be turned in at the end of the year. There will be a charge of $5.00 for any lock not turned in.

Exclusion for Medical Reasons

A parent/caregiver note will excuse the student from one week of physical education class. If it is necessary to miss more than one week of class, a note from your doctor is required. Physical limitations need to be covered by a doctor's note which will be kept on file. If you are excused from physical education class for illness or injury, you may not participate in co-curricular athletic programs that day.

Resolving Concerns

In the event a student and/or parent encounter(s) a problem or has a concern about school operational practices, the following should be followed to ensure an equitable solution:

- Discuss the matter with the staff member who is closest to the source of concern.
- If unresolved:
    - Parent or caregiver may contact the area supervisor/department chairperson (if applicable).
    - Parents or caregivers may contact the Assistant Principal.
    - Parent or caregiver may contact the Principal.
    - Parent or caregiver may contact the Assistant Superintendent.
    - If the issue is still unresolved, appeal in writing to the Board of School Directors.
    - Responses to initial inquiries/contacts should be made within 24 hours. Appeals should be heard within five (5) working days.

School Safety and Security

Please review our dedicated webpage related to safety in our schools: https://www.wsdweb.org/about-wsd/school-safety

School Police Officer

A school police officer will be in school to ensure safe passage in halls, timeliness to class and other discipline functions. This person is on staff and is to be treated with due respect.

School Police Officer (SPO)

• Ensure appropriate coverage of all assigned Areas of Responsibility through coordinated supervision and monitoring throughout the school day.

• Maintain responsibility for the overall safety and security of the building, with particular attention to student movement, supervision, and emerging concerns during the instructional day.

• Collect and review daily reports from Safety Specialists to identify trends, communicate updates, and coordinate appropriate responses.

• Communicate safety needs, concerns, and relevant information to the Assistant Principal and Director of Security in a timely manner to support effective decision-making and follow-up.

• Coordinate building-wide safety efforts by collaborating with administrators, Safety Specialists, staff, and district personnel to promote a safe, orderly, and supportive school environment.

Safe2Say

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say Something, it is easy and confidential to report safety concerns to help prevent violence and tragedies. For more information, visit https://www.wsdweb.org/about-wsd/school-safety/safe2say-something

Here is how it works:

- Submit an anonymous tip report through the Safe2SaySomething system.

- Crisis center reviews, assesses, and processes all submissions.
- Crisis center sends all submissions to school administration and/or law enforcement for intervention.
- If needed, crisis centers may contact tipsters anonymously through the app.

School Schedule

School Start and End Times

The school day begins at 7:35 a.m. and ends at 2:25 p.m.

Bell Schedules

Our instructional schedule is based on a daily numerical schedule (Day 1-6). Each day of school, students will need to know the numerical day of the 6-day instructional schedule that will be followed. A 6-day cycle provides a framework for a more consistent delivery of instruction. Specifically, instructional time is not lost because a holiday occurs on a particular day of the week, i.e., Monday, art class, Tuesday, health class.

The 6-day schedule runs consecutively regardless of holiday schedule or inclement weather that causes school to be closed. Calendars and daily reminders will be utilized to keep you informed. Most secondary schools use a six-day cycle because of its positive impact on instructional time allocation.

Regular Day, Days 1-6

Regular Day, Days 1-6		
Period 1 7:35-8:27 52 Minutes		
Homeroom/Announcements 8:30– 8:36 6 Minutes		
Period 2 8:36 - 9:28 52 Minutes		
Period 3 9:31-10:23 52 Minutes		
Sixth Grade	Seventh Grade	Eighth Grade
Period 4 Lunch 10:26-11:00 34 Minutes	Period 4 Trojan Time 10:26-11:03 37 Minutes	Period 4 Trojan Time 10:26-11:03 37 Minutes
Period 5 Trojan Time 11:03-11:40 37 Minutes	Period 5 Lunch 11:06-11:40 34 Minutes	Period 5/6 11:06-11:58 52 Minutes

Period 6/7 11:43-12:35 52 Minutes	Period 6/7 11:43-12:35 52 Minutes	Period 7 Lunch 12:01-12:35 34 Minutes
Period 8 12:38 -1:30 52 Minutes		
Period 9 1:33-2:25 52 Minutes		

Early Dismissal

On early dismissal days, WMS students will dismiss at 11:00 a.m. Please review the district calendar on the website for periodic updates.

Schedule A

Schedule A	
Period 1	7:35 – 8:25
Homeroom	8:28 – 8:36
Period 2	8:36 – 9:26
Period 3	9:29 – 10:19
Period 4 or 5 (TT)	10:22 – 11:00

Schedule B

Schedule B	
Period 5/6 or 6/7	7:35 – 8:25
Homeroom	8:28 – 8:36
Period 8	8:39 – 9:29
Period 9	9:32– 10:22
Period 4 or 5 (TT)	10:25 – 11:00

Schedule C

Schedule C	
Period 1	7:35 – 7:59

Homeroom	8:02 – 8:08
Period 2	8:08 – 8:35
Period 3	8:38 – 9:02
Period 4 or 5 (TT)	9:05 – 9:39
Period 5/6 or 6/7	9:42 – 10:06
Period 8	10:09 – 10:33
Period 9	10:36 – 11:00

Two-Hour Late Arrival

Two-Hour Late Arrival	
Period 1	9:35-10:08
Homeroom	10:11-10:16
Period 2	10:16 -10:49
Period 4 (6th Lunch)	10:52-11:25
Period 5 or 5/6 (7th Lunch)	11:28-12:01
Period 7 or 6/7 (8th Lunch)	12:04-12:37
Period 3	12:40-1:13
Period 8	1:16-1:49
Period 9	1:52-2:25

Social Media

Students are encouraged to always exercise the utmost caution when participating in any form of social media or online communication. All platforms for communication are considered “social media” for the purposes of this handbook, including but not to limited to shared word documents, powerpoint files, Canva, etc.

Since social media reaches audiences far beyond the Wissahickon community, students should use social sites responsibly and hold themselves accountable for their actions. Here are some best practices for students to consider using social media safely and responsibly:

- Students should consider not posting or linking anything to social networking sites that they would not want peers, teachers, parents, or other adults to access.
- Students should be sure to utilize privacy settings to control access, never share personal information with unknown parties on unsecured sites, and be protective of site passwords. Misrepresentation of someone else's identity should also be avoided.
- Students should remember to be respectful to others. When responding to someone during a disagreement, be sure that criticism is constructive and not hurtful. Refrain from profane, obscene, or threatening language.
- Students who participate in online interactions must remember that their posts can be subject to the same behavioral standards set forth in the WSD Code of Conduct.

Student Behavior

Self-discipline and the acceptance of individual responsibility are stressed throughout school life. A fair, consistent discipline policy is an integral part of our sound educational program. A major goal of the school program is to maintain the best possible environment for learning. To reach this goal, it is important that all members of our school family respect the basic rights of others. All students are to attend school free of physical or verbal abuse and to feel secure with their own property. Click here to review the Code of Student Conduct: https://www.wsdweb.org/parent-hub/code-of-student-conduct

Student Progress

Curriculum

Sixth Grade	
Integrated Language Arts	Fine Arts (Art and Music)
Mathematics	Technology Education/Family and Consumer Science
Social Studies	Physical Education
Science	Health
World Language Orientation (German, Spanish, French and Japanese)	Reading and Math Support as needed
Seventh Grade	
Integrated Language Arts	Fine Arts (Art and Music)
Mathematics	Technology Education/Family and Consumer Science
Social Studies	Physical Education
Science	Health
World Language (German, Spanish, French and Japanese)	Reading and Math Support as needed
Study Skills	
Eighth Grade	
Integrated Language Arts	Fine Arts (Art and Music)

Mathematics	Technology Education/Family and Consumer Science
Social Studies	Physical Education
Science	Health
World Language (German, Spanish, French and Japanese)	Reading and Math Support as needed
Study Skills	

Grading System

Report cards are posted electronically according to the dates listed on the district calendar found on the district website.

The following grade system is used:

- A 90 - 100
- B 80 - 89
- C 70 - 79
- D 65 - 69
- F below 65

Grading in special areas:

- O 85-100
- S 65-84
- U below 65

Report Cards

There are four marking periods in the school year. Report Cards are posted to the Community Portal as indicated on the district calendar. A student who fails Mathematics or English-Language Arts will be recommended to attend WMS Summer Academy. Contact your school counselor or Assistant Principal for further information.

Honor Roll

- Distinguished Honor Roll
  - All A's and one B during Marking Periods 1-3
- Honor Roll
  - All B's and at least one A during Marking Periods 1-3
- Special Areas - A student must earn at least an S in special area subjects.
- Ineligible - Any C, D, F, U, or I make a student ineligible.

Summer Academy

Staffed by certificated teachers, the WMS Summer Academy offers a blend of Math, Language Arts, and Wellness activities. Recommended students are strongly encouraged to attend the Summer Academy to reinforce their learning and prepare themselves for success the following school year.

Students who fail their Math and/or English/Language Arts class(es) will be expected to participate in Summer Academy. Information about registration will be sent to the families of eligible students beginning in February.

Student Services

The Wissahickon School District has an extensive array of regular and special education programs and services that provide the opportunity for all students to achieve the ultimate benefit from their educational experience, including:

- Social Work Services
- Psychological Services
- Clinical Support Counseling
- Speech and language, occupational, physical, vision and hearing therapies, as well as assistive devices, are provided to eligible students.
- Services for students receiving support through a Section 504 Service Agreement
- Services for students receiving support through specially designed instruction via an Individualized Education Program (IEP)
- Services for students receiving support through a Gifted Individualized Education Plan (GIEP)

School Counseling

WMS students are assigned to work with the same counselor throughout their three years in middle school. This ensures continuity in the support and services provided to students and the opportunity to develop a stronger rapport over the years. Students may request to see their counselor by scheduling an appointment in the Counselor Services Office. Parents/caregivers may also arrange conferences with the counselor upon request.

- Student Last Name Beginning A-Ham Counselor: Becky Agler
- Student Last Name Beginning Han-N Counselor: Steve Ebert
- Student Last Name Beginning O-Z Counselor: Suzanne Romano
- Resource Counselor: Gus Baldassano

Student Assistance Program (SAP)

The SAP Team is a group of professional staff members who have been trained to identify and refer "high risk" students who would benefit from additional support. Students who are at risk would include those who have difficulties dealing with personal issues, academic responsibilities, or have been involved with alcohol or drugs.

The SAP Team makes every effort to meet with students who have problems and who run the risk of very serious consequences. Student Records

All official student records (roll books, progress reports, cumulative folders, test data sheets, concert programs, etc.) must list students by their legal names only. This means the name that appears on the birth certificate or other legal document. At no time is it permissible for any school authority to use any other name on official student records, for example, a nickname or a surname of a stepparent where the student's name has not been legally changed.

Change of Student Information

Parents/caregivers are responsible for reporting to the school office any change of address, telephone number or other pertinent information that may occur during the school year. As soon as such a change occurs, the school should be notified. We must have current information to notify you should an emergency occur.

Students of Divorced Parents/Caregivers with Custody Decree

At registration time, the parent/caregiver must present the custody document to the school principal. The school district will follow the terms of the custody decree specifically. A copy of the document will be maintained in the student's school file. It is the responsibility of the parent(s) to ensure that the custody agreement language is clear so that the administrator can understand the expectation.

Students of Single, Separated or Divorced Parents/Caregivers with No Custody Decree

Both parents/caregivers will be allowed equal access to the student as well as to all data pertaining to the student: educational and health records, the right to attend parent/caregiver conferences and school activities. The parent/caregiver where the student is living will routinely receive all communications regarding their student. The nonresident parent/caregiver may request in writing the same information. This request should be addressed to the building principal. The district will make reasonable efforts to comply with such requests.

Parents/caregivers will be notified and urged to attend meetings pertaining to special education placement, discussions pertaining to promotion or retention, suspensions, expulsions, or other serious disciplinary matters. Therefore, it will be the parents/caregivers' responsibility to keep the school information of their current addresses and phone numbers.

The parent/caregiver with whom the student is living will be notified in the event of serious accidents. If this parent/caregiver is unavailable, the person(s) listed in the student information system will be contacted based on the listed emergency priority. The nonresident parent/caregiver may require that he/she be notified in the event of a serious accident. The district will make reasonable efforts to comply with such requests.

Substitute Teachers

Substitute teachers should be treated as guest teachers. The rules of common courtesy and hospitality are expected to be followed. Students are expected to give complete cooperation to a substitute teacher. Lack of cooperation and misbehavior with substitute teachers will be considered an offense and will result in disciplinary action.

Team Designations

WMS Team Designations	
Grade 6	Huskies
	Lions
	Panthers
Grade 7	Dragons
	Grizzlies
	Owls
Grade 8	Patriots
	Pioneers
	Pride

Technology Resources

Artificial Intelligence (AI) and Language Learning Models

Wissahickon Middle School values Artificial Intelligence (AI) and other Language Learning Models as powerful educational tools. Through these technologies, Trojans can develop skills in AI interaction and enhance critical thinking. Teachers may ask students to utilize AI to compose essays, create structured outlines, and learn to critically assess online information. Adapting to this evolving educational approach will require time, but our teachers are dedicated to guiding students through this transition. We aim to prepare students for a future where AI technologies are prevalent, ensuring they understand how to leverage their strengths and navigate their limitations. It's important to note that submitting AI-generated work without proper citation can lead to academic penalties for plagiarism. At Wissahickon Middle School, we emphasize integrity in academic practices, teaching Trojans to responsibly use AI tools and uphold ethical standards in their academic pursuits. Middle school students are expected to adhere to all teacher expectations with regards to allowable tools and guidelines for course assignments and assessments.

Email for Students

Students at WMS have access to WSD district-provided email with the ability to email to and from anyone else with and @wsdweb.org email address. Emails to and from other email addresses are not permitted. Student email addresses follow this format: username@wsdweb.org (ex: 22dkrause@wsdweb.org).

Remember that this email is to be used for communication for school purposes only and that any abuse of this could result in consequences in accordance with the WSD Code of Conduct.

Infinite Campus

All parents/caregivers are asked to set up their Infinite Campus Parent Portal account. Your family's contact information in Infinite Campus is used to communicate urgent notifications such as weather delays, closings, or emergencies. It is essential for parents/caregiver to maintain current contact information including preferred email and phone numbers. Infinite Campus is the district's web-based

student information portal that contains family contact information and includes various student information including:

- attendance and discipline
- report cards.
- health information
- teacher assignments and class schedule
- other school activities (middle and high school)

Schoology

All teachers in grades 6-12 use Schoology (pronounced /skoo-luh-jee/) - an online tool that serves as a one-stop shop for course information, assignments, grades, and other learning related information. Teachers also use it to post updates to their class and school administration posts important notifications such as upcoming events.

Parents can register for a Schoology account that is linked with their children's accounts. One username and password within Schoology grants access to your child(ren)'s teachers, courses, schoolwork, and grades.

Student Laptops

Computers are to remain in the district provided bag or case, even during class. Both the bags and the cases are designed for the computers to be used while inside either the bag or the case. The bags are designed to hold the laptop and power adapter, and the cases are designed to hold only the laptop. No additional items should be kept inside the laptop bag or case. This puts pressure on the screen, and it may crack. If the student was provided with a bag, the laptop should be transported to and from school in the district provided bag. If the student was provided with a case then the student may transport the laptop in the case in their backpack.

Any damage to student computers should be reported to the tech office immediately to avoid the possibility of further damage. Students who vandalize their laptops or are negligent with their laptops may be required to pay for repairs and may be subject to disciplinary action.

Help Desk

To provide a high level of service, the district has given students access to an online help desk system. They can enter a ticket describing the problem they are experiencing, and the technology department will contact the student directly with troubleshooting information. If the problem is severe, the tech department will suggest a time for the student to report to the tech office. This process limits the amount of class time missed due to waiting in line at the tech office.

Technology: Acceptable Use Policy

All use of the Internet, computers, or other district electronic resources will be in support of educational activities.

Students may not install applications on, copy applications to, or modify applications on the district-issued laptop. Students also may not run applications from a USB device, flash drive, external drive, or via any other means. This includes games, "portable" applications, and any other executable application.

Electronic storage areas will be treated like school lockers. The privacy of electronic mail cannot be guaranteed. Teachers and administrators have the right to review files to maintain the integrity of the

network and ensure that individuals are using the system responsibly.

Students, staff, parents, and teachers have a responsibility to report breaches of network security.

Students are responsible for the integrity of their own work. Systems occasionally "crash;" files are occasionally lost. The district can make no guarantees regarding reliability of the technical system.

The Wissahickon School District is excited about the educational opportunities available to its students. The smooth operation of our district's electronic resources relies upon the responsible conduct of all users.

Code of Conduct for Student Use of Electronic Resources

All student users are expected to abide by the accepted rules of computer and network etiquette. For their own safety, students should exercise care and never reveal the personal addresses or phone numbers of students or staff to unknown users.

The following activities are not permitted:

- Sending or displaying inappropriate text or graphics.
- Using obscene or offensive language.
- Harassing others.
- Damaging computer workstations or networks, vandalizing, damaging, or disabling the property of another person or organization.
- Violating copyright laws or the use of another person's intellectual property without their permission or proper bibliographic reference. This includes copying commercial software (i.e., software piracy) or copying another student's intellectual property and representing it as your own.
- Using the network for any illegal activity.
- Unauthorized access to areas of the Internet. This includes attempting to circumvent security or filtering software, or hardware used by the district.
- Accessing another individual's materials, information, or files without permission. Unauthorized access to areas of the network.
- Wasting limited resources.
- Employing the network for personal financial or commercial gain.
- Misrepresenting or impersonating another user.
- Degrading or disrupting equipment or system performance. Intentionally spreading viruses and other destructive programs.

Consequences:

- Students violating any of the rules will face consequences to be determined by their principal or teacher according to the severity or nature of the infraction. Violations may result in loss of access and, in appropriate cases, may involve a report to law enforcement agencies. Consequences may include:
- Students may be required to attend retraining sessions concerning the use of proper procedures.
- Students may be required to make restitution for network or software/hardware damage.
- Students may be banned from using telecommunication facilities for a specified period.
- Students may be banned from using all technological equipment for a specified period.
- Students may fail the marking period and/or the class.

- Students may face suspension, detention, expulsion.

Transgender and Gender Expansive Students

To create a safe and inclusive learning environment for all students, the Wissahickon School District has adopted Board Policy No. 261. (Click here to review Board Policy #261 Transgender and Gender Expansive Students.)

Transcripts and Teacher Recommendations

All requests for transcripts must be sent directly to your student's counselor. Each transcript request must have a signed information release form for each school for which you are requesting a transcript. Please enclose a self-addressed, three (3) stamped envelope for each school requiring a transcript. Transcript requests must be received at least two (2) weeks prior to the school's due date.

All requests for teacher recommendations must be sent directly to the teacher. It is the student's responsibility to ask a teacher if he/she will complete a recommendation form. If the teacher agrees, the student should give the teacher a recommendation form to the teacher. Teachers reserve the right to decline writing a recommendation. Each request for a teacher recommendation must be accompanied by:

- a cover letter giving the teacher permission to write the recommendation.
- a self-addressed, stamped envelope to the school requesting the letter. Teachers require two (2) weeks processing time to complete this request.
- Teachers will mail all completed forms directly to the school.

Transportation

Bus Transportation

Bus transportation is a privilege. Failure to observe district rules may result in temporary or permanent denial of transportation. Problems dealing with the bus ride should be reported to the bus driver or the bus transportation department. If further action is necessary, contact the Assistant Principal.

All school policies and guidelines apply while riding the bus to and from school. The following guidelines will ensure that everyone has a safe and pleasant ride to and from school each day.

- Respect your bus driver and fellow students.
- Stand in line to board the bus. No pushing or shoving while waiting in line.
- Go directly to your seat. No changing seats once the bus is in motion.
- Do not throw anything inside or outside of the bus.
- No eating, drinking, or chewing gum.
- No inappropriate language (cursing).
- Refrain from behaving inappropriately (fighting, pushing. or shoving) on the bus or at bus stops.
- No loud talking.
- Do not delay bus departure – go directly to your assigned bus.
- All school rules apply while riding on the bus.

- Riding the bus is a privilege and may be revoked if my student does not follow expectations of good behavior.

A late bus is provided for students wishing to participate in after school tutoring, study groups, athletics, and other school related activities. Buses leave at 4:20 PM on Tuesday and Thursday. Buses leave at 5:25 PM on Monday, Wednesday, and Friday.

Emergency requests for a temporary change in a student's bus assignment and route will be considered only in certain extreme circumstances. The reason must be an "emergency" in nature; for example, a sudden illness in the family or a situation that would result in no one home to receive young students would require a change in after school supervision. The parents must request the change through the first floor Assistant Principal's office in writing, if time permits; or by telephone, with a written confirmation following as soon as possible. The office will issue a bus pass for the student to give to the bus driver. Transportation must approve all permanent bus changes. Questions concerning bus transportation should be directed to the Transportation Department (215-619-8114).

Parent/Caregiver Pick-up and Drop-off

Please follow the drop off and pick up procedures to ensure students, staff, and your safety.

Morning Drop-Off

- Parents who will be driving their students to school in the morning need to assist us in creating a safe, structured drop off zone. Please note the following procedures to ensure that this occurs.
- All cars must pull around the circle – moving to the pool entrance.
- Students must enter the school using the pool entrance which will be unlocked.
- All cars must move into a circle and remain in single file.
- Students must exit the cars on the curb side and enter the building.
- Students may walk around to the front of the building, but parents should not stop toward the front of the circle making the walk shorter for the students.
- The line of cars entering the circle should not form double car lines as it is extremely dangerous, and we do not want students running between cars.
- Parents should not enter the middle school parking lot to drop off students.

Afternoon Pick-Up

Students are to go home on their designated bus. Under no circumstances are students to ride a different bus or arrange for their own alternative transportation. Parents need to notify school directly when a student needs alternative transportation due to a family emergency with as much notice as possible.

Students who need alternative transportation because of unusual circumstances (i.e., family emergency, no one home to receive small students) need to notify in writing via fax or note a day in advance - or fax if emergency circumstance dictates immediacy (215-619-8111).

Students who walk to meet an older sibling in the high school pick-up area need to submit a note to the middle school first floor Assistant Principal for the middle school to maintain accurate records of students who need to cross Houston Road.

Middle school students are expected to use the sidewalk on Houston and Dager Roads to the high school parking lot.

We have encountered in years past students who purposely missed the bus in middle school lot to retrieve it in high school.

We have also encountered middle school students loitering in the high school building and parking lots. Please remember that these procedures are in place because of the dangerous situations that arise due to the immense traffic flow between the middle school and the high school.

Parent Pick Up Notice

The pick-up line established along Houston Road is the location used by parents who are waiting for students to come to the vehicle for a ride.

Drivers using the Houston Road pick-up location are expected to stay in the vehicle and wait for the student to arrive. Any driver who needs to come into the school and must leave the vehicle should use the parking lot for this purpose. At the end of the day, the parking lot across Houston Road in the high school lot would provide available parking.

The pick-up vehicle line should begin at the sign that states “Parent Drop Off Pick Up Area.” A clearance area of about three car lengths has been established to allow for the bus to turn into the bus stop and for visibility of students crossing the street.

Parents/caregivers using the Houston Road pick-up location must stay in the vehicle and wait for the student to come to the vehicle.

- Please start the line behind the sign.
- Please keep the line moving forward as pick-ups are made.
- Please Park in the front parking lot to come into the school.

WMS Water Tower Side

ONLY Late Buses will be permitted to pick up students on the water tower side. There is to be no parent pick-up of students on this side of the building, including the parking lot in this area. We will continue to place cones by the bus entrance to deter parents from parking in the bus lane. The cones are placed out daily at 2:45pm.

WMS Front Side

Parent pick-up will only occur in the front parking lot of the middle school. The front of the middle school and the front bus lane must always remain open because this provides immediate access in case of an emergency. Parents are to park in the parking spaces available. If the parking lot is full, parents may notice Houston Road along the sidewalk by the baseball field.

Activity Bus Schedule

There are only four buses that run for the Activity Bus. The stop locations are not the same at the AM/PM bus runs. Bus stop schedules are posted on the exit doors at the Water Tower Side exit, and they are also available on the WMS website here: https://www.wsdweb.org/schools/wissahickon-middle-school/student-life/activities The buses will line up at the water tower side of the building. If you/your student is unsure about the correct bus, please talk to the first bus driver in line for assistance. For questions, please contact the Transportation Office, 215-619-8114

WMS Water Tower Side: ONLY Late Buses will be permitted to pick up students on the water tower side. There is to be no parent pick-up of students on this side of the building, including the parking lot in this

area. We will continue to place cones by the bus entrance to deter parents from parking in the bus lane. The cones are placed out daily at 2:45pm.

WMS Front Side: ONLY Parent pick-up will occur in the front parking lot of the middle school. The front of the middle school and the front bus lane must always remain open because this provides immediate access in case of an emergency. Parents are to park in the parking spaces available. If the parking lot is full, parents may notice Houston Road along the sidewalk by the baseball field.

Activity Bus Departure Schedule	
Monday	5:25 PM
Tuesday	4:20PM
Wednesday	5:25 PM
Thursday	4:20 PM
Friday	5:25 PM

Trojan Cafe

The Trojan Café is a small café located in the Atrium offering students not only a reading/study location but light refreshments scheduled periodically by our Home and School Association during Trojan Time. The café provides a way for student, staff and parent connection and enhances the learning and social development of our students. 21st century furniture is installed in the Atrium. This area on one side of the Atrium is designed to be a collaborative student workspace. The tables were specially designed to be the correct height for students working on their laptop computers. There are charging outlets/ports in each piece of the bench seating.

Trojan Time

Trojan Time is a daily 37-minute period where students can meet with teachers to discuss academic concerns, make-up assessments, engage in remediation and 2nd chance learning activities, or complete work. Trojan Time can also be used for various social, physical, and cultural activities. Music groups meet during Trojan Time as well as other affinity groups and clubs. Students must use our digital hallpass system to go to any location that differs from their assigned location in Infinite Campus.

Yearbook

Each spring WMS publishes a school wide yearbook. Beginning in October, orders may be placed online or by picking up an order form in the yearbook office. When signing yearbooks, messages are to be positive. Vulgarities and obscenities written in another student's yearbook will incur the purchase of a new yearbook. Misplaced or lost books will not be replaced.

Appendix A – Co-Curricular Activities Code of Conduct

Participation in co-curricular activities is a privilege which students earn through appropriate behavior, conduct, and attitudes. Consistent with the Wissahickon School District's (WSD) philosophy, the guidelines and regulations contained herein present responsibilities to which students must adhere to participate in the co-curricular program at WSD.

Students in violation of this Code of Conduct in school or at school activities will also be subject to discipline pursuant to the WSD discipline code. Students are always representatives of the school and community, and this Code of Conduct is always enforced, including the summer months. All credible reports of violations of this code will be investigated by the school administration. Any student supplying a false report of a violation of this code is subject to disciplinary action. Any participant in a school activity who is found to be in violation of this Code of Conduct away from school will be subject to the following discipline guidelines. Disciplinary actions are cumulative for the duration of a student's career in the Wissahickon School District.

All students are responsible for becoming familiar with the school policies and procedures related to The Wissahickon School District's total school program. Students involved in the district's co-curricular activities program must adhere to the Co-Curricular Activities Rules and Regulations, presented in the WSD Student Manual, including areas related to Eligibility and Scholarship, Attendance and Eligibility, Conduct and Discipline, Attendance at Practice, and Other Requirements.

All WSD co-curricular activities, including athletics, band, class offices, student council, drama, etc. are encompassed within the scope and meaning of this Code of Conduct. We hope that all persons in our school community will be supportive in helping to establish a positive, meaningful, healthy, and asafe atmosphere for our students and families. Students involved in co-curricular activities and benefiting from their privileges should be committed to this same sense of purpose.

NOTE: For the purpose of this policy the term "unauthorized substance" includes any illegal substance, look alike substance, prescription medication, over the counter medication, alcohol containing substance, or potentially mood-altering substance.

Category	Description of Occurrence	Discipline/Rehabilitation For Season Long Activities	Discipline/Rehabilitation for Year Long Activities
1.	Attendance at a non-school event where illegal underage alcohol drinking and/or illegal drug usage (as defined in the Drug and Alcohol Policy of the District) is occurring. Repeat of this offense would move to category 2.	Five school day suspension of all games and events but continues to practice with group. Suspension is imposed immediately upon conclusion of administrative investigation and continues through the fifth school day. The student is also prohibited from participating in games and events occurring on any non-school days (weekends, in-service days, holidays, etc.) during the period of the	Twenty school day suspension from activity. The student is also prohibited from participating in activities occurring on any non-school days (weekends, in-service days, holidays, etc.) during the period of the suspension. Referral to WIN team and compliance with WIN team assessment recommendations to be reinstated. Penalty will be applied to next school year, if necessary.

Category	Description of Occurrence	Discipline/Rehabilitation For Season Long Activities	Discipline/Rehabilitation for Year Long Activities
		suspension. Referral to WIN team and compliance with assessment recommendations to be reinstated. Penalty will be applied to next school year, if necessary.	
2.	Repeat of category 1. Repeat of this offense would move to Category 3.	Ten school day suspension of all participation. Suspension is imposed immediately upon conclusion of administrative investigation and continues through the tenth school day. The student is also prohibited from participating in activities occurring on any non-school days (weekends, in-service days, holidays, etc.) during the period of suspension. Referral to WIN team and compliance with assessment recommendations to be reinstated. Penalty will be applied to next school year, if necessary.	Thirty school day suspension from activity. The student is also prohibited from participating in activities occurring on any non-school days (weekends, in-service days, holidays, etc.) during the period of suspension. Referral to WIN team and compliance with WIN team assessment recommendations to be reinstated. Penalty will be applied to next school year, if necessary
3.	Attendance at a non-school event where drugs/alcohol (as defined in the Drug and Alcohol Policy of the District) were used by the individual or individual is in possession of drugs or alcohol or drug paraphernalia. Repeat of this offense would move to category 4.	Twenty school day suspension of all participation. Suspension is imposed immediately upon conclusion of administrative investigation and continues through the twentieth school day. The student is also prohibited from participating in activities occurring on any non-school days (weekends, in-service days, holidays, etc.) during the period of suspension. Referral to WIN team and compliance with assessment recommendations to be reinstated. Penalty will be applied to next school year, if necessary.	Forty-Five school day suspension from activity. The student is also prohibited from participating in activities occurring on any non-school days (weekends, in-service days, holidays, etc.) during the period of the suspension. Referral to WIN team and compliance with WIN team assessment recommendations to be reinstated. Penalty will be applied to next school year, if necessary.
4.	In school, on school property or at school event under influence	Forty-Five school day suspension from all participation. Suspension is	Sixty school day suspension from activity. The student is also prohibited from

Category	Description of Occurrence	Discipline/Rehabilitation For Season Long Activities	Discipline/Rehabilitation for Year Long Activities
	or in possession of alcohol or drugs (as defined in the Drug and Alcohol Policy of the District). A category 4 offense is subject to the sanctions prescribed for Level 5 violations of the WSD Discipline Code. Repeat of this offense would result in permanent exclusion from all co-curricular participation.	imposed immediately upon conclusion of administrative investigation and continues through the forty-fifth school day. The student is also prohibited from participating in activities occurring on any non-school days (weekends, in-service days, holidays, etc.) during the period of the suspension. Referral to WIN team and compliance with assessment recommendations to be reinstated. Penalty will be applied to next school year, if necessary.	participating in activities occurring on any non-school days (weekends, in-service days, holidays, etc.) during the period of suspension. Referral to WIN team and compliance with WIN team assessment recommendations to be reinstated. Penalty will be carried over to next school year, if necessary

Appendix B - Wissahickon TV (WTV) Broadcast Code of Conduct

Overview

It is the intention of the operators/teachers/managers of WTV (Wissahickon Television) to provide a rich learning environment for our students. The district has made a significant investment in the purchase and maintenance of equipment/systems. The most effective learning environment for our students is one which is not only productive in content creation, but also in teaching students the professionalism required in the field of broadcasting. To this end, we the teachers and managers of WTV have compiled this Code of Broadcast Standards with the support of building administrators and the office of the Assistant Superintendent of the Wissahickon School District.

The following Code of Broadcast Standards (the "Code") has been adopted by WTV (the "Station") to guide Station members in the creation and production of programming to be distributed by the Station. All members of the Station are expected to be familiar with all elements of the Code, which will be enforced as described herein and pursuant to the district bylaws. One of the primary goals of the Station is to provide experience in all aspects of the production of programming and the operation and management of a television station. The Station therefore expects all members to exercise mature and professional judgment with respect to the content of programming produced for distribution by the Station. Moreover, the Station recognizes that it is part of the Wissahickon community. In addition to the standards set forth in this Code, all members of the Station are expected to be familiar with the WTV Codes of Conduct, which are identical, and all programming produced for distribution by the Station is expected to comply with said Codes of Conduct.

Applicability

The Code applies to all programming produced for distribution by the Station and all programming distributed by the Station, regardless of whether such programming was originally produced for distribution by the Station. Live, live-to-tape, and any other programs or segments of programs for which scripts cannot be prepared before broadcast are subject to the same standards under this Code as are programs that are completely scripted. The standards set forth in the Code remain applicable regardless of whether the programming distributed by the Station is distributed by the Station via broadcast, cable, Internet, or other means of distribution. Pilots produced for consideration by the Station management must meet the standards set forth in this Code. Song lyrics included in programming material are subject to the same standards under this Code as other elements of programming that are subject to the Code.

Enforcement and Interpretation

The Code shall be enforced by the District Communications Specialist and the Television Teachers and as provided in the Bylaws of the Station. Enforcement decisions shall be made in the first instance by the relevant Teacher, who may consult with the Communications Specialist and/or building administration. The decision of the Communications Specialist and/or building administration is final. The interpretation of the specific standards set forth in the Code necessarily shall be made by the Communications Specialist or the Television Teacher on an individual, case-by-case basis, and shall depend on several variables. In particular, the full context in which material is presented is critical for reasoned evaluation of programming material. In evaluating programming material, the following factors shall be considered: (1) the context of the material in the program taken as a whole, (2) the genre of the program, (3) the objective intent of the writers or producers of the material, and (4) the extent to which the potentially

offensive nature of the material can be mitigated by the use of advisory announcements and/or audio or video edits pursuant to the applicable provisions of the Code.

Alcohol Consumption and Drug Use

The station will not accept programming in which the use of alcohol or illegal drugs is mentioned. Exception: in the context of news programming, the depiction of the use of alcohol or illegal drugs should be consistent with and necessary to a legitimate news story.

Audio and Video Edits

When deemed necessary by the communications specialist or the television teacher, any program or program segment may be required to use audio and/or video edits to obscure material that is deemed unacceptable. When audio edits are deemed necessary, all bleeps and/or sound drops must cover the entire unacceptable audio element with no portion remaining audible. When video edits are deemed necessary, images that are deemed unacceptable shall be thoroughly obscured through appropriate means or deleted.

Indecent or Profane Material

The station will not accept programming that includes indecent material (as defined by federal law) that has not been edited pursuant to section vi of the code to eliminate or obscure such material. Indecent material is defined as language or materials "that, in context, depicts or describes sexual or excretory activities or organs in terms patently offensive as measured by contemporary community standards for the broadcast medium."

In determining whether material is patently offensive, the following factors shall be considered: (1) the explicitness or graphic nature of the description; (2) whether the material dwells on or repeats at length descriptions of sexual or excretory organs or activities; and (3) whether the material appears to pander or is used to titillate or shock.

Profanity is defined as "including language so grossly offensive to members of the public who actually hear it as to amount to a nuisance." The use of the "seven dirty words" identified in fcc v. Pacifica foundation, 438 u.s. 726 (1978) and similar words, should be avoided or edited pursuant to section vi of the code. This includes any obscene, profane, or suggestive gestures or language as interpreted by the television teacher, communications specialist or building administration.

Obscene Material

The station will not accept programming that includes obscene material (as defined by federal law). In order to be deemed obscene or inappropriately suggestive the following must be found to be true: (1) an average person, applying contemporary community standards, must find that the material, as a whole, appeals to the prurient interest; (2) the material must depict or describe, in a patently offensive way, sexual conduct specifically defined by applicable law; and (3) the material, taken as a whole, must lack serious literary, artistic, political, scientific value and/or deemed to be inappropriate by television teacher, communications specialist or building administration.

Offensive Material

The station will not accept programming that is intended to ridicule or attack any individual or group based on physical handicaps, developmental disabilities, and/or deformities.

The station will not accept programming that is intended to ridicule or attack any individual or group based on age, creed, ethnic or national origin, gender, marital status, political affiliation, race, religion, and/or sexual orientation.

Violence

The station will not accept programming that includes gratuitous and/or excessive depictions of violence. Depictions of violence should not be used to shock the audience or advocate the use of violence against specific individuals or groups of people. Programming should not include depictions of excessive gore, pain, or physical suffering.

Copyrighted Material

The station will not accept programming that violates the copyright laws of the United States. Copyright is a form of protection to authors of original works, whether published or unpublished, including literature, music, art, video, film, and other intellectual works. With certain exceptions detailed below, producers are required to obtain written permission or a license from the copyright holder to use copyrighted material. The provision of an acknowledgment of the copyright holder does not eliminate this obligation. If written permission or a license is obtained to use copyrighted material, then the program must courtesy the source.

Theft or Vandalism

The station takes the deliberate removal and/or destruction of district i.e., Station property seriously. All students are expected to treat station equipment (cameras, media, computers, hard drives etc.) With care. Deliberate attempts to sabotage, remove, hack, or in any way alter existing studio equipment, computer labs or other station equipment will be dealt with according to the district's bylaws. While it is recognized that occasionally accidents happen, any damage incurred to station equipment should immediately be reported to the television teacher(s).

The theft of station property (defined as the removal items without the knowledge or consent of television teacher(s) or communications specialist) is prohibited. Any individual found doing so will result in banishment from station areas (including studio, control room, computer lab, classroom etc.) And will require the immediate return of property. If property is unrecoverable, then financial restitution will be made for the purchase of replacement equipment.

Any equipment that is to be used by students needs off campus or after school hours needs to be checked out by teachers.

Dress Code

An individual's dress, personal appearance, and cleanliness have a bearing on how others react to them, and therefore should reflect a sensitivity to and respect for others. It should not constitute a threat to safety and health of self or others or be in violation of any statute. Although styles do change, dresses should reflect current good taste and a style appropriate for a school day. The purpose of the dress code is to assure that the school population will dress in a way that is supportive of, and not disruptive to, the educational process.

Those students who desire to wear shorts are responsible for selecting shorts, which are loose fitting, and long enough to be appropriate school apparel. Shorts, as well as skirts, should be longer than the extended fingertips when arms are held to the side.

Students must wear apparel that covers the midriff area and underarm areas. Tube tops, and any low-cut clothing with any size straps are prohibited. Clothing with profane or questionable language imprints is unacceptable school apparel.

Students must always wear appropriate footwear. Sunglasses are not to be worn in the school building. Hat, hoods, and bandanas are prohibited, except under the terms of specially designated days. Bandanas displaying "colors" are forbidden in all cases. Hats and bandanas must be stored in a locker during the school day. Outerwear (coats or jackets that zip or button the length of the garment) cannot be worn during the school day and must be stored in the students' locker.

Any form of attire is subject to evaluation on an individual basis. Students not in compliance with the dress code will be required to obtain an immediate suitable change of clothing and will face disciplinary action ranging from warning to suspension. Any student who wears apparel to school deemed inappropriate dress will be referred to the administration for disciplinary action.

Any on air talent may be asked to change their clothes if their attire is deemed unacceptable for broadcast. If a student fails to comply, they will not be permitted to participate in the broadcast.

Broadcast Procedure

Any programming to be aired (either on the internal or external channels) requires the approval of either the television teacher or communications specialist. All programming for the channel is to be uploaded/programmed by the television teacher or the communications specialist. Unauthorized broadcasting of either live or pre-recorded material will result in the individual(s) involved being banned from station areas (including studio, control room, classrooms, computer labs etc.) As well as other potential consequences to be decided by television teacher(s), building administration and/or communications specialist.

Consequences

Listed below are examples of discipline consequences. All infractions are pursuant to the district discipline code and will be interpreted with consideration of the severity of the violation. All infractions will be reported to building administration and communications specialist.

To this end, we the television teachers, communications specialists, building administration in conjunction with the office of the assistant superintendent agree to uphold and enforce this code of conduct.

A. On-air profanity (either said by an individual during programming or included in music, video clips etc.):
    a. First violation: 1-month suspension from broadcasting and after school detention
    b. Second violation: ban from all WTV activities for the rest of the year and after school detention.
B. On-air obscenity (gestures, implied meanings, see above):
    a. First violation: 1-month suspension from broadcasting and after school detention
    b. Second violation: ban from all WTV activities for the rest of the year and after school detention.
C. Vandalism:

a. first violation:
b. Suspension of all WTV activities for the rest of the year
c. School assesses damages; individual(s) must make restitution.

D. Theft:
a. first violation: Suspension of all WTV activities for the rest of the year
b. Out of school suspension, individual(s) must either return property or make restitution.

E. Reckless behavior in or near station facilities:
a. first violation: Suspension from WTV activities for 2 weeks; after school detention
b. second violation: suspension from WTV activities for 1 month; Saturday school
c. third violation: Suspension from WTV activities for rest of year; application of progressive discipline

F. Slander/libel:
a. Suspension from WTV activities for 1 month and written apology.
b. Unauthorized access/trespassing in studio, classroom, control room, computer lab, etc.
c. First violation: warning
d. Second violation: after school detention and ban from WTV areas.

G. Dress code violation.
a. Students will either change into appropriate attire or will not participate in broadcast.

H. Insubordination
a. Suspension from WTV activities for the rest of the year.
b. After school detention.

I. Food/drink in studio/classroom space
a. First violation: warning
b. Second violation: suspension from WTV activities for 1 month

Appendix C– WMS Student Council Constitution and By-Laws

Purpose

The purpose of the Wissahickon Middle School Student Council shall be:

- To improve the school, school programs and student life
- To provide democratic school government through representation and participation of the student body in school affairs.
- To establish standards of leadership, citizenship, school spirit and honor based on school pride.

Mission Statement

It is the mission of the Wissahickon Middle School Student Council is to contribute to a safe and positive learning environment by meeting the needs of both the students and staff through the planning and facilitation of a variety of fun activities, experiences, and fundraisers.

Wissahickon middle schools' student council is responsible for serving as model school citizens in both actions and words. The council performs a variety of roles including but not limited to: attending conferences and applying what was learned to better the school, planning, facilitating, and attending fun activities to build a positive school climate, building bridges between students, teachers, and administrators, making monetary decisions, fundraising, giving back to the community, and helping all other school groups when possible and appropriate.

Wissahickon middle school student council believes that our school community should embrace diversity and equality by avoiding stereotypes and seeing all as individuals. We care about the ideas of the student body, the staff, and administration. We value open communication, intellectual challenge, and the community in which we reside both locally and globally. We want a safe and happy school that will prepare the students for high school and adult life.

Sixth grade students considering Student Council should not be involved in the band or chorus programs at WMS as we meet at the same time.

Student Council Members

Elected eighth grade officers (4)

- President
- Vice president
- Secretary
- Treasurer

Appointed Grade Level Representatives (17)

- 6 eighth grade members
- 6 seventh grade members
- 5 sixth grade members

Duties of Members

President - Officer of Student Council

- Attend and preside over all executive and general assembly meetings.
- Present and follow constitution and by-laws of the student council.
- Call special meetings of the executive or general assembly at any time with the approval of the sponsor.
- Appoint all chairpersons of all committees.
- Vote only in case of a tie
- Meet with advisor regularly.
- Participate in all student council activities.
- Attending the PASC leadership conference.
- Always be a WMS role model.

Vice President - Officer of Student Council

- Attending all executive and general meetings.
- Assume all duties of the president in case of his/her absence or removal from office.
- Perform all duties assigned to him/her by the president and /or council.
- Has the power to remove from any general assembly meeting any person disturbing the order of the meeting.
- Communication liaison with adults in the building
- Participate in all student council activities.
- Attending the PASC leadership conference.
- Always be a WMS role model.

Secretary - Officer of Student Council

- Attending all executive and general meetings.
- Keeps and maintains a record of all minutes of all meetings.
- Keeps and maintains a record of attendance of members at all meetings.
- Have minutes available for all students at this school. (bulletin board)
- Retain all significant incoming mail.
- Keeps any miscellaneous paperwork.
- Keeps and maintains a record of all student council activities (calendar)
- Writes monthly article for the newsletter.
- Participate in all Student Council activities.
- Attending the PASC leadership conference.
- Always be a WMS role model.

Treasurer- Officer of Student Council

- Attending all executive and general assembly meetings.
- Keeps a running record of Student Council expenses.
- Keeps track of receipts and check requests
- Signs off on student activity check requests.
- Handles the totaling and depositing of funds after an event.
- Be a liaison between WMS and the community regarding financial issues.

- Submit a full report (monthly) of Student Council funds to the Student Council
- Participate in all Student Council activities.
- Attending the PASC leadership conference.
- Always be a WMS role model.

Representatives of Student Council

- Attending all executive and general assembly meetings.
- Will perform all duties appointed to him/her by WMS Student Council
- Participate in Student Council committees.
- Participate in all Student Council activities.
- Always be a WMS role model.

Removal from Office

Officers and representatives will be removed from the office/council for any of the following reasons:

- If he/she does not meet set requirements in section iii
- If he/she is suspended and or expelled from school
- If he/she does not maintain for each term a c or better in each class.
- If he/she has repeatedly demonstrated inappropriate behavior.
- Officers/representatives may be given one 5-week probation period for any violation of grade average or behavior. This is up to the discretion of the advisor, building administrators, and Student Council members.

Absences

A member is allowed a maximum of three meeting absences. When more than three absences have been accumulated; he/she will be removed from his/her position. This does not include excused absences from school. All absences will count except for those approved by the sponsor prior to the absence.

Committees

The president will appoint committee heads. All committees are formed to perform a specific task.

Voting

The voting process takes place as follows:

- Motion must be made.
- Motion must be seconded.
- Discussion concerning the motion takes place.

Actual voting

The president shall call all in favor, all opposed, all abstained. Motion either carried or disposed of as determined by the majority. Student council members have one vote each, except for the president. A quorum of two-thirds of the voting members must be present to vote.

Idea Presentation

Ideas are presented to the council under “new business” on the agenda. The council discusses ideas. The council must vote on the issue. If the idea is not passed, the council may suggest further development. If the idea is passed, the council will give the idea to the administration for approval.

Officer Elections

Students will be elected in May as Student Council officers by the following procedure. Note: aligning with our mission statement, WMS Student Council officers must reflect the diversity of the student body.

At the end of their seventh-grade year, students who wish to run for Student Council office shall complete the intent to run for office form with their parents. This form outlines all procedures and expectations as well as requiring teacher signatures. This must be turned in by the due date for the student to run for office.

Students who have completed the initial paperwork must submit a five-paragraph essay that answers the prompt "why I should be a WMS Student Council Officer." This will be scored by the advisor, a current officer, a teacher, a member of the H&SA executive board (if possible), and a WMS administrator.

Students who have completed the paperwork and written the essay will be interviewed by a panel (the advisor, one current Student Council Officer, a teacher, a member of the H&SA executive board (if possible), and a WMS administrator). The results of this panel interview as well as the essay will determine the students' ability to run for office.

Students who are approved via the panel will be permitted to create one large poster for the atrium. No other election materials are permitted.

Students who are approved via the panel will compose a 2-minute speech that will be aired over the morning televised announcements to the voters.

Democratic voting by the sixth and seventh grade students will determine who the final four officers are.

Grade Level Representative Appointment

Eighth grade and seventh grade representatives will be appointed in May for the upcoming school year. Sixth grade representatives will be appointed the following September (upon their entrance into the school). Representatives will be appointed by the following procedures:

Interested students will complete the candidate form that requires the signatures of three teachers and submit it by the due date.

those students who have completed the paperwork and meet the candidate criteria (see xi) will compose and five paragraph essay that answers the prompt "why I should be selected for WMS Student Council."

Essays will be read and scored by advisor, one current officer, and one administrator. Students who score highest on the candidate rubric will be selected.

Qualification to Run for Student Council Office and Representatives

candidates must be model WMS citizens who have in the past school year complied with school rules and had no suspensions.

Candidates must be able to handle the time commitment that student council office will entail.

Candidates must be able to get three teachers/faculty members to vouch for their character.

Candidates must be in good academic standing in the past school year- no grades lower than a c.

Candidates must be positive leaders and role models for their peers.

Meetings

All Student Council members are a part of the advisor's homeroom and will report there each day. Meetings and work sessions will be held during advisory days. If needed, an after-school meeting may be called on a Tuesday or a Wednesday and a minimum of one week's advance notice will be provided.

Amendment Procedures

Recognizing that no document or set of rules governing an organization is without flaws or in need of change at some time in its existence, we have established a process for amending this constitution.

When three-fourths of the voting members of the Student Council deem it necessary, they shall propose an amendment to this constitution. Ratification will occur with an approval from three-fourths of the voting members of the Student Council.

Approval for this procedure of amendments will occur as stated above and will become effective immediately, with approval from administration.