

Washington Middle School

5165 Amb's Road, St. Louis, MO 63128

314-467-7600

Home of the Eagles



*The mission of
Washington Middle School
is to maximize every
academic potential and develop
21st century citizens within a
rigorous and innovative academic culture.*

This is THE WASHINGTON WAY!

2018—2019

Student Handbook

This Handbook Belongs To:

Name _____

Grade _____

*Mehlville School District, 3120 Lemay Ferry Road 63125, 314-467-5000
www.mehlilleschooldistrict.com*

Washington Middle School
2018-2019
Policies and Procedures

Welcome to Washington Middle School. This handbook contains important information that will help you be successful at our school.

Always be conscious of the school's traditions and requirements. Washington reflects the students who attend here, so do your part to make our school an outstanding place to be.

All students are expected to follow the Washington Way: ***Be Ready, Be Respectful, Be Responsible***

ATTENDANCE

Regular attendance is required of each student. Students are expected to arrive at school on time and be on time to class. The school hours are 8AM to 2:50PM. Students will need to wait outside or in the foyer prior to 7:45AM. At 7:45 students may enter the building.

One of the most important factors for success in school is regular attendance. We ask that appointments are scheduled outside of the school day if at all possible. If it is absolutely necessary to leave school early, the parent needs to send a note or call in the morning. Parents need to come into the office to sign their child out.

Also, if a child is arriving to school late in the morning, the parent needs to come

into the office to sign their child in. A student who arrives late must report to the school office to receive a pass for admission to class.

A doctor's note is required in order for absences to be excused.

Parents should use the guidelines listed below if their child is going to be absent from school.

- Call the WMS ATTENDANCE LINE (467-7620) the morning of the absence.

Please State:

- Student name
 - Student grade
 - Date of absence
 - Reason for absence
 - Phone number where you can be reached
- Absences must be reported by parent or guardian.
 - Students who need to leave school before the end of the school day must be signed out in the office by a parent/guardian before leaving the building. An ID may be required to show if the office does not recognize the parent or guardian.
 - When a student at the middle school level has accumulated a total of four, seven and ten absences in the same semester, parents will be notified by letter. This ten-day letter will require parents to contact the school within

five days to set up a conference or submit official documentation detailing the reason for their child's absence.

HOMEWORK

If a student misses *three* days of school and wants their homework assignments, they may check the homework hotline on the school's website.

Parents can also leave a message on the attendance line when you call in the absence. Phone calls for homework need to be made early in the morning. If your call is received prior to 10AM, homework will be ready to be picked up in the office by 3PM.

Assignments are due on the date and time announced. Prompt and quality work is expected.

TRIPS WITH PARENTS DURING SCHOOL DAYS



When a student is absent from school, due to a family trip, the parent needs to communicate to the office and teachers prior to the absence of the student. This will allow the student and teachers to plan for make up assignments. Requests should be made at least a week in advance and include the dates which the student will be out of school.

BUS SERVICE

Bus transportation is a district service and a privilege. Students are expected to follow the Washington Way by being ready, respectful and responsible.

When buses are being loaded, students are to board in an orderly manner following the directions from the driver. No student may board the bus unless the driver is on the bus.

Students may not ride any other bus other than the one they are assigned. Special requests need to be made through Mehlville transportation.

BUS TRANSFERS

Bus transfer passes cannot be issued by Washington Middle School. If you have questions, please call transportation at 341-467-5243.



BUS RULES AND REGULATIONS

The following list of rules and regulations govern the actions of students on the school bus. This listing is to enable students to have orderly and safe transportation to and from school. Failure to obey bus safety rules may result in withdrawal of the privilege of riding the bus. The following list is from "Missouri Pupil Transportation Laws, Regulations and Standards."

- Students are under the authority of the bus driver. Students must obey the driver promptly and without argument.
- No smoking, lighting matches, or use of a lighter on the bus by anyone at any time.
- "Roughhousing" on the bus is strictly prohibited.
- Classroom conduct is to be observed by students while riding the bus. Loud and vulgar language is prohibited.
- Students must not at any time extend hands, arms or head out of the bus windows.
- Students must not try to get on, off, or move about the bus while it is in motion.
- Students must observe the directions of the bus driver when leaving the bus.
- Students shall keep the bus clean and refrain from damaging it. Any damage to the bus should be reported immediately.
- Students must keep their feet off of the seats.
- Students must not throw objects in the bus or out of the bus windows.
- Students must keep sharp objects off of the seats.
- Students who must cross the road to board the bus should walk around to the front of the bus and stand in front of the bus in a line with the right front fender and wait for a signal from the driver before crossing the road.
- When the students must cross the road to board the bus, the driver will signal when it is safe to do so. Students should then proceed to cross the road in front of the bus.
- Students must be on time. The bus driver cannot wait for tardy students.
- Students should never stand in the roadway while waiting for the bus.
- Unnecessary conversation with the driver is prohibited.
- The driver is required to fill out and submit a "report of student misbehavior" to his or her supervisor, transportation, and the school principal. Infractions of bus rules could result in a pupil being suspended from the bus.

SAFETY FIRST!

FIELD TRIPS

Field trips are planned during the year to enhance student learning. All school rules apply while on a field trip. Students are expected to follow the instruction of the teachers and sponsors involved with the trip.

ANNOUNCEMENTS

Daily announcements concerning school events and various activities will be made at the beginning of 1st hour. In addition, daily announcements may be found on the Mehlville School District website under

Washington Middle School and the parent portal daily.

CLUBS AND ORGANIZATIONS

Washington Middle School offers clubs and organizations such as Art Club, Media Club, Honor Society, Student Council, Ambassadors, Vocal Music, Band, Computer, Stressbusters, Book Club, Chess. Athletic sports available are Cross Country, Volleyball, and Track & Field. Announcements are made daily stating the time, date and location of each club meeting. Daily announcements can be viewed on the Washington Middle School web site. Go to Mehlville School District and look for Washington Middle School.

National Junior Honor Society

Basic Information

The National Junior Honor Society at Washington Middle School is an active organization allowing students to participate in service and leadership activities geared toward developing character, citizenship, and leadership. Student members are held to rigorous standards both in school and in the local community. Students serve as positive representatives of the organization and school at the district and state level.

Selection Information

The National Junior Honor Society chapter of Washington Middle School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to 7th grade students who meet the required standards in five areas of evaluation: scholarship,

leadership, service, citizenship, and character. Standards for selection are established by the national office and have been revised to meet our local chapter needs. Students become eligible for membership in the second semester of seventh grade if they have achieved a cumulative GPA of 3.5 or better on a 4.0 scale. Those students, eligible based on grades, will receive a letter and Student Interest and Activities form detailing timeline and chapter bylaws once 2nd semester grades have been released. Student submitted information along with other records, such as discipline and attendance, will then be used to select members. Students are selected to be members by a Faculty Council, appointed by the principal. Selected students are then inducted into the organization at the end of their 7th grade year for an 8th grade membership experience.

COUNSELORS

The Washington School Counseling Department is located in room 217 of the main hallway. School counselors are available to help with academic issues, career exploration, or school-affected social/emotional concerns. Referrals to outside providers are also available for general counseling and regularly-scheduled therapy, as well as information about agencies that can support families with other needs besides counseling. Students, parents, and teachers may contact the school counselors during regular building hours at (314)467-7703 or anytime by email.

CURRICULUM

Curriculum for 6th, 7th, and 8th graders:

Social Studies
Literature/Language
Math
Science
Physical Education
Health/Computer
Electives
Band
Art
FACS
Tech Ed IA
Creative Writing
Publications
Theatre Arts
Foreign Language
Lifetime Fitness
PLTW: Design & Modeling, Automation & Robotics, Design & Modeling, Medical Detectives, App Creators, Computer Science for Innovators and Makers, Green Architecture

MEDICATION

Definitions
Medications -- For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.
Authorized Prescriber -- Includes a health care provider licensed or otherwise authorized by state law to prescribe medication.

General

The Mehlville School District R-9 is not legally obligated to administer medication to students unless specifically included in a Section 504 Accommodation Plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's educational services. Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

The administering of over-the-counter drugs is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for

supervising the administration of medication by others. The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and school administration. **Administration of over-the-counter drugs requires a written order or prescription from a licensed care provider.** For the administration of prescription medications, the prescription label may be considered an equivalent of the physician's or authorized prescriber's written order for medications administration.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text. The district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Over-the-Counter Medications
Administration of over-the-counter drugs requires a written order or prescription from a licensed care provider. The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. All over-the-counter medications must be delivered to the school principal or

designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medications

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Self-Administered Medications

An authorized prescriber or a student's IEP or 504 team may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district will allow students to self-administer medication for the treatment of asthma and anaphylaxis in accordance with this policy and law. The district may allow students to self-administer other medications in accordance with law. The district will not allow any student to self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has

demonstrated to the physician or the physician's designee the skill level necessary to use the medication.

3. The student has demonstrated proper self-administration technique to the school nurse.
4. The student's parents have signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

Possession of Self-Administered Medications

An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. The district will permit possession of medication for the treatment of asthma or anaphylaxis on district property, at district-sponsored activities and in transit to and from school or activities in accordance with law. The district will also permit the possession of other medications for the purposes of self-administration as required by the student's 504 plan or IEP. The district may otherwise permit the possession of medications for self-administration in accordance with law. No student will be permitted to possess any medication unless the parent/guardian has submitted all required authorizations and releases in accordance with this policy.

Emergency Medication

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes that can be administered by the school nurse when the nurse believes, based on his or her training, that a student is having a life threatening anaphylactic reaction. Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes based on the recommendation of the school nurse, who will be responsible for maintaining an adequate supply. The school principal will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

Consequences

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. District administrators will notify law enforcement when they believe a crime has occurred.

Please contact our nurse, Ms. Thompson, at 467-7630 for any additional medical information.

LIBRARY MEDIA CENTER

The Washington Middle School Library/Learning Commons is open each day that school is in session from 7:45AM to 2:50PM. Students may come to the library to check out or return materials before school or during the school day with a class or a signed pass

from a teacher. Students also visit the library approximately every other week with their ELA classes, and other teachers schedule time in the library on an as-needed basis for research and special projects.

Students are encouraged to always have reading material with them here at Washington Middle. Students may check out up to 5 items from our library. Overdue books that are more than a month late will be marked as lost. Students will need to return the book or purchase the book if lost in order to checkout new materials. Any library item that is lost or damaged by a student must be paid for by the student.

The WMS library catalog is available online and can be accessed at any time! Students may login to our catalog to see due dates, fines, place holds, write reviews, etc. Additionally, students are able to utilize educational databases available to the district. Students will be provided with usernames and passwords at the beginning of the year; please see their planners. To access the library catalog and databases, click [here](#).

In addition to our library catalog, students may also utilize educational databases from school and home. Please visit mehlilleschooldistrict.com, click on schools, select Washington Middle School, select Library, and click on links to some of our databases. Usernames and passwords will be shared with students at the beginning of the school year; please see their planners.

New students to the district, sixth grade students, and parents must sign and return the appropriate ACCEPTABLE USE POLICY in order for students to use computers at school. Please remember

that school computers are to be used exclusively for educational purposes, and that you should never share your user name and password with others.

PHYSICAL EDUCATION



Dress Code:

1. PE clothing cannot be worn to school for the day; the clothing must be something the student has changed into.
2. A pair of shorts or sweat pants without zippers, snaps, or buttons.
3. A t-shirt or sweat shirt.
4. Tennis shoes and socks. Shoes must be rubber soled with shoe strings that are tied. Shoes may not be elevated.
5. All jewelry must be removed.
6. No gum, candy, or sports drinks. Water is allowed and suggested.

Locker Room Rules:

- It is strongly suggested that students bring a combination lock with them to class. Lockers are not assigned to any student. When leaving class, students should take all belongings with them and remove their lock from the locker they were using. If the lock is kept on a locker, the lock will be cut off.
- Students are not allowed to use any spray perfumes or spray deodorants

in the locker room due to student allergies.

Medical Requirements:

- A parent note excuses a student from PE class for **one day**. Notes need to include a phone number so a parent can be contacted that day. Each day a new note is needed. A student needing to miss 3 or more days needs to have a doctor's note.
- If PE activities are going to be limited by asthma or any other illness, please list this on the blue health form.

Blue Health Form:

- The blue health form needs to be turned in before you can participate in PE class. This form is for emergencies only, and all information will be kept confidential.
- You have 3 days to turn this form in before points are deducted from your grade for not having this.

MEALS

Breakfast and lunch are available to all WMS students for a nominal fee. Eligible students may receive meals free or at a reduced cost.

Breakfast:

- Breakfast is served from 7:45AM – 7:55AM.
- Breakfast can be purchased for \$1.50.

Lunch:

- Lunches can be purchased for \$2.65.
- \$2.85 on pizza days and spicy chicken days.

EXPECTATIONS OF STUDENTS

Washington Middle School has standards of expectations for our students. These are listed below:

- Students should be on time for school and class.
- Students are expected to be prepared for class. This includes having pencils, pens, erasers, paper, notebook, textbooks and any other materials necessary for class.
- Students are to adhere to the policies and procedures of the Mehlville School District and Washington Middle School.

DISCIPLINE

There are several proactive steps to handling discipline in the classroom before a referral is made to the office. An intervention used at WMS includes an OOPs page. When a student receives a disciplinary referral, he or she will be given the opportunity to explain the situation to their teacher and principal for consideration and resolution. When referred to the office, the principal will review the discipline code with the student before any disciplinary action is taken.

DETENTION

Detentions are issued as a consequence for misbehavior. They are held from 2:55 – 3:55PM on Wednesdays and Thursdays. Students and parents will receive either a telephone call or an email notification of the detention, when it is scheduled, and the infraction for which it was issued.

Students will report to detention with the appropriate materials, (books, paper, pencils, etc.) and be prepared to spend the hour working on school-related items.



TARDINESS

Tardiness to school and class are recorded as cumulative throughout each quarter. Tardies will be marked on the computer in the student's attendance record. Teachers and office personnel will use the attendance record to keep track of all tardies.

Tardies to School

Students, who are tardy to school, will need to report to the office, sign in, and have their planner signed to their first hour class. A parent must sign the student in or provide a written excuse stating the reason for the tardy.

Oversleeping and/or missing the bus are not considered valid excuses for absences or tardies.

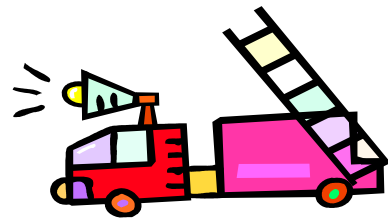
Tardies to Class

Students are expected to arrive to class on time. Students who receive 6 tardies in a quarter per class will earn a one hour after school detention. Detentions are assigned and sent to parent/guardian email.

DRESS CODE

A copy of the handbook can be found on the district's webpage [here](#).

EMERGENCY DRILLS



Drills will be held periodically as a precautionary measure so that students will know how to conduct themselves in an emergency situation. Specific instructions are attached inside the door of each classroom. These instructions will state what to do if it becomes necessary to evacuate the building. In case of a tornado drill, instructions will be given via the intercom.

ELEVATOR

In the event of an injury or incapacity to use the steps, there is an elevator available to WMS students for a specific amount of time as indicated by a physician. Only the student may ride the elevator. His or her books can be carried by another student. In order to ride the elevator, a parent or student will need to sign out an elevator key in the main office. Once the key is no longer needed, it must be returned back to the office. If the key is not returned, the student will be placed on a \$5 fine list.

LOCKERS



Each student will have an individual hall locker and a physical education locker. Sixth grade students will receive a lock for their hallway locker and are recommended to purchase a lock for their PE locker. Seventh and eighth graders are required to purchase locks for BOTH lockers.

Hallway lockers will be assigned by the main office. If locker problems arise after the initial assignment, please contact the office for assistance and/or repair, or to have a new locker assigned.

The following rules concerning lockers must be observed for the benefit of all students:

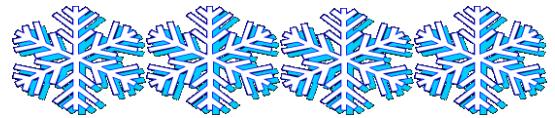
- Students must use one assigned locker only.
- Store items in your own locker.
- Do not share locker combinations with other students.
- You are responsible for damage to your locker.
- Respect all students' lockers.
- The student locker is a school facility. Lockers may be changed or examined by school administration without permission of the student.

- **NOTICE:** The administration may bring in drug sniffing dogs at any time (unannounced) to insure that our school is safe and drug free.

LOST AND FOUND

Students' names should be written on all personal items. Items found in the building or school grounds will be taken to the lost and found. If you have any lost articles, check the lost and found located at the bottom of the 8th grade stairwell. Unclaimed items will be donated to a charitable organization.

SNOW DAYS



The decision to cancel school because of inclement weather will be made by the Superintendent. The safety and welfare of the students will be the basis for making the decision to cancel school.

Families will receive an automated phone call letting you know that school is closed. Additionally, school closings will be posted on the Mehlville School District website at:

www.mehlilleschooldistrict.com, and also announced on the following local radio and television stations:

<u>AM</u>	<u>TV</u>		
KMOX 1120	FOX (30)	KMOV (4)	
	KSDK (5)	KTVI (2)	

STUDENT RECORDS

The Mehlville School District will at all times comply with every federal and state law - The Family Educational

Rights and Privacy Act of 1974. Parents should be aware of all of their rights for access to student records including the right....

- To inspect and review official school record data directly related to your child. Procedures for inspection will be explained to you in the principal's office upon your request.
- To a hearing to challenge the content of your child's records for the purpose of correcting or deleting inaccurate, misleading or otherwise inappropriate data contained therein.
- To give or withhold written consent before personally identifiable records are released to certain persons or agencies.
- To be notified when records directly related to your child are subpoenaed by a court or others.
- To complain to the Department of Health, Education and Welfare of the USA if you believe your rights, as enumerated above, are being violated.

SUBSTITUTE TEACHERS

Substitute teachers are to be given the same respect and courtesy as a regular classroom teacher. Normal classroom behavior is expected and anticipated by the students. Students are expected to follow the Washington Way and be R, R, R.

SUPPLIES

Current supply lists are included in the welcome back letter which is emailed out in July/August and on

the Washington website.

TELEPHONE USEAGE

Office telephones are available for student use in case of an emergency.

VALUABLES

Students are not encouraged to bring valuable items to school.

WEAPONS

Students are not permitted to bring knives, guns, weapons or weapon look-alikes to school or on the school bus. Students should report any sign of a dangerous item immediately to school personnel.

SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who may cause any damage to school property or equipment will be required to pay for the damage or replace the item.

TEXTBOOKS

All textbooks are furnished at no charge to students for the academic year. Students are responsible for all books issued to them and should make every effort to protect books. Students are required to pay for any lost or damaged book.

CELL PHONES/ELECTRONIC DEVICES

Students may bring cell phones at their own risk. **WMS is not responsible for lost, damage or stolen cell phones.**

It is recommended that students put phones and other electronic devices in their locker for safe keeping throughout the school day.

There may be opportunities to utilize devices in classrooms, depending on the activity. Devices should be put away unless given permission otherwise.

1st offense: Warning

2nd & 3rd offense: Cell phone kept in office for the remainder of the day.

4th offense: Parent must pick up phone and detention.

Further infractions can result in loss of cell phone privilege and/or consequences.