

# WASILLA MIDDLE SCHOOL

**"Home of the Braves"**



## **Student Handbook 2023-2024**

**Casey Hull, Principal**

**Allegra Butler, Assistant Principal**

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Name \_\_\_\_\_ Updated 9/14/23

# **Wasilla Middle School**

**650 Bogard Rd, Wasilla Alaska 99654  
Phone (907) 352-5300 ~ Fax (907) 352-5380**

**Casey Hull, Principal  
Allegra Butler, Assistant Principal**

## **Principal's Welcome**

Dear Parents and Students,

Welcome to Wasilla Middle School! The faculty and staff are excited to be working with you and are committed to providing our students with an outstanding education. We are here to make good things happen for young people!

The education of Wasilla Middle School students is our highest priority. We consider parents/ guardians to be equal partners in this pursuit, and welcome your involvement, concerns, and feedback. On behalf of the staff at Wasilla Middle School, we want to wish all students a happy and productive year. Together we can continue to work toward our pledge of success:

***We are Respectful, Responsible, and Relentless. We are Braves with***

***Integrity!*** Sincerely,

Casey Hull, Principal

Allegra Butler, Assistant Principal

# **2023-2024 School Calendar**

**School Begins - August 15, 2023**

**1st Quarter Ends - Oct 18, 2023**

**2nd Quarter Ends - Dec 21, 2023**

**3rd Quarter Ends - March 6, 2024**

**4th Quarter Ends - May 23, 2024**

**Vacation Days:** 12/25-1/5, 3/8-3/15

**Holidays:** 9/4, 11/23-24, 12/25, 1/1, 1/15

**Teacher Workdays:** 8/10, 8/14, 12/22, 3/7, 5/24

**Professional Learning:** 8/11, 10/20, 11/1-3, 4/26

**Parent Teacher Conferences:** 10/19, 2/19

## **Extra-Curricular Activities Start Dates**

Cross Country Running: August 15

Cheerleading: September 21

7<sup>th</sup>/ 8<sup>th</sup> Basketball: September 21

6<sup>th</sup> Basketball: November 20

Volleyball: January 8

Junior Native Youth Olympics: January 8 (TBA)

Wrestling: January 8

6<sup>th</sup> Volleyball: March 4

Flag Football (Club Sport) April 15

Track: April 8

WASILLA MIDDLE SCHOOL DOES NOT DISCRIMINATE ON THE BASIS OF GENDER IN ANY OF ITS REGULAR PROGRAM OFFERINGS, EXTRA CURRICULAR ACTIVITIES, OR EMPLOYMENT OPPORTUNITIES. WASILLA MIDDLE SCHOOL IS REQUIRED BY TITLE IX, EDUCATION AMENDMENT OF 1972, NOT TO DISCRIMINATE IN SUCH A MANNER

## Steps for Success at WMS

How can you be successful at Wasilla Middle School? It's easy! Just follow this simple advice:

- Do what is expected and do it the best that you can. This includes:
- Being prepared with all necessary materials (books, paper, pencil)
- Taking responsibility for your learning by paying attention during class
- Doing your homework
- Getting involved in school activities and athletics

Understand that no one has the right to interfere with the learning, safety, or well-being of others. This includes:

- Being kind to others
- Respecting the property of others
- Offering to support someone else
- Asking for support when you need it

School rules exist for the protection of all, but especially to protect each student's right to an education. The guidelines described in this handbook are not intended to be complete, but to provide a framework for student behavior and responsibilities.

School rules reflect Alaska State Law, the policies adopted by the MSBSD and the standards of our community.

## **ACADEMICS/Electives**

Students may participate in Physical Education, Music, or a rotation of exploratory classes which may include Industrial Arts, Health, Art, STEM and Computers. The music program consists of band, chorus, orchestra, and beginning band at the 6th grade level. Academic skill enrichment and intervention classes are normally available as electives.

## **GRADES**

**A** - Indicates learning beyond what was taught

**B** - Indicates learning expected objectives as taught, no major errors or omissions

**C** - Indicates learning basic concepts and

simpler details, major errors or omissions on more complex ideas and processes

**D** - Indicates partial understanding of concepts,

and with help, some of the more complex ideas

**F** - Even with help the student demonstrates no understanding or skill

**I** - Indicates incomplete due to extenuating circumstances. Students receiving an incomplete will be given up to 6 days after the ending of the quarter to make up the incomplete unless the principal gives a special extension. All work must be made up before the Friday preceding 8<sup>th</sup> grade promotion. Pass / Fail grades may be used for advisory periods.

## **HONOR ROLL**

Those students with a quarterly grade point average (GPA) of 3.0 or above and with no “D’s”, “F’s” or “I’s” will be on the honor roll.

## **LATE WORK POLICY**

Our school exists for the purpose of high levels of learning. Class assignments are given to provide opportunities for students to be introduced to, practice, and eventually master state and district standards. All assignments must be completed.

A secondary objective of classroom assignments is to learn employability skills, including responsibility, time management, and meeting deadlines. This objective will be assessed using “On Time” points built into each assignment.

Late work will be accepted, as every assignment is required, but will not earn full credit due to a loss of “On Time” points. There is a practical limit to accepting late work. Late work will not be accepted after the teacher’s established grading deadline each quarter.

## **NEW STUDENTS AND GRADING**

New students who are enrolled for less than 20 school days will not receive term grades from WMS. However, W/D grades from their previous school may be averaged to earn term grades.

## **PROMOTION REQUIREMENTS**

Any student earning two or more first semester “F’s” in core classes will be placed on Academic Probation and parents will be notified. If a student continues to fail two or more core courses second semester, the student may be recommended for retention. Any student who earns three or more “F’s” in core courses in the second semester may also be recommended for retention.

However, in addition to grades, a student's social, physical, mental development, age, and proficiency on state assessments are considered when determining appropriate grade placement.

## **REPORT CARDS**

Grading periods are nine weeks in length. Grades represent the quality of work completed during the grading period. Grades earned reflect student knowledge of learning objectives, as well as employability objectives that include time management, meeting deadlines, doing what's expected, and cooperation with others.

## **SCHOLASTIC NOTICES**

Scholastic Notices may be given by a teacher at any time. Scholastic Notices must be issued at least two weeks before the end of the nine-week grading period if a student is earning a D or F grade. Scholastic Notices must be signed by a parent or guardian and returned to the teacher.

## **STUDY SKILLS**

At Wasilla Middle School we have found that if students are prepared and organized in their study habits, they will do much better academically. We will promote the practice of good study habits by teaching study skills in the classroom. Students needing additional time and support may be assigned to a study skills class in place of an exploratory/enrichment class.

## **ATTENDANCE**

Students may only be on campus 45 minutes before the first class starts. Students must be off campus at 2:45pm. Outside of these times, parents must arrange or provide direct adult supervision. Parent conferences will be required for students who demonstrate a pattern of non-compliance with this policy.

Under Alaska Statute 14.30.010, every child between seven and 16 years of age shall attend school. A.S. 14.30.020 states that if a person disregards the Compulsory Education Law, and his/her child accumulates five days of illegal absences, then he/she is guilty of a violation. The burden of a child being excused from school is placed on the parent or guardian of the child.

### **Valid excuses for being absent may include:**

- Sickness (School may request Dr. verification)
- Doctor's visit/mental health included
- Religious holidays
- Extreme family emergencies

### **Unlawful excuses for being absent may include:**

- Staying home to care for younger children
- Oversleeping/Being tired
- Missing the bus
- Being needed at home to do work

Middle School absences are recorded *each* class period by the teacher using **TeacherVue**. Our SIS automatically calls the primary residence of each student who is absent. **ParentVue** also generates an email to parents who have an active account and have selected this option under preferences.

A written notice will be sent by the school after five (5) absences in any period and again after ten (10) absences in any period. Letters are sent weekly for every absence after ten (10). After ten cumulative absences in a semester an administrative, parent, and student conference is required.

If a student is absent 10 consecutive school days and no contact can be made with the parents/guardians, the student will be dropped. If a student has been gone for 10 consecutive days and contact has been made with parents, a letter must be secured from the parents/guardian stating that the child will be returning to that school within a reasonable period.

Students returning to school after an absence are expected to bring in a note signed by parent or guardian that states the reason for the absence(s). The note should be given to the registrar.

**Parents may input absences in ParentVue.**

## **MAKE-UP WORK**

Arrangements for make-up are the responsibility of the student. Make-up work for a pre-arranged absence may be given when the student returns to school. **A student will have 2 days for each day absent.**

If the grading period has ended, the student will have a maximum of two weeks or equal to the number of days absent, whichever occurs first, to complete all make-up work. Exceptions may be made by administration due to special circumstances.

Absences can influence a student's grades. Such things as direct instruction, labs, class discussion, guest speakers and field trips often cannot be made up.

## **PERFECT ATTENDANCE**

A student must be in attendance every period, every day, for the entire grading period to have perfect attendance. A list of prospective perfect attendees will be posted prior to the quarter's end.

## **PRE-ARRANGED ABSENCE**

Students expecting to be absent from school, due to a trip or family project, should make arrangements with the school administration a minimum of three days prior to leaving. A pink pre-arranged absence form must be complete prior to the absence.

## **SUPERVISION and LEAVING SCHOOL GROUNDS**

Once a student has arrived on the school grounds, he/she is not allowed to leave during the school day. While on school grounds, students are required to be always supervised by school personnel. Students not in assigned areas can be subject to disciplinary action.

A student checking out during school hours must be signed out and picked up at the office by an authorized adult and must sign in upon his/her return to school.

## **TARDINESS**

Students who arrive up to 10 minutes after the scheduled start time of a class are tardy. Those arriving after 10 minutes will be considered absent.

Tardy/Absent students must stop by the office for an admit pass to class.

Wasilla Middle School has adopted the START on Time program:

Wasilla Middle School's tardy policy aligns with the philosophy of the Safe and Civil Schools *Start on Time* program.

Students who are not in class when the tardy bell rings will be escorted to the front office, by staff, and the following list of progressive consequences will be applied for **each quarter**.

**1st tardy** – tardy recorded

**2nd tardy** – tardy recorded

**3rd tardy** – tardy recorded

**4th tardy** – tardy recorded and phone call to parents

**5th tardy** = 1 lunch detention

**6th tardy** = 1 lunch detention

**7th tardy** = 2 lunch detentions

Progressive discipline will be used after the 7<sup>th</sup> tardy.

## **WITHDRAWAL OR TRANSFER FROM SCHOOL**

Parents or guardians should notify the school office via a written note at least two days in advance if the student is transferring to another school. The office will issue a withdrawal slip, which is to be signed by each teacher and returned to the office.

A withdrawal is official when the student's obligations to the school and the district have been met.



# STUDENT LIFE

## ACTIVITIES/ASSEMBLIES/CONCERTS

All activities will be governed by school policies and regulations and must be approved by the principals. Students must sit as a group with their assigned class in a designated area. Students must show respectful conduct at all assemblies or concerts and remain seated until the end of the program. Students who misbehave during an assembly or concert will be removed.

## AWARDS

School awards may be earned for perfect attendance, exceptional bus behavior, academic or behavioral improvement, citizenship, and being on the honor roll.

## CHAPERONES AND SPONSORS

No student meeting is authorized without the presence and approval of an advisor. When students are preparing or working on a school activity, they must always be under the direct supervision of at least one teacher or administrator. Students shall not be permitted in or around the school building after the end of the last teaching period unless they have permission from a teacher or an administrator and are under his/her supervision. The teacher must be in the immediate area. Chaperones are required at all activities. The chaperones are also responsible for opening and closing the school building. A minimum of ten chaperones is required for all school dances.

## DANCE POLICY

All dances at Wasilla Middle School are restricted to 6th, 7th, and 8th grade students presently enrolled at Wasilla Middle School, unless otherwise prior arrangements have been made. Students must be in full day attendance the day of a dance to be allowed to attend the dance. Students not picked up by their parents within 30 minutes following the dance will not be allowed to participate in the next dance. Suspended students may not attend dances.

No admission to a dance/social after the announced starting time of the dance unless permission is granted by the administration. No student may attend the last school dance of the school year if they have an overdue book or lost textbook. Students are not allowed to leave the building and re-enter the dance. There will be no outward display of physical affection by the students. All WMS policies are in effect during school dances. Display of poor behavior could prohibit a student from attending future dances and extra-curricular activities.

## EXTRA CURRICULAR ACTIVITIES

The following extracurricular programs and more are offered at Wasilla Middle School: Cross Country, Basketball, Volleyball, Wrestling, Track and Field, Student Council, Battle of the Books, Jazz Band, Cheerleading, Spelling Bee, Geography Bee, and Yearbook. Ask a teacher for more current activities throughout the school year!

## AFTER SCHOOL ENRICHMENT

21st Century Grant offers after school enrichment time for students at WMS. Sign-ups need to be completed on-line. Busing is provided for students at 4:15 P.M. Check with the front office staff to determine your child's bus route home. Students riding after school transportation home must remain under adult supervision until 4:15 P.M.

## **ELECTRONIC INFORMATION RESOURCES**

Students at Wasilla Middle School have electronic information resources and equipment available to them in our technology lab, media center and classrooms. These resources include access to the Mat-Su Local Area Networks and Internet services. Our goal is to promote educational excellence by facilitating resources sharing innovation and communication. The smooth operation of the network relies on the proper conduct of the students. Students are expected to display a positive school attitude and conduct in order to participate in and attend school activities. Students must be picked up within 15 minutes of the ending of any school activity. Suspended students may not attend any school activities.

## **ATHLETIC ACADEMIC ELIGIBILITY**

Mission Statement: Wasilla Middle School strives to develop and maintain comprehensive athletic programs that seek the greatest development possible of the participants within the framework of the total district educational program. The goal is to promote physical, mental, and social growth through athletics to instill positive attributes that will remain with the student-athlete throughout their lifetime.

To meet those standards Wasilla Middle School has instituted an academic eligibility plan. Student-athletes are expected to maintain the established academic and citizenship standards.

### **Academic Eligibility Process:**

Rosters are sent to teachers weekly with the names of current student-athletes. Teachers are to respond by notifying administration and the athletic director of any student-athlete who is currently earning an F in their class.

Teachers will also inform administrators/AD/coaches of any citizenship/conduct issues.

### **Criteria**

**Level 1** First instance during playing season where student has an F:

- Athlete may participate in practice and play in game/match
- Written notification to coach and AD by administrator
- Verbal notification to player
- Administrator conferences with student-athletes to address any academic needs.

**Level 2** Second instance during playing season where student has an F:

- Athlete may participate in practice and play in game/match
- Written notification to coach and AD by administrator
- Verbal notification to player
- Written plan for success developed
- Athlete remains on Level 2 throughout his/her playing season until all grades are 70% or better

**Level 3** Third instance during the playing season where a student has an F or any time a student athlete has 2 or more F's, the student is immediately placed at Level 3. Athlete may participate in practice but may NOT play in a game/match

- Written notification to coach and AD by administrator
- Verbal notification to player and parent.
- Written plan for success developed and or reviewed

How to get off Level 3 = Players must have fewer than two Fs on weekly checks to go back to Level 2. Once returned to Level 2 the athlete remains on Level 2 throughout his/her playing season until all grades are 70% or better. Players may be removed from Level 3 through the appeal process. Players remain at Level 3 until they have fewer than two Fs.

Appeal Process - Appeals may be requested by the student athlete, parent, counselor, coach, athletic director, or an administrator. Documentation must be supplied. Appeals are heard by an administrator and the athletic director. Appeals must be made within 48 hours of verbal notification. If parties don't agree, the building administrator will make the final decision.

Failure to attend mandatory Academic Assistance Program

- Students failing to attend mandatory academic assistance programs will be ineligible to play in any contests until attendance at academic assistance.
- Failure to attend mandatory academic assistance twice results in removal from the team. •

Appeal process applies to this situation.

- At End of a Marking Period
- At the end of a marking period students participating in interscholastic athletics with 2 or more Fs on their most recent report card begin their sports season at Level 2.
- Appeal process applies to this situation.

## **FIELD TRIP / ACTIVITY BUSES**

When transportation is provided by the school district for an activity, all participants must travel with the organization or team to the activity. If a student wishes to return home with their parents following the activity, they must first have the approval of the person in charge or the principal. Parents must contact the person in charge of the activity before a student will be allowed to leave the group. Each field trip may have different criteria for participation. Teachers plan field trips to enhance the material being covered in the classroom. Field trips are not required. Students must be in good standing both academically and/or behaviorally to participate. Students not in good standing on the day of the trip will not be allowed to participate and will be assigned to another classroom with an alternate assignment for the day. The administration trusts the judgment of the teachers, so when a student has not met the academic requirements or a behavioral risk, the administration will support the decision to not allow the student to participate.

## **CELL PHONES / I-PODS / ELECTRONICS**

Cell Phones, I-pods, and other electronic use is NOT allowed during instructional times. These items are NOT permitted from 7:45am-2:15 pm, except during lunchtime and passing times. If these items are in use at inappropriate times, they will be confiscated and held at the front office desk. **Lost or stolen items are not the responsibility of the school.** It is recommended that electronics be left home.

## **ITEMS NOT ALLOWED AT SCHOOL**

All cameras, play-back devices, laser lights, aerosols, heelys, and similar items are disruptive to the school setting. These items are not allowed at school. School staff may confiscate any item that is disruptive to the school setting and hold the item until a parent picks it up. WMS does not assume any responsibility for the loss of or damage to items specifically not allowed at school.

## **DRESS AND APPEARANCE**

Student dress and general appearance is a shared responsibility among students, parents/guardians, and the school. The Board of Education believes that appropriate dress and grooming contribute to a productive and safe learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities, including industry requirements at the work site, in which they participate.

Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health, safety hazard, or a distraction which would interfere with the educational process. Attire bearing expression or insignia which is obscene, libelous, or which advocates racial, religious, or other prejudice is prohibited. Attire which advertises illegal substances for school age students is prohibited, as are items which suggest sex, alcohol, or tobacco products.

**Clothing which does not cover undergarments is prohibited.**

Students wearing prohibited attire will be asked to cover it, change it, or go home until proper attire is worn. Students may be offered a t-shirt and/or sweatpants if they have nothing appropriate to change into.

- Discipline sanctions will start with warnings, parent contact, and may progress to a more severe level of discipline. Under garments under jeans/ pants/leggings are not to be visible.

**The following minimum standards will be enforced:**

Clothing and accessories, e.g., notebooks, patches, tattoos, and jewelry must not display racial or ethnic slurs or symbols, gang affiliations, vulgar, subversive, sexually suggestive, or otherwise inappropriate language or images; promotion of products that students may not legally buy such as alcohol, tobacco, and illegal drugs; or anything that promotes harm to another or to oneself.

Prohibited items include studded jewelry or chains, sunglasses unless medically required, sleepwear, or clothing resembling sleepwear.

\*Hats, coats, and backpacks may remain with students during the school day. Hats may be worn after the final bell has rung and the student school day has ended.

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## **PUBLIC DISPLAYS OF AFFECTION**

Being overly affectionate in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Students are expected to show good taste and always conduct themselves respectfully. Inappropriate public displays of affection will not be tolerated. This behavior will result in a parent meeting and possible suspension if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior.

## **PERSONAL ENTERPRISE**

Students may not sell or trade any type of items to other students unless it is a school sponsored activity. Surveys are not permitted unless part of a class project and must be approved by an administrator.

## **SCHOOL LOCKERS**

Lockers are a privilege. When lockers are used, **students are not allowed to share lockers.** Lockers will be assigned as directed by the administration. Lockers must be kept always locked and the locker combination must remain private. Do not give combinations to other students.

Damage to the locker or lock may be charged against the student to whom the locker is assigned. No personal locks may be added to the locker. Students who abuse the use of lockers may lose the privilege of having a school locker.

As lockers are the property of the school, they may be examined by school officials as established in the Student's Rights and Responsibilities document. Lockers may also be assigned to students in the gym area. All lockers should be kept clean at all times. Locker clean-ups and checks will be scheduled once a quarter throughout the school year. The school does not assume responsibility for lost or stolen items.

The lockers are provided for students' convenience to keep books and other property needed at school.

Each student will be assigned a locker. All books and personal items should be kept in your locker when not in use.

### **Guidelines for the use of lockers:**

- Use only lockers assigned to you.
- Do not give your locker combination to other students.
- Writing on the outside or inside of lockers is considered vandalism and is prohibited. •

Lockers must be kept in good conditions. If a locker is intentionally abused, you may lose the use of the locker, be held responsible for damages and subject to disciplinary action. • Do not leave valuable personal property in lockers. The school has no liability for articles left in lockers.

- Lockers must remain the property of WMS and may be subject to inspection by school

administration at any time.

- Students who misuse or abuse their locker will receive a warning in the form of a note posted on the outside of their locker door. Locker misuse and abuse includes stuffing the locker so full that the door won't shut properly, having straps from bags, coat sleeves, or other items hanging outside the locker or propping the lock open, so anyone is able to access the contents.
- After two warnings, if a student continues to misuse their locker, they will receive a notice informing them that their locker has been cleaned out and their belongings are available for pick-up at the front office. Continued misuse of a locker may result in the permanent loss of locker privileges.

## LUNCH

School lunch may be purchased daily at WMS or brought from home. Students receive 30 minutes to eat lunch in the school's cafeteria. A variety of lunch items are available each day.. Students may pay for lunch on a daily basis, or they may deposit money into their personal account to be used as needed. Checks should be written to Nutrition Services.

Everyone at WMS has the right to eat lunch in a clean and safe environment. The lunch monitors oversee maintaining a safe environment and students are expected to follow their direction. Lunchroom procedures are as follows:

- Walk down the right-hand side of the halls quietly.
- While waiting in line for food, remember that "cutting" is not allowed. Also, keep your hands and feet to yourself, and physical distance.
- Once you have your food, choose your table, and eat your lunch.
  - After you have eaten, clean up your own area and take care of your trash.
- You may visit quietly with your friends at the lunch table or go outside or to the gyms to participate in activities.
- Students should not take food or open beverage containers out of the cafeteria without a pass.
- Examples of behaviors that are inappropriate and could result in an SRC referral include the following: loud or inappropriate language, smashing food or beverage containers, Taking food from other students, leaving tables or the floor cluttered with food or litter
- Disrespectful behavior towards lunchroom monitors will not be tolerated.

Chromebooks, textbooks, lockers and most school equipment and property are furnished free of cost to students. In case of loss or damage to these items, students will be assessed a replacement charge.

## **SKATEBOARDS / SCOOTERS**

Students can have a skateboard/scooter on the bus if it is enclosed in a bag. Plastic trash bags are acceptable. Students can have skateboards or scooters on school property as long as the wheels **do not** touch the ground. Non-compliance will result in the item being placed in the office until the next day.

## **STUDENT ACTIVITIES**

The staff and administration at Wasilla Middle School believe that students need and should have the opportunity to participate in as many activities as possible. Participation by students in school activities is a privilege that can be revoked by inappropriate behavior and poor academic performance. Any student attending a WMS activity after school must be with a school staff member, parent, or other adult who assumes direct responsibility for that student. Students in the

building, without adult supervision, will be asked to leave. Students with a pattern of being in the building unsupervised will lose the privilege of attending after school activities.

Students who are not picked up by their parents within 15 minutes following an activity (practices, games, dances, etc.) may not be allowed to participate in the next activity.

## **TELEPHONE**

The office telephone is not for student use without approval from office staff or administration. Students with urgent needs may call their parents upon request.

## **WMS SCHOOL STORE**

The **Brave Cave** may be opened at lunch periods and during after-school and weekend sports activities. Students and parents may purchase WMS shirts/sweats from the front office also. Profits from the store are used to fund classroom grants, rewards, and awards throughout the year.

## **BUILDING EVACUATION**

In the event of an evacuation where students are not allowed to return to the school building, parents and community would be notified through local media. A student pick-up point and administration office will be arranged. Parents should report to that designated area with proper identification to pick up their child. Students will be released to only those individuals with proper identification listed on the enrollment form and emergency release document.

## **FIRE/EMERGENCY DRILLS**

- The sound of the fire alarm is the signal to evacuate the building.
- Stand-up, form a line, exit without talking.
- Flow to the designated side of the hall.
- Once outside, line-up, face forward, hands at side, and remain silent.
- Return to the building only after the “all clear” signal is given, the first class will quietly walk to the door. Once at the door, the next class will follow.
- Once in the building, flow to the designated side of the hall, no talking, return to class, sit and continue class.
- All students are expected to become thoroughly familiar with the fire drill exit routes posted.

## **INSIDE PASSING PROCEDURES**

Remain on the right side of the hall with a voice volume no higher than a level 2.

## **STUDENT ACCIDENTS**

All families are encouraged to purchase accident insurance, either through an insurance carrier available at school or through family coverage. **The school district does not carry accident insurance to cover students.** Any accident on school property (including buses) must be reported to the school immediately. Failure to do so could jeopardize insurance coverage. Insurance enrollment forms are available at the office.



## GUIDANCE-COUNSELING

The guidance service fulfills many functions. A counselor is available for giving assistance to students, parents, and teachers in education and interpersonal relationships. Students who need to see the counselor during class time must have a pass from their teacher.

## HEALTH SERVICES

A student who becomes ill during the school day must request a pass from his/her teacher and use the on-line nurse pass to see the nurse. If it is necessary to go home or to a doctor, the nurse will inform the parent and the student will be released from school. A student leaving school due to illness without properly checking out through the office will be counted as truant from those classes missed. All students are expected to participate in health programs sponsored by the school unless special arrangements are made with the principal.

## MEDICINE

**Parents/Guardians MUST GIVE ALL MEDICINE, including non-prescription medication, directly to the Nurse.** Students must take their doses at the nurse's office at the designated time. Under no circumstance should a student possess any medication, have medication in their locker, or dispense any medication, including but not limited to prescriptions, non-prescription medications, cough syrup or lozenges, Tylenol, inhalers, or any similar products.

**Students are NOT ALLOWED to be in possession of unauthorized medicine.**

## LIBRARY/MEDIA CENTER

Students must have a library pass when using the library except before and after school. Three books may be checked out at one time for a two-week period. Overdue notices will be sent to each team periodically. Students with overdue books will not be allowed to check out materials until overdue materials are returned. The library/media center is not for socializing, and students who are not making good use of their time will be asked to leave the center.

## OVERDUE MEDIA MATERIALS

Any overdue media material, library book or outstanding fine to WMS will result in loss of privileges such as eligibility in co-curricular activities and dances. Students withdrawing from WMS must turn in all library books prior to receiving a withdrawal notice.

## STUDENT TRANSPORTATION

Alaska statutes do not mandate pupil transportation in this state. School bus transportation is provided as a courtesy and **is a privilege, not a right**. If a student's conduct is such that the health, safety, comfort, or the well-being of others is jeopardized, on or off the bus, the privilege of riding the bus may be denied by a school district official. The school bus driver oversees the bus and all its passengers and has total authority and responsibility. Only designated school officials are authorized to suspend transportation privileges.

## MISCONDUCT POLICY/PROCEDURES

Bus drivers are responsible for maintaining safety and order on the buses. They have full authority

over the students while they are being transported on a Mat-Su School District bus. Bus drivers will assign seats to all riders. Administering sanctions for misconduct on the school bus is the responsibility of the school where the student is enrolled. Only the principal or designee has the authority to suspend a student's bus riding privileges. It is the responsibility of the school to notify parents when a student has been denied privileges due to his or her behavior.

In the event of misbehavior on the part of the student riding the bus, the bus driver may issue the student a "School Bus Conduct Report" for minor and/or major infractions.

The school bus conduct report will be completed by the driver. Three (3) copies will be forwarded to the school and one (1) copy will be retained by the transportation department. The school will forward one (1) copy to the parents and return one (1) copy to the transportation department indicating any disciplinary action taken. The bus driver will often make parent contact.

The following courses of action are considered as minimum:

The bus driver issues warnings and seat changes. The first formal bus conduct report will result in being removed from the bus for a minimum of three days and parents will be notified.

The second conduct report will result in being removed from the bus for a minimum of five days and parents will be notified.

The third conduct report will result in being removed from the bus for a minimum of ten days and parents will be notified. Any further bus conduct reports will result in long-term loss of bus privileges, up to the remainder of the year.

This procedure will not preclude the right and responsibility of school officials to take other immediate action, as may be necessary in their judgment, for the preservation of good order and specifically for the safety and well-being of other persons who ride the bus.

Loss of bus transportation privileges does not excuse a student from school attendance.

## **BUS/TRANSPORTATION CONTACT**

Durham School Services (907) 885-3561 or (907) 795-8955

## **LATE BUS / SCHOOL CLOSURE**

Parents are encouraged to listen to KMBQ 99.7 beginning at 5:00am. for bus information or wait for a Connect-Ed phone message.

## **PARENT DROP-OFF / PICK-UP**

Students may enter the building at 8:00am on Monday, and 7:00 am Tues. - Fri.. Students that are being picked up from school need to wait for their ride either in the foyer or just outside the foyer. Students are not permitted to re-enter the classrooms after 2:15pm, unless they have made previous arrangements with their teacher. Students must be picked up by 2:45pm. Failure to abide by the above policy will result in requiring a student to ride the bus, or revocation of boundary exception.

This program provides for the learning, safety, and well-being of everyone in a school environment where students develop citizenship skills and self-discipline through intrinsic motivation. At WMS each student is held accountable for this school wide Code of Conduct. **No one has the right to interfere with the learning, safety, or well-being of others. Do what is expected; do it the best that you can.**

If a student chooses to disrupt the learning, safety, or well-being of others, he or she is violating our Wasilla Way Code of Conduct. Brief descriptions of the consequences are as follows:

**Notice 1:** If a student is interfering with the learning, safety, or well-being of others, he/she is privately asked to reflect on their behavior to process the consequences of his/her chosen behavior and its effect on others.

**Notice 2:** If a student continues to interfere with the learning, safety, or well-being of others, they will be asked to move to a designated location to reflect on their disruptive behavior. After two to five minutes, he/she is privately asked to state the behavior that resulted in his/her removal from the learning environment and asked if they are ready to return. If the answer is “yes,” or if the student has completed a reflective plan for success, the student is allowed to return to the designated activities, whereas a response of “no” simply indicates that the student needs more time to reflect and/or gather control.

**Buddy Room:** If a student continues to interfere with the learning, safety, or well-being of others, they will be asked to move to a teacher buddy room to reflect on their disruptive behavior. That student may remain there or return to class at teacher discretion using Notice 2 questions. If the answer is “yes,” or if the student has completed a reflective plan for success, the student is allowed to return to the designated activities, whereas a response of “no” simply indicates that the student needs more time to reflect and/or gather control.

### **Student Responsibility Classroom (SRC) Referral**

If a student has already been placed in the teacher buddy room and continues to disrupt, he/she is sending the message that he/she is choosing an SRC referral.

When a student is referred to the SRC, the student will arrive with a written notice about the misbehavior and begin to work on a behavior plan. Once the behavior plan is complete, the student will conference with the SRC supervisor and the referring teacher and possibly an administrator, then parent contact will be made. During the parent phone call, the student will say, “I was referred to the SRC for “state behavior...”.

To return to class, I have developed a plan for success. My plan is “... share a plan with my parents...” Students will not return to the class they were referred from on the same day as that is considered another disruption to the classroom environment.

2. Discuss the plan with the SRC supervisor or administrator
3. Present the plan to the referring teacher and verbally state their plan for success in order to be readmitted to the classroom
4. Call home to share their behavior plan with their parents

A copy of the behavior journal will be e-mailed home on the next school day. A copy will also be shared with the student's counselor and advisory teacher.

## **HALLWAY AND COMMON AREA EXPECTATIONS**

Students who are violating school rules in common areas will be asked to state their behavior and what will happen if they continue to misbehave. For example, a staff member will ask a student, "What are you doing?" The student will then state their behavior. The staff member will then ask, "What will happen if you continue to break the school rules?" The student will state that they choose to go to the SRC. Students who continue to violate the rules or who do not respond appropriately will choose to go to the SRC.

Each day is a new day for students to begin again, however, SRC referrals accumulate the entire year. Students who receive four or more SRC referrals in a year are subject to progressive disciplinary action, up to and including suspension. To work as partners to limit future behavior concerns, four or more SRC referrals serves as an indicator for staff and parents to meet to develop a collaborative plan of support for the student. Counselors, advisory teachers and/or administration will initiate contact with parents to set up a behavior intervention meeting when students have four or more SRC referrals.

### **SRC Referral (Student Responsibility Classroom)**

The following behavior may constitute an SRC referral without prior notice: • Willful disobedience

- Harassment
- Misbehavior during an emergency drill
- Inappropriate language directed at another person (swearing, derogatory or harassing language)
- Academic Dishonesty (cheating, plagiarism)
- Skipping a class on campus
- Public display of affection (kissing, hugging)
- Immediate Office Referral
- The following behavior will constitute an immediate office referral to the Assistant Principal: • Mutual altercation (fighting)
- Skipping a class off campus (truancy)
- Drug, alcohol, or tobacco possession
- Anything requiring a report to law enforcement (assault, weapons, illegal substances, theft, etc.)

Any other offense that would require a student to be escorted to the front office because of serious safety concerns.

In addition to the information given in this handbook, violations of district policy and presumptive sanctions are specifically outlined in the MSBSD Student Handbook of Rights and Responsibilities which is located on the School District website at [www.matsuk12.us](http://www.matsuk12.us). Administrative decisions regarding disciplinary action will be made in accordance with the MSBSD Board Policy.

## **VANDALISM**

Vandalism includes intentional, willful, knowing, and reckless damage to, or destruction of property owned, held, or used by the School District. Graffiti is a form of vandalism. Acts of vandalism deprive students of the use and enjoyment of valuable educational resources. Vandalism adds to the costs to the community and may interfere in providing educational opportunities to all students.

Minor (“Fix-it”) vandalism results in the student choosing Notice 1 and then the student repairing/cleaning up the vandalism. In addition, further discipline may be imposed upon a student who has committed an act of vandalism. The School District may require reimbursement for the cost of remedying the damage or destruction resulting from the vandalism. In group vandalism incidents, all parties may be held fully financially responsible for the damages.

Each new day offers WMS students a fresh opportunity to make the right choices.

## **WMS Harassment/Bullying Prevention Policy**

Harassment is unwanted and unwelcome behavior that interferes with a student's right to an education or participation in school activities. In school, harassment may result from someone's words, gestures or actions that make a person feel uncomfortable, embarrassed, offended, frightened, helpless, or threatened. If you are the target of harassment, it may be very scary to go to school or it could be hard to concentrate on your schoolwork.

Harassment can happen once, several times, or even daily. Harassment can happen anytime and anywhere in school such as in the hallways, in the lunchroom, on the school grounds, on the bus, at an after-school event or even on a field trip. Harassment can happen to anyone. Both girls and boys are harassed by other students in school. Harassment can be verbal or written. Students are entitled to express in writing their private opinions but are expected to exercise responsibility and good judgment in doing so. The distribution of such materials may not interfere with or disrupt the educational process.

**Agreement is not needed.** The target of harassment and the harasser do not have to agree about what is happening; harassment is defined by the child who is being targeted. The harasser may tell you that he or she is only joking, but if their words, gestures, or actions are making you uncomfortable or afraid, then you are being harassed.

No one has the right to harass another person! School officials are legally responsible to guarantee that all students, you included, can learn in a safe environment that is free from harassment or discrimination. If you are being harassed, your student rights are being violated.

**If you are being harassed or bullied, find an adult you trust and tell them what is happening so that something can be done to stop the harassment.**

### **Some examples of harassment in school:**

Making inappropriate comments, gestures, jokes, or actions. Spreading rumors. Name calling. Forcing someone to do something that creates an uncomfortable feeling. Physically or verbally threatening a student. Electronically posting your personal opinions about a student or staff.

## **Consequences of Harassment**

Listed below are established steps of progressive discipline for dealing with incidents of harassment: • **1<sup>st</sup> report of harassment** – Clarification of the harassment, and warning issued by counselor or administrator. • **2<sup>nd</sup> report of harassment** – Harassment contract signed, and parents contacted. • **3<sup>rd</sup> and future reports of harassment** – A one-time meeting with a counselor may occur prior to a suspension. Suspension from school, starting with a 1 day suspension and progressing to 3, 5, and 10 days if future incidents occur. Suspensions of greater duration or expulsion may be applied in serious or continual cases of harassment. Patterns of harassment will be reported to the Wasilla Police Department.

## **PHONE / ELECTRONICS POLICY**

**Cell Phone / Electronics Policy:** Phones and personal electronic devices (excluding Chromebooks) are **NOT permitted from 7:45am -2:15pm,** except during lunchtime and passing times.

**Phones/personal devices and earbud/headphone use is NOT allowed during instructional times. This includes classrooms, restrooms, hallways, locker rooms, and school offices.**

**Cell phones are not allowed while in the buddy room or SRC.**

During the instructional day, phones/devices must remain out of sight, in backpacks, or in lockers, and in silent mode (7:45am-2:15pm). Headphones/earbuds are to remain in backpacks/cinch sacks.

Earbuds/headphones are permitted by teachers in class for educational purposes only connected to Chromebooks.

Should a student violate this policy, the phone/electronic device will be surrendered to the office immediately. The office will document the occurrence and return the device/buds to the student at the end of the school day at 2:15pm. (Repeat offenses may require a parent/guardian to retrieve the device).

There are inherent risks in bringing personal digital devices to school including, but not limited to, damage, theft, loss, and unauthorized use. The safest possible plan to protect against these types of unfortunate situations is to leave devices at home. If a student decides to bring a personal digital device to school, it should be stored in a secure place. Personal digital devices are the sole responsibility of the owners. MSBSD nor Wasilla Middle School are responsible for the loss or theft of devices.

With just cause, student digital devices may be searched and/or confiscated for inappropriate use while on WMS campus. Suspected violations of MSBSD and Wasilla Middle Phone / Electronics Policy gives administration the consent to view the contents of any personal digital device. School district and federal laws regarding illegal content of personal digital devices will be strictly enforced.

Electronics are not limited to but include I-pods, cell phones, gaming units, headphones, earbuds, tablets, etc.