



WENDELL MIDDLE SCHOOL STUDENT HANDBOOK 2022-2023

920 East Main Street
Wendell, ID 83355
(208) 536-5531
Fax: (208) 536-5957

Brian Jadwin, Principal
Grace Silva, Office Manager
Leesa Mitchell, Registrar

Please Sign Below

I have read the student handbook with my child and understand the requirements of attending Wendell Middle School.

Students Printed Name _____

Students Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

This book is provided at no charge to the student. A charge of \$5.00 will be made to replace lost planners.

Student Computer User Name _____

Student Computer Password _____

Student Email Address _____

**Wendell School District #232
2022-2023 School Calendar**

Aug. 22	First Day of School	
Sept. 5	Labor Day	No School
Sept. 29 & 30	P/T Conferences	
Oct. 14	End of 1st Quarter	
Nov. 21-24	Thanksgiving Break	No School
Dec. 15	End of 1st Semester/2nd Quarter	
Dec. 19 - Dec. 30	Christmas Break	No School
Jan. 2	School Resumes	
Feb. 20	President's Day	No School
March 23 & 24	Student Led Conferences	
March 9	End of 3rd Quarter	
Mar. 20-23	Spring Break	No School
May 25	Last Day of School (end of 4th Quarter/2nd Semester)	Early Release

**Friday Morning School Schedule
8 AM- 10 AM**

Semester 1	Semester 2
9/16/2022	1/13/2023
9/23/2022	1/20/2023
10/7/2022	2/3/2023
10/14/2022	2/10/2023
11/2/2022	3/10/2023
11/11/2022	3/31/2023
12/2/2022	4/14/2023
	4/21/2023
	5/5/2023

Message to the Students from Mr. Jadwin, Principal

I want to personally welcome each and every one of you back to WMS. For those that are returning, it's great to see you back and for those that are new, welcome! Middle school is a time of transitions and transformations. You will experience many different changes during your time at WMS, new friends, new teachers, new knowledge, and many other new opportunities. While you are here, you will be learning life-long skills that are necessary to be successful. We provide all of our students with a rigorous curriculum and many different learning opportunities inside and outside the classroom. I invite you to participate in as many activities as you can and take on new responsibilities in order to learn and grow. I hope that with the clear expectations, a strong sense of community, a relevant curriculum, and the support of your family and teachers, you will make the most of your middle school experience.

Message to the Students from Mr. Connor, WES/WMS Counselor

Welcome to Wendell Middle school. Middle school is an exciting time for all students. It is when you transition from the elementary years into the teenage years. Middle school helps prepare you for high school and beyond. You meet new friends and have new adventures. But no matter how wonderful Middle school may be there will also be times that things do not go as smoothly as planned. You may have problems with relationships or friends. Other times it may be that you are having problems at home or with the classwork. And then other times it might just be anxiety, depression, or some other feeling that is affecting your time at school. It could be anything but we all have times we could use some help from someone. This is where the counseling program can help.

My name is Mr. Connor and I am the school counselor here at Wendell Middle school. My job is to help all the students be the best they can be and to feel safe and comfortable while here at Wendell Middle school. But I am also here to help when things are not so smooth. I am always available if you need help. All you have to do is contact me and let me know you want to talk with me. You can contact me through the front office, through emailing me, by asking any teacher to let me know you want to talk to me, or just talking to me when you see me around the school. I love talking to and assisting students and I look forward to meeting all you students this year.

The information included in this handbook is specific to Wendell Middle School and all policies included here are in addition to the policies stated in the Wendell School District Policies. The Wendell Middle School Handbook is approved by the Wendell School Board on a yearly basis and has the same force and effect as district policy.

Wendell Middle School

“Great things come from small places!”

<i>Brian Jadwin</i>	<i>Principal</i>
<i>Grace Silva</i>	<i>Office Manager</i>
<i>Leesa Mitchell</i>	<i>Registrar</i>
<i>Kevin Connor</i>	<i>Counselor</i>
<i>Chris Perrigot</i>	<i>5th Mathematics</i>
<i>Don Garner</i>	<i>5th ELA</i>
<i>Sarah Bender</i>	<i>5th Mathematics</i>
<i>Julian Slotten</i>	<i>5th ELA</i>
<i>Dani Bonawitz</i>	<i>6th ELA</i>
<i>Dan Kuka</i>	<i>6th Mathematics</i>
<i>Natasha Fox</i>	<i>6th Mathematics</i>
<i>Jayne McDonald</i>	<i>6th ELA</i>
<i>Patti Tucker</i>	<i>7th Mathematics</i>
<i>Janie Chapman</i>	<i>7th ELA</i>
<i>Jennifer Nebeker</i>	<i>7th Science</i>
<i>Jysen Lancaster</i>	<i>7th Social Studies</i>
<i>Kali Connell</i>	<i>8th Math</i>
<i>Karen Groves</i>	<i>8th Lang Arts</i>

<i>Robert Moore</i>	<i>8th Social Studies</i>
<i>Camille Lancaster</i>	<i>8th Science</i>
<i>Hannah Lancaster</i>	<i>P.E./ Health</i>
<i>Melissa Woodland</i>	<i>Special Ed</i>
<i>Melissa Matos</i>	<i>Migrant Specialist</i>
<i>Wendy Smith</i>	<i>ESL, Dean of Students</i>
<i>Mechelle Fogelsong</i>	<i>Librarian</i>
<i>Brandi Clapp</i>	<i>Comp Lab para</i>
<i>Rich Davis</i>	<i>Building Maintenance</i>
<i>Troy Fletcher</i>	<i>District Maintenance</i>
<i>Kris Tyas</i>	<i>Custodial</i>
<i>Dixie Wilson</i>	<i>Custodial</i>
<i>Katrina Greene</i>	<i>Kitchen Manager</i>
<i>Ashley Cox</i>	<i>Cook</i>
<i>Cassandra Temes</i>	<i>Cook</i>
<i>Donna Quintana</i>	<i>Cook</i>

Wendell School District #232 Board of Education

Tessa Yon, Chairwoman (Zone 1)
 Michelle Ponce (Zone 2)
 Doyle Hope (Zone 3)
 Jack Lancaster (Zone 4)
 Quin Yong, Co-Chairman (Zone 5)

Superintendent of Schools

Dr. Timothy Perrigot

District Service Center 208-536-2418

Krissy Messick, Business Manger
 Laurie, Lancaster, Human Resources Manager,
 Troy Fletcher, Maintenance Director
 Shirley Montgomery, Director of Data and Finance
 Bernadette Chandler, Child Nutrition Director
 Jay Thurber, Transportation Director
 Dr. Rebecca Wills, Federal Programs Director

Staff and Student Rights

- Students/teachers have the right to teach and learn in a positive educational environment.
- Students/teachers have the right to teach and learn, free from distraction.
- Students/teachers have the right to feel safe while attending Wendell Middle School.
- All individuals at Wendell Middle School, including students, teachers, substitute teachers and staff, aides, custodians, food service personnel, administration, office staff, counselors, parents, and visitors have the right to be treated with respect and be safe. This includes all communication to or about these people, through speaking, gesturing, or writing

Accidents

Even with the greatest precautions and the closest supervision, accidents can and do occur at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

The school district does not provide medical (accident) insurance to automatically pay for medical expenses when students are injured at school. This is a responsibility of the parents or legal guardians. The district carries only legal liability insurance.

The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premium are available at the Middle School office.

Activity Cards

Activity cards will be issued to students paying the activity fee of \$25.00. **Students participating in athletics must purchase an activity card.** Those who purchase the card may enter all Wendell Middle School events and activities, with the exception of dances without a charge or at a discount. Money raised by the sale of the activity cards is used to fund uniforms, referees and athletic programs. Students showing Middle School activity cards at High School activities may receive a discount. **Cards are not valid during tournaments.**

Athletic opportunities

The philosophy of Wendell School District Athletics is to help all participating boys and girls develop an understanding of the values of discipline and sportsmanship, to develop an appreciation of being a part of a team representing the school, and to achieve a high level of skill and an increased level of self-esteem.

The middle school level is a time to develop the essential fundamentals of the respective sports. Although middle school coaches will work to develop as many players as possible, it is recognized that in some situations cuts may be necessary in order to properly instill sound fundamentals in future varsity level players. Necessity to cut will be decided by coaches and middle school administration.

Athlete Conduct: Students participating in athletics represent the school, the community, and their peers, and are expected to live up to higher standards of conduct than those generally imposed on other students. A student's classroom behavior/performance is affected by his/her extracurricular performance. When classroom behaviors interrupt the team's motivation or performance, those students may be disciplined by the coach, athletic director, or principal and may be suspended from the team or denied participation.

Athletic Risk: Parents and/or guardians should understand that with any physical activity, there is an element of risk, including severe injury and even paralysis or death associated with participation. Stringent efforts will be made by the district to prevent or minimize injuries, but students participate in athletics at their own risk and must be covered by health insurance.

Athlete Training Rules: Participants may not use or have in their possession any type of tobacco, alcohol, illegal drugs and/or paraphernalia. Any participant found using or possessing any of these substances or items shall:

- Be expelled from participation and forfeit any awards, honors, and/or recognition for that sports session, or
- Be suspended from participation until professional drug/alcohol assessments are completed at participant's expense.

The participant will agree to give a copy of the assessment to the coach and administrator, follow all recommendations of the assessment, and agree to voluntary drug testing at his/her expense.

If a second violation occurs, involving any of these substances or items, the participant shall be expelled from participation for one calendar year and possibly the remainder of his/her middle school years.

Athlete Standards and Requirements: Students who participate in extracurricular activities must be in compliance with the middle school athletic policy. These requirements include, but are not limited to:

At grade check, 1 F = 1 game suspension

- Wendell Middle School students follow the same academic requirements as those placed on Wendell Middle School athletes.
- Student athletes with a cumulative GPA below 2.0 must be placed on an academic plan of improvement.
Grades will be checked every two weeks.
- Participants must have a current **physical exam, insurance, and an activity card (cost \$25)** prior to practicing or participating.
- **Pay to Participate** payment of \$25 per sport; no more than \$50 per school year.
- Participants must be in school for at least four classes on the day of a competitive event in order to be eligible unless excused by the athletic director, coach, or principal.
- Participants who miss practice without being excused by the coach may not participate in the next competitive event. Excessive unexcused missed practices may result in dismissal from the team.
- Participants who are truant from school or class on the day of a competitive activity may not participate in the activity. Participants who have more than one truancy may be dismissed from the team.
- Participants who have been suspended from school may not participate in a competitive activity during the suspension.
 - A second suspension (either in school or out of school) may result in multiple game suspensions or dismissal from the team.
 - A third suspension (either in school or out of school) will result in dismissal from the team.
 - Coaches may, at their discretion, increase any of these requirements but may not lower any WSD student-athlete requirements.
- Students must gather homework prior to the athletic event. Athletic events are scheduled ahead of time, as such, all school work missed due to athletic events will not receive extra time for completion and is due on the teacher determined due date.

Parent/Coach Confrontations: We believe that pre-game, during game, and post-game confrontations between coaches and parents are very disruptive to a team's unity and spirit. The coaches have been instructed to walk away from confrontations. If you would like to arrange a conference with a coach, notify the athletic director or principal. Please remember that playing time is a coaching decision and is non-negotiable. Pre-game, during game, and post-game confrontations may result in the participant being suspended from game(s) or dismissal from the team. Individual coach's policies concerning parent confrontations will be followed.

Transportation: Participants must ride the transportation that is provided by the district. If the coach speaks directly to the parent and/or receives written notification from the parent, the parent may be allowed to provide the transportation from the event to home. The parent and student will need to check out with the coach and/or bus driver

Attendance Policy

The State of Idaho and the Wendell School Board have established 90% attendance as the standard for students in school. Parents will receive a letter from WMS periodically when students exceed that requirement which is 4 absences a Quarter (142 Student Days x 90% = 14.2 days total in one year. 14.2 days / 4 quarters = 3.55 days per quarter). As an excessive amount of absences and tardies results in a loss of learning for your child, it is our school district's policy to review whether these absences are adversely affecting the student's academic performance. Following each Quarter our Attendance Committee will meet with all parents and students who do not meet the 90% rule and make a plan for improvement. (see WSD Policy #522)

If a student misses any school for medical or court appointments, written documentation from the medical office or court official is required in order for the absence to be marked medical excuse or court excuse.

In an effort to establish positive life-long habits and in order to minimize the disruptive nature of late students, all tardies will have a consequence. For attendance purposes, 3 tardies is equivalent to 1 absence. If a student is tardy by more than 10 minutes, the student will be identified as absent and the absence must be verified by the parent or guardian.

HABITUAL TRUANT DEFINED

A habitual truant means any student who, in the judgment of the board, repeatedly has violated this attendance policy, or any child whose parent or guardian has failed to cause the pupil to be instructed as provided by Idaho Code 33-302.

If the student does not meet the ninety percent (90%) attendance requirements of this policy and one-half (1/2) or more of all such absences are unexcused, he or she is a habitual truant. Students are truant if their absence from school is unexcused. Unexcused absences are those absences from school without the knowledge and approval of a student's parent/guardian, and/or school approved activity absences. **In order for an absence to be excused, oral or written communication from the student's parent/guardian must be received within forty-eight (48) hours of the last day of the absence, except for school approved activity absences.**

NOTE: Suspensions from school will count toward the four days allowed for absence during any quarter. In addition, the student will receive a zero in their classes for the day(s) they are in out-of-school suspension. Choice of in-school or out-of-school suspension will be at the discretion of the principal.

- U= unexcused absence. Will be counted against student. No makeup
- E= excused absence which means parents have contacted the school within 48 Hours of absence to account for student being gone. Excused absences will be counted against student.
- M= Medical. Student has supplied the school with a doctor's note within 48 hours of absence. Not counted against student.
- T=Tardy. Three T's equal one absence. No makeup.
- TA= Tardy Absence. Will be counted against student. No makeup.
- TR= Truancy. Will be counted against student. No makeup.
- IS= In School Suspension. Student is counted as present.
- OS= Out of School Suspension. Will be counted against student.
- SA=School Activity. Will not be counted against student.

Tardies

Wendell Middle School is not a large school. Being tardy to class inhibits a student's personal learning and disrupts the learning environment for those in the class.

Bullying/Harassment (excerpts from WSD Policy 506):

It is the policy of this district to maintain a learning environment that is free from harassment. Each student has the right to attend school in an atmosphere that promotes equal opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive.

Students attending district schools are:

1. Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex (including sexual orientation), race, color, national origin, age, religious beliefs, ethnic background, or disability;
2. Prohibited from sexually harassing other students; and
3. Required to report, to the school principal or designee, harassment of which the student becomes aware.

This policy applies to all conduct on the district’s premises and at school-sponsored events, conduct during transportation to and from school and school-sponsored events, and to conduct off the district’s premises that has an adverse effect upon a student’s educational environment. Any bullying needs to be reported to school personnel immediately.

At Wendell Middle School, student behavior must meet three criteria to be considered bullying:

1. The behavior must be repeater. If a behavior occurs only once, it may constitute harassment, but it is not bullying.
2. The behavior must be unwanted, offensive, threatening, insulting, humiliating, or causes the target to feel, so stressed, injured or threatened that it interferes with his/her educational performance.
3. There must be an imbalance of power between the victim and the aggressor.

“Bullying” is systematically or chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying may involve but is not limited to:

1. Unwanted teasing
2. Threatening/intimidating behavior
3. Stalking or cyberstalking
4. Cyberbullying
5. Physical violence
6. Theft or destruction of school or personal property
7. Sexual, religious, or racial harassment
8. Public humiliation
9. Social exclusion, including incitement and/or coercion
10. Rumor or spreading falsehoods.

Rough Play	Fighting	Bullying
Usually friends; often will do the same things again	Usually not friends; Typically not repeated	Not friends but will be repeated.
Power not an immediate issue	Power close to equal	Power is not equal
Not about hurting	Trying to hurt each other	Bully is trying to hurt or humiliate
Affect is friendly, mutual	Affect is negative, angry	Affect varies between the victim and bully.

BUS CONDUCT

All school rules and policies extend to the students who ride buses. School discipline may result even though the incident occurred on a bus away from school. Students who ride a bus to an off campus event must return on the bus unless the parent is at the event and personally contacts the person in charge and takes their son/daughter with them. Students who participate in sports or other activities may not drive to the event. All students must ride on the transportation provided by the school. **Riding the bus is a privilege. The privilege to ride the bus may be revoked by the Principal, WSD Transportation Director, or other designee.**

CAFETERIA

A cafeteria, or commons area, is provided where students may eat during the lunch period. Students are **required** to clean up after themselves, and conduct themselves in an orderly manner. All lunch trays and rubbish are to be taken to the appropriate area. There is to be no "cutting" in line or saving of places. Lunch table clean up may be used as a consequence for breaking cafeteria rules. Students who refuse to obey the rules and who refuse the consequences of the proctor may be denied use of the cafeteria.

CHEATING OR PLAGIARISM

No student shall engage in behavior that, in the judgment of the teacher of the class, may be considered cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition, without permission, of tests or other academic materials and/or distribution of these materials. This includes students who help, as well as those who attempt cheating.

Additional examples of cheating include:

- Unauthorized sharing of answers during an exam.
- Use of unauthorized notes or study materials during an exam.
- Altering an exam and resubmitting it for regrading.
- Participating in unauthorized collaboration on coursework to be graded
- Using electronic equipment to transmit information to a third party to seek answers.
- Providing false data for a research paper.
- Creating/citing false or fictitious references for a term paper.

Examples of plagiarism are:

- Creating/citing false or fictitious references for a term paper.
- Any attempt to take credit for work that is not your own, such as using direct quotes from an author without using quotation marks.
- Paraphrasing work that is not your own without giving credit to the original source of the idea.
- Failing to properly cite all sources in the body of your work. Consequences for cheating/ plagiarizing:
 - The parent/ guardian and administrator will be notified.
 - The student will receive a grade of 0 for the assignment without any opportunity to redo.
 - Additional consequences may be enforced at the discretion of the teacher.

Checking Out of School

Whenever a student needs to leave the campus during the regular school day, including the lunch break, he/she must notify the front office **prior to leaving**. **Only a school official or a parent may excuse a student from campus.** **Siblings, relatives, or friends cannot check a student out of school without prior parent/guardian approval.** If a student leaves without checking out through the office, he/she will be deemed truant. Parents cannot excuse the student "after the fact."

Trojan PRIDE
Positive, Responsible, Integrity, Dedicated, Empowered

WMS takes a positive approach to behavior management that is clear, consistent, and equitable. Administrators, staff, parents and students contribute to the positive atmosphere that is present at WMS. Students are held responsible for their behavior; **only the student can control their behavior**. In order to make sure all students understand what is expected of them, the following behavior matrix and discipline quadrant are made available to all students.

Discipline Policy

Refer to the extended Disciplinary Guidelines for more information regarding discipline procedures and consequences.

We believe that an atmosphere conducive to learning must be maintained. The rationale behind the WMS discipline policy is the belief that students have the right to learn and teachers have the right to teach, that these rights must be respected, and that there must be reasonable, appropriate consequences for those who disrupt the educational process. A school-wide discipline policy helps provide a safe environment for our students.

We have adopted a behavior management system entitled Mileposts. This system tracks individual behaviors as well as school wide behavior. This allows us to identify trends and then strategize to eliminate problems. Mileposts divides behavior into three categories; Severe, Major, and Minor and then correlates them with Severe, Major and Minor Consequences. Referral forms are filled out by staff members and administration. The follow quadrants are general guidelines that WMS staff follow when students misbehave:

Wendell Middle School Progressive Discipline Point System- Administration Level

Level I Offenses: Actions which interfere with the orderly operation of the classroom or school. These misbehaviors are handled by the classroom teacher. After multiple incidences, the student is sent to the Principal.

<p>Examples:</p> <ul style="list-style-type: none"> • Class disruptions • Dress code violations • Failure to follow procedures • Writing on desks • Cell phone violations • Property damage • Tantrums • Threats • Talking back • Defiance 	<p>Consequences: Include but not limited to the following:</p> <ul style="list-style-type: none"> • Immediate intervention by staff member • Parent contact • Detention/FMS • Removal from problem • Documentation by the staff • 1 discipline point
--	--

Level II Offenses: Actions against persons or property or whose consequences may endanger the health or safety of self or others in the school.

<p>Examples:</p> <ul style="list-style-type: none"> • Multiple occurrences of Level 1 offenses • Profanity, vulgarity, obscene gestures, pornography • Leaving campus without permission • Leaving class without permission • Disrespect towards a staff member 	<p>Consequences: Include but not limited to the following:</p> <ul style="list-style-type: none"> • Parent contact and conference with the principal • Detention/FMS • 1-2 day ISS or OSS • Loss of privileges (field day/trips) • Suspension from participation/attendance
--	--

<ul style="list-style-type: none"> • Truancy • Vandalism/Intentional damage to school property • Intimidation • Defiance, Incurability • Failure to show up for detention • Bullying • Libel/slander • Non-compliance • Technology violations • Vaping/e-cigarettes 	<p>in all extracurricular activities</p> <ul style="list-style-type: none"> • Participation in the cleaning/repair of damage caused to the school-related environment • Financial Restitution • Behavior Contract • Possible police contact • 3 Discipline Points
---	--

Level III Offenses: Actions which result in violence to another’s person or property or pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative action which may result in immediate removal of the student from school and/or action by the school board.

<p>Examples:</p> <ul style="list-style-type: none"> • Repeated occurrences of offenses listed in previous levels. • Violence against an administrator, teacher, or any other school employee • Violation of the Idaho drugs, alcohol and weapons law, IC §18-1502 • Any criminal acts committed at school or school-related events • Violence against students • Fighting, Battery, Assault • Gang related activities • Electronically sending sexually explicit text messages, pictures or videos. • Sexually explicit behavior/harassment • Bullying • Vaping/e-cigarettes 	<p>Consequences: Include but not limited to the following:</p> <ul style="list-style-type: none"> • Parent/Student/Principal conference • School Board action resulting in appropriate placement of student • Possible expulsion • Loss of privileges • 3-5 ISS or OSS • Change in educational setting • Suspension from participation/attendance in all activities • Behavior Contract • Referral to the police • 5-7 Discipline points
---	--

Discipline Point System:

The Progressive Discipline Point System will be enforced with the following point system:

- 1 Point: Warning/Conference with student
- 3 Points: 2 days lunch detention
- 5-7 Points: 1 Friday Morning School Sessions
- 8-11 Points: 2 Friday Morning School Sessions
- 12-15 Points: 1-2 OSS or ISS
- 16-20 Points: 3-5 OSS or ISS
- 20+ Points: 5-10 OSS or ISS / Board review-possible expulsion

Determining the Disciplinary Response

School officials will determine how best to address inappropriate behavior. It is necessary to evaluate the totality of circumstances surrounding the behavior. The follow will be considered prior to determining the appropriate disciplinary measures:

- The student's age, maturity, culture, and developmental level.
- The student's disciplinary record including the nature of any prior misbehavior, the number of prior instances of misbehavior, and the disciplinary guidance applied for each previous incident.
- The nature, severity, and scope of the behavior.
- The circumstances/context in which the conduct occurred.
- The frequency and duration of the behavior.
- The number of persons involved in the behavior.
- The social-emotional status/needs of all persons involved in the behavior.
- The student's Behavior Intervention Plan (BIP), if applicable.
- The student's Individualized Education Program (IEP), BIP and/or 504 Accommodation Plan, if applicable.

Cell Phone Policy / Portable Communication Devices

Cellular phones may not be used or visible during the instructional school day. The Wendell School District strongly discourages students from bringing cell phones and electronic devices to school. Inappropriate or unauthorized use of electronic devices to capture, videotape, transmit, or duplicate an unauthorized picture of school staff, students, or school documents, including electronic cheating, will result in discipline. Students possessing these items on school property do so at their own risk. Parents should not expect the district to be responsible for such items. In the instance that a device is suspected stolen or lost, the student must immediately report such to the office and file a written statement to document serial number and other identifiable information. This written statement will be forwarded to the School Resource Officer (SRO) or other law enforcement personnel. Use, display, or activation of these during the instructional school day will result in them being confiscated. Continued use will constitute insubordination. Students are strongly urged to leave cell phones and electronic devices at home.

The school and school district are not responsible or liable for lost, stolen, or broken cell phones. If you bring your cell phone to school; it is your responsibility and you do so at your own risk. If your phone is broken or stolen, WMS is not held liable for your personal property.

The following consequences will be enforced for the misuse of cell phones:

- 1st offense – Warning (parent notified, student may pick up phone at the end of the day.)
- 2nd offense – 2 Hours detention (parent notified, parent phone pick-up)
- 3rd offense – 4 Hours detention (parent notified, parent phone pick-up)
- 4th offense– Insubordination (4 days ISS, parent phone pick-up)
- 5th offense- Blatant Insubordination (4 days ISS, parent phone pick-up)
- 6th or greater offense- Blatant Insubordination (4-8 days OSS, parent phone pick-up and possible referral to superintendent or Wendell School Board).

There is a **Zero Tolerance** policy for sending sexually explicit text messages, pictures or videos. This is a major offense and will be dealt with according to school policy and local law enforcement.

Closed Campus

WMS has a closed campus and students are to remain on school grounds from the time they arrive in the morning until school is dismissed. *IF* students choose to leave campus without permission, disciplinary action will be taken and they will be considered truant.

Computer Network and Internet Policy

Refer to the extended One to One device policy for more information regarding expectations and repair costs for broken devices.

The Board of Trustees has established a district wide policy governing the use of computers and accessing the internet. Copies of this policy may be obtained from the office. Before any student may use the internet, a parental permission slip must be provided to the appropriate instructor. Any student violating the policy may have **all** computer privileges revoked.

Students are not to bring personal flash drives or devices of any kind. Students will lose the use of computers if they insert programs that are not approved by the staff.

DRUG POLICY

Wendell Middle School recognizes that substance abuse, the harmful use of drugs, alcohol, and tobacco, and the problems associated with the use and abuse of drugs, alcohol, and tobacco are becoming increasingly commonplace in our society. The school recognizes that a student's involvement with drugs, alcohol, and tobacco may cause problems in their daily lives, and recognizes that in many instances a student's involvement can lead to the illness of chemical dependency. Wendell Middle School supports prevention, early intervention, and appropriate referral.

Our desire is to identify and document any behavior that would be considered problematic to the student. Disciplinary action will be used when needed. Section 18-1502 of Idaho Code, states that "whenever a person is in violation of any federal, state, or municipal law or ordinance pertaining to the use, possession, procurement, or attempted procurement or dispensing of any drug, alcohol, or tobacco product, the violation shall constitute a misdemeanor". It is Wendell Middle School's policy to help enforce Idaho Code 18-1502. The following are prohibited under Chapter 27, Idaho Uniform Controlled Substances Acts 37-2701 through 37-2751.

- a. The manufacture or delivery, or possession with intent to deliver, a controlled substance.
- b. The creation, delivery, or possession with intent to deliver, a counterfeit substance.
- c. The possession of a controlled substance without a prescription.
- d. Knowingly being present where illegal controlled substances are being manufactured or cultivated or are being held for distribution, transportation, or delivery.
- e. Possession of a controlled substance.
- f. Conspiracy to commit any offense defined with the Act.
- g. The advertisement or solicitation offering for sale simulated controlled substances.
- h. The manufacture, distribution, or possession with intent to distribute "simulated" controlled substance.
- i. Obtaining a controlled substance by fraud.
- j. The use and possession with intent to use drug paraphernalia.
- k. The distribution of controlled substances to persons under age 18.

Controlled substances include: drugs and mood-altering chemicals, any alcohol or malt beverage, substances controlled by age, such as tobacco and tobacco products, any abused substance, any medication not approved and registered by a legal pharmacist, and any steroid. Any student who violates any of the pre-stated activities shall be considered in violation of Wendell School District Policy No. 551. Enforcement Procedures will follow Wendell School District Policy No. 551.

DRUGS

Paraphernalia, Alcohol, Tobacco, and Tobacco Products

If a student is suspected of a substance abuse violation, the student will be interviewed. If the student is found to be under the influence or to be in possession of an illegal substance or drug paraphernalia while on school property or attending a school function:

- The student's parents or guardian will be notified.
- The student will be suspended and/or recommended for expulsion or placed on district probation, and referred to the police department.
- Any student who knowingly distributes a controlled substance will be immediately: 1. Suspended from school
- 2. Recommended for expulsion, and
- Referred to the police department.

Students will not have e-cigarettes, cigarettes or tobacco at school. It is a violation of the law. Therefore, students cannot smoke on school grounds or near the school grounds. Students may not sell, buy, use, exchange, be under the influence, or have any type of illegal drug or any alcohol on school grounds. Students will be suspended and turned over to the police for violation of this policy on tobacco, drugs, use of huffing materials, and/or alcohol.

Lockers

Lockers are available for all students. The locker will have a lock on it. The lock and locker is issued to each student at the beginning of the year. Each student is responsible for their locker, their lock, and the contents of their locker. There is a one-time \$7.00 fee that students pay when they start at WMS and that fee follows the student to the high school and is reimbursed at graduation. It is the student's responsibility to keep the locker orderly and clean. Students are not to write on or put stickers on their lockers. Students are not to share their lock combination with other students. **The school and school district are not responsible for lost or stolen items.**

1. Lockers are school property and remain in the possession and control of the school at all times.
2. Students are permitted to use lockers for the limited purpose of temporarily storing items needed for classes and other school activities.
3. Students are prohibited from storing weapons, drugs, or other contraband in their lockers.
4. Lockers are subject to random and/or periodic searches by school officials with or without notice.
5. Students will only use school provided locks on their lockers. No student is to use a personal locking device on their locker.

Promotion of Students

In general, students will be placed at the grade level to which they are best adjusted academically, socially, and emotionally. Students will usually progress annually from one (1) grade to the next. However, in cases where it has been determined that retention is in a particular student's best interest, he or she may be retained in the same grade for one (1) additional year. Such retention must be cleared in advance by the building principal and discussed in advance with the parent of the child.

In secondary programs a student's progress will be determined by the number and nature of the subjects passed. A student may advance from junior high school into the senior high school with less than the usual number of credits when the administrators of the two (2) buildings jointly agree that such a move will be in the best interest educationally for the student involved.

WSD Policy No. 626

Possible Ways to Make Up a Credit

- | | |
|--------------------------|-------------------------|
| • Online courses | • After school programs |
| • Correspondence Courses | • Summer School |
| • Credit Recovery | |

Parental Concerns

From time to time, patrons have concerns that need to be expressed. In order to maintain continuity, it is best to resolve issues in the following manner:

1. The first and most effective step is to take the concern to the staff member (teacher, coach, etc.) who is closest to the situation. Most problems are due to a misunderstanding or miscommunication and can be resolved at this level.
2. If there is still a problem, it should be brought to the principal. Unresolved concerns are usually satisfactorily resolved by the building administrator.
3. If the concern persists, then the concern should be taken to the superintendent of schools.
4. If the patron feels that the issue has yet to be resolved, they may appeal to the Board of Trustees.

It is imperative that all parties remain civil during while expressing their concerns to any other party.

Medication

The front office **does not** administer aspirin, Tylenol, or any other over the counter (OTC) medication. No medications, prescription or non-prescription will be dispensed to a student by a teacher, secretary, or other personnel without first filling out the proper paper work with the front office. If you need to take medication during school hours, please leave the medication in the office, in its original container, clearly marked with the student's name. It is not to be stored in a student's personal belongings. **Students with medical problems which require injections during the school day are required to keep the medication and needles in the office.**

Visitors / Student Gifts

All visitors to WMS must check-in at the main office and get a visitor's pass. Students are not permitted to have guests during school.

When parents or family members want to give a student a gift, the student will not be pulled out of class. The student will be notified that they can pick up their gift/item at the end of the school day.

Because the student's education is important, students will not be pulled out of class to talk with their parents. The front office will write down a note and deliver it to the student when it is least disruptive to the educational process.

Students will not be called out of class to receive phone calls. A message can be left in the front office and the student may pick it up between classes.

Fire Drills

Fire drills will be conducted by school officials and/or the local fire department. Students are expected to remain calm and quiet during these drills. Students need to follow the established evacuation plan as practiced in each classroom. Students are to remain outside until instructed by the building administrator or person conducting the fire drill. Anyone found causing a "false alarm," will be subject to both school and legal consequences.

Weapons Policy

Wendell School District has a "Zero-Tolerance," weapons policy. Weapons may include but are not limited to guns, knives, fireworks, explosives, or any other dangerous weapons. Students who are found to be in violation of this policy will be suspended and may face expulsion from the Wendell School District. See WSD Policy No. 541.

Personal Property

Students assume the responsibility for the loss or damage of personal property. Large sums of money and articles of real or sentimental value should be left at home. **The school is not liable for your personal property. If it has any value to you, leave it at home.**

Sexual Harassment (excerpt from district policy 506)

Sexual harassment is a form of misconduct that undermines the student's relationship with educators and with other students. No student, male or female, should be subject to unasked for and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment refers to sexual overtures or conduct, including those that relate to the student's sexual orientation, that is unwelcome, personally offensive, and affecting morale, thereby interfering with a student's ability to study or participate in school activities. Sexual harassment is a form of misconduct that includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in the educational process;
2. Submission to or rejection of such conduct by an individual is used as a factor for Educational decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.
4. Examples of sexual harassment include, but are not limited to, the following:
 - a. Unwelcome verbal statements of a sexual or abusive nature, including requests or demands for sexual activity, sexual jokes, and obscene comments, etc.;
 - b. Unwelcome, sexually motivated or inappropriate touching, pinching, or other physical contact;
 - c. Unwelcome sexual behavior or communications, accompanied by implied or overt threats concerning an individual's education.
 - d. Unwelcome behavior or communications directed at an individual because of his/her gender; and stalking or unwelcome, sexually motivated attention.

School District Policy prohibits such behaviors and serious consequences may arise if a student or students are found violating this policy.

Title IX

The Wendell School District is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process.

Students, employees, or other members of the District community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinators, who will provide information about supportive measures and the applicable grievance process(es). Violations of this policy may result in discipline for both students and District employees.

- Dr. Tim Perrigot, Title IX Coordinator
- Brian Jadwin, Title IX Investigator
- Mike Green, Title IX Decision Maker

Power School

Power School is the school district's student management system. Access to this will help you track grades and attendance. Below are the instructions.

1. Open the Internet browser on your computer.
2. Type <https://power.wendellschools.org> into the address bar.
3. If you do not already have a PowerSchool Parent Account, click the "Create Account" button at the bottom of the page. Complete the fields on the top half of the page.

4. To link a student to your account, enter the student's name, Access ID, and Access Password into the appropriate fields. Select your relationship to the student from the drop-down menu. Access IDs and Passwords will be handed out at registration, midterms, and are also available by calling the office at [208-536-6611](tel:208-536-6611).
5. If you have other students, add their names, Access IDs, and Passwords to the list. You can also add additional students after you have logged in for the first time.
6. Click the blue "enter" button to finish creating your account.
7. Once your account is created, enter the username and password you chose for your parent account.
8. View your student's information.
9. Remember to log off when you are finished.
10. Your Student can access their PowerSchool Account by using their school username and password.

Late Work Policy

In order to create a more uniform learning environment, there will be a two-week time frame for students to make-up or turn in any missing assignments, missing tests, missing projects, etc. from the original due date. This policy applies to all classes at Wendell Middle School. Teachers may deduct points at their own discretion. Teachers may also shorten the time frame at their own discretion as addressed in their class syllabi. Special consideration can be made by the individual teacher.

Homework

If a student knows that they will be absent, it is in the best interest of the student to talk with their teachers before the dates of their absence(s). If a student is absent, homework requests must be made no later than noon, 12:00. The homework will be ready for pick up by the end of the day.

WMS Dress Code

Wendell Middle School respects students' rights to express themselves in the manner in which they dress. All students who attend Wendell Middle School (WMS) are also expected to respect the school community by dressing appropriately for a 5th - 8th grade educational environment. It is the purpose of a school to teach students and prepare them for success in their life-long endeavors. In an effort to prepare students to be college and career ready, student attire should facilitate participation in learning, promote the health and safety of students and adults that supervise them, and instill school/work professionalism the following dress code shall be enforced at Wendell Middle School: (This policy is intended to provide guidance for students, staff, and parents.)

STUDENT APPEARANCE - Student dress and grooming should be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parents/guardian with the following guidelines:

- Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
- All students must wear shoes, boots, or other types of footwear (house shoes/slippers not allowed).
- Items of clothing or jewelry associated with a controlled substance are not permitted.
- Dress and grooming will not disrupt the educational environment or cause undue attention to an individual student.
- Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards. Additionally, physical education classes do require specific uniforms for class activity.
- Students shall not wear the following:
 - hats, bandannas, hoods from hoodie sweatshirts, shower caps or other non-therapeutic headgear inside the school building
 - low cut muscle shirts/halter tops/midriiffs/backless or racer back apparel/sagging pants/extremely short shorts/skirts
 - undergarments cannot be exposed (including boxers and bra straps)

- clothing/stickers/insignias/colors/visible tattoos that indicate membership in, affiliation with, or support of any gang or similar organization associated with violence, drugs, intimidation or other criminal activity (including rebel flags and swastikas)
- clothing which promotes drugs, alcohol, tobacco, and/or its products
- clothing with sexually suggestive messages, messages that promote the occult, or messages of a vulgar nature
- clothing with holes above mid-thigh, in inappropriate places or exposing undergarments
- jewelry and chains that may be used as a weapon including wallet chains that are 3 inches or longer or that present a safety concern
- Additional dress regulations may be imposed upon students participating in certain extracurricular activities. When in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat of safety; the student may be required to make modification.

As there is no way to anticipate changes in student dress and fashion, the building administrator reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing. Violations of the dress code will be reported in Mileposts.

Facial Piercing

It is the policy of this school district that students shall dress in a manner which is appropriate for an effective educational environment. While recognizing the importance of allowing students to express their individuality through their attire, the school is responsible for ensuring that student dress is conducive to a positive and respectful environment for all students. All students are, therefore, required to dress in a manner that promotes a safe and healthy school environment, **and is not disruptive of the educational climate and process.** (WSD Policy NO. 517)

Facial piercing has been judged to be a disruption to both the student and to those around them. Therefore, facial piercing including but not limited to lip rings, eye brow rings, nose rings and tongue rings are prohibited to all students at Wendell Middle School.

Mandatory Reporter Status

“Any school district employee or volunteer having reason to believe that any child under the age of eighteen (18) has been abused, abandoned, or neglected, or who observed the child being subjected to conditions or circumstances which had recently resulted in abuse, abandonment, or neglect, will report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the Department of Health and Welfare.”

WSD Policy No. 406.

Media Access

Throughout the course of the school year, the media may be in our schools or at school-sanctioned events to cover our activities. Often, they are present at our request to showcase our students and teachers engaged in exciting educational activities. At times, the media has requested to cover a particular story. The majority of the media coverage featuring students are considered “human interest” stories that neither are controversial in nature nor contain sensitive subject matter.

In accordance with the Family Educational Rights and Privacy Act, WMS includes in its classification of “directory information” student names and photographic images of students participating in regular classroom or school-authorized events such as those noted above. This means that the media may publish and/or broadcast the names and photographs of students participating in school related activities without prior parental consent.

While the school and school district considers the names and photos as directory information, we understand that some parents have concerns about their child being identified by picture and name in the media. If you object to having your student participate in media coverage, where your student will be identified *by both photo and name*, please complete the media exemption form and return it to the WMS office. WMS will keep a record of the students who should be limited from media access. Please note, your permission will be assumed if the school does not have this completed form on file indicating your preference.

It is important to understand that this practice applies to the “human interest” stories mentioned above. In instances where the building administrator has a concern about maintaining student confidentiality or the sensitive nature of media related stories, parental permission will be sought prior to allowing the student to participate. If you have questions or concerns about this subject, please contact the WMS principal. They will be happy to discuss the issue and answer any questions you may have.

Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Wendell Middle School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Wendell Middle School may disclose appropriately designated “directory information” without written consent, unless you have advised the school to the contrary. The primary purpose of directory information is to allow Wendell Middle School to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your child’s role in a drama/musical/band production;
- The annual yearbook
- Honor roll or other recognition lists;
- The school’s social media efforts;
- Promotion Programs;
- Sports activity sheets with applicable information (Jersey number, height, weight)

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories- names, addresses and telephone listings- unless parents have advised the LEA that they do not want their child’s information disclosed without their prior written consent.

**Regular
Bell Schedule**

5/6th Grade M-W		
Staff	7:30	Minutes
1	7:45-9:50	125
3	9:55-10:55	60
Lunch	11:00-11:30	-30
5	11:30-1:35	125
6	1:40-2:40	60
7	2:45-3:45	60

Instructional Minutes: 430

7th/8th Grade M-W		
Staff	7:30	Minutes
1	7:45-8:45	60
2	8:50-9:50	60
3	9:55-10:55	60
4	11:00-12:00	60
Lunch	12:00-12:30	-30
5	12:35-1:35	60
6	1:40-2:40	60
7	2:45-3:45	60

Instructional Minutes: 420

**Advisory Bell
Schedule**

5/6th Grade TH		
Staff	7:30	Minutes
1	7:45-9:30	105
3	9:35-10:25	50
Advisory	10:30-10:55	25
Lunch	11:00-11:30	-30
5	11:30-1:35	125
6	1:40-2:40	60
7	2:45-3:45	60

7th/8th Grade TH		
Staff	7:30	Minutes
1	7:45-8:35	50
2	8:40-9:30	50
3	9:35-10:25	50
Advisory	10:30-10:55	25
4	11:00-12:00	60
Lunch	12:00-12:30	-30
5	12:35-1:35	60
6	1:40-2:40	60
7	2:45-3:45	60

Parental Involvement Policy

The following is our Parental Involvement Policy that we have adopted at Wendell Middle School. We value your input and want you to know that this document is a work in progress. Please read the document and if you have any questions or comments, please do not hesitate to call the office or visit with the school Principal. **Parents may access the full policy through the link on the Wendell School District web page: click link Board of Trustees, School District Policies, then read Policy # 671.**

Wendell Middle School recognizes that the education of each student is a responsibility shared by the school and the student's family, therefore, the school district endorses the parental involvement goals of Title I (20 U.S.C. §6381) and Title III (20 U.S.C. §7012(e)) and encourages regular participation by parents of all children including those eligible for Title 1 and Limited English Proficiency (LEP) programs in all aspects of those programs.

In keeping with these beliefs, it is the intention of Wendell Middle School to cultivate and support active parental involvement in student learning. The school will:

1. Include parents and stakeholders in: Building Leadership, Title I Committees, and School Improvement Committees.
2. Hold Parent/Teacher Conferences regarding the student's academic and behavior progress twice per year.

3. Provide avenues for parents and patrons to give input to the school on ways to improve academics, sports, and other areas under the purview of the school.
4. Utilize as many forms of communication to update and announce WMS information.
5. To provide translation and interpretive services for parents and students throughout the school year.
6. Enable families to participate in the education of the children through a variety of roles.
7. Provide professional development opportunities for teachers and staff to enhance their understanding of child development, cultural awareness, and parental involvement strategies.
8. Annually review the Parental Involvement Plan.

Searches at School

The preservation of a safe school environment and order in the classroom is essential for the academic process to be successful. Because the Wendell School District has the primary responsibility to provide a safe school environment, specified school personnel may conduct reasonable searches of students, students' property or school property during school and school sponsored activities. Illegal or disruptive property may be confiscated and held by the administration. Dogs are used periodically to sniff for various controlled substances. **See District Policy # 542: Searches by School Officials.**

Suspensions and Expulsions

Students, who because of their actions, are suspended or expelled from school, are not allowed at any school function without permission of the principal. They are not to be on the school campus at any time without the permission of the principal.