



Wilmington Middle School

2020-2021

A MESSAGE FROM THE PRINCIPALS...

The faculty and staff at Wilmington Middle School welcome you to the 2020-2021 school year.

Schools, like all organizations, must have rules and guidelines to operate efficiently and effectively. This student planner is written to guide you through your middle school years by providing you with information about our school and your responsibilities as a student. It is the responsibility of each student, along with his or her parent, to read, understand, and abide by the rules and guidelines set forth in each of the following pages.

We know that good organization is an essential part of being a successful student. Using this student planner on a daily basis will help you be organized, enhance your ability to set challenging academic goals, and manage your time and study patterns wisely. We expect that you will keep this planner with you at all times, noting upcoming assignments, tests, and events as well as recording the details of homework that is due each day.

If you have any concerns or questions about anything in this planner, please let us know. We look forward to learning and working together with you in the coming year. Best wishes for a successful year! Let us all exhibit ***The Cane Way*** each and every day!!!

WILMINGTON MIDDLE SCHOOL EXPECTATIONS

Promote Growth
Inspire Integrity
Dedication to Learning
Embrace Empathy

In our school, we inspire **Integrity**, embrace **Empathy**, and promote **Growth** for **ALL**.

	Inspire Integrity	Embrace Empathy	Promote Growth
All Settings	If it is mean, intervene Seek help if problem arises Do the right thing even when no one is looking Take responsibility for your own behavior	Value others personal space Acknowledge and Respect Differences Be welcoming to campus visitors	Work through failure Honor your commitments Follow adult request Encourage others to do what is right
Cafeteria	Leave area cleaner than when you arrived	Welcome everyone to the table Use school appropriate language	Remain in seat throughout lunch
Classroom	Display academic honesty Be on time	Accept the differences in my classmates Show appreciation to teacher, classroom guests, and students	Give your best effort, even when it is hard Encourage classmates Push yourself beyond the minimum
Hallway	Report directly to destination in a timely manner	Share a smile with those who past	Keep locker organized
Library	Treat books, technology, and library property with care	We acknowledge different reading preferences and support our peers in their reading choices	We read outside our comfort zone and read different genres of books
Electronic Devices	Think before you post Is it T rue Is it H elpful Is it I nspiring Is it N ecessary Is it K ind	Honor others privacy	Maintain positive digital footprint
Restroom	Be quick, quiet, and clean Report any concerns to office Report directly to destination in a timely manner	Honor others privacy Keep electronics out of site	Use supplies and equipment with care
Special Events/ Assemblies	Leave a positive impression on the presenter or guest Show appropriate enthusiasm	Respect those performing by remaining attentive and quite	Be willing to learn and try something new Volunteer when provided opportunity to participate

CONTENT PAGE

ANNUAL NOTICES (NONDISCRIMINATION, BULLYING, FERPA, PPRA)	5
AFTER SCHOOL ACTIVITIES	5
ARRIVAL/DISMISSAL	5
ATHLETIC ELIGIBILITY	5
ATTENDANCE: STUDENT ABSENCES AND EXCUSES	5
BAND AND CHOIR	8
BULLYING	8
CELL PHONES / ELECTRONIC DEVICES	9
CHILD ABUSE REPORTS	9
CHILD CUSTODY	9
CLUBS AND ORGANIZATIONS	9
CONDUCT AT SCHOOL SPONSORED EVENTS	9
DRESS CODE	9
EARLY DISMISSAL	10
EMERGENCY MEDICAL AUTHORIZATION	10
FIELD TRIPS	10
GRADING POLICY	10
HALL PASSES	11
INFRACTIONS	11
LIBRARY MEDIA CENTER POLICY: Lost, Damaged, Overdue	12
LOCKERS AND LOCKS	12
LOST AND FOUND	13
MEDICAL EXCLUSION	13
MEDICATION AT SCHOOL	13
MOTORBIKES / BICYCLES	13
NONDISCRIMINATION / HARASSMENT - EQUAL EDUCATIONAL OPPORTUNITY	13
NURSE	14
SAFETY DRILLS: FIRE, TORNADO, LOCKDOWN	14
SCHOOL CLOSING / DELAYED START	14
SUBSTITUTE TEACHERS	14

TARDY TO CLASS and GOLDEN TIME	14
TARDY TO SCHOOL	15
TECHNOLOGY	15
TELEPHONE CALLS	18
TEXTBOOKS	18
TRANSPORTATION	18
VISITORS	18
VOLUNTEERS	19
ANNUAL NOTICES (NONDISCRIMINATION, BULLYING, FERPA, PPRA)	Error! Bookmark not defined.
APPENDIX	19
Communication with Staff	19
My Schedule	19

ANNUAL NOTICES (NONDISCRIMINATION, BULLYING, FERPA, PPRA)

The required annual notices can be viewed at the link provided for the following topics:

- Nondiscrimination in Education, Activities, and Employment (Title II, Title VI, Title IX, Section 504, the Age Discrimination Act)
- Bullying, Harassment, and Other Forms of Aggressive Behavior and the Consequences for Violating the Policy
- Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
- Notification of Rights under The Family Educational Rights and Privacy Act (FERPA)

[2020-2021 Annual Notices](#) (doc)

AFTER SCHOOL ACTIVITIES

Students are encouraged to participate in supervised extra curricular activities. When these activities require the student to stay after school, it is absolutely necessary to conform to the rules of that teacher, coach, or sponsor. Students must follow any agreement of the co-curricular activity. Any violation may result in the dismissal from that activity. The coach or the principal may impose the penalty. Any student remaining after school for an activity must take his/her books and other materials to the activity, remain in the area designated for that activity, and exit the building following the activity.

ARRIVAL/DISMISSAL

Students should not arrive at school before 7:30 AM. Once arriving at 7:30 AM, students may report to the cafeteria or to the gym until dismissed to homeroom at 7:43 AM. While in the cafeteria, students have an opportunity to purchase breakfast. Students must be in first period by 7:50 AM. Students, who are repeatedly tardy to first period, may be subject to disciplinary action.

Parents driving students to school should unload in Hurricane Alley in front of the middle school gym. Parents should pull over to the sidewalk to let the students exit their vehicles. Parents should also note that it is considered a safety violation to leave your car in the horseshoe unattended. If parents need to enter the building, please park in the visitor spots provided to avoid possible tickets from the fire inspector's office.

All students are dismissed from school at 2:40 PM. Students should exit the building unless they are supervised by a staff member or coach for an after school activity. Students are permitted in the high school only with permission from the administration unless under the supervision of a school activity.

ATHLETIC ELIGIBILITY

A student must be academically eligible to try out and/or participate for a school team. Eligibility will be established by the rules of the Ohio High School Athletic Association and the Wilmington City School District. If a student does not meet eligibility requirements, he/she will not be allowed to play in games for the particular period in question. Students will be notified of their eligibility status as soon as possible. The adopted grading scales and policies will determine academic grades.

ATTENDANCE: STUDENT ABSENCES AND EXCUSES

I. Goal: The goal of the Wilmington City School District is that no student should miss any days of school without a legitimate excuse. A significant correlation exists between school attendance and academic and lifelong success. To help ensure that our students achieve that success, the Wilmington City School District has joined with all of the school districts in Clinton County in adopting a uniform attendance policy as described below.

II. Attendance Guidelines

- A. The attendance policy will cover each semester that the student is enrolled;
- B. Each Student will be permitted a maximum of sixty (60) hours of absences per school year without independent verification; i.e. doctor excuse, etc.
- C. Until a student accumulates sixty (60) hours of absences in a school year, a note or a phone call from the parent or guardian will excuse the absence for one of the reasons listed below. If a note or phone call is not provided to the school by the parent or guardian within forty-eight (48) hours, i.e. two business days, of the student's return to school, the absence will be unexcused;

III. Legitimate Excusable Absences

After a student has accumulated sixty (60) hours of absences (excused or unexcused) in a school year, absences will only be excused under the following circumstances:

- A. Short Term Personal Illness:** For a student who has been absent for sixty (60) hours in a school year, any further absence for personal illness will require a doctor's excuse. The doctor's excuse must be signed by the doctor and indicate that the student was seen by the doctor personally and state the reason for the student's inability to attend school. Any absence greater than sixty (60) hours in a school year due to illness that is not accompanied by a doctor's excuse as described above will be unexcused. A doctor's excuse must be provided to the school within forty-eight (48) hours, i.e. two business days, of the student's return to school or the absence will be unexcused. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.
- B. Long Term Personal Illness:** If the student suffers a long term illness requiring extended absence from school, a doctor's excuse must be provided to the school every twenty (20) school days. The doctor's excuse must indicate that the student was seen personally by the doctor, the reason for the student's continued inability to attend school, and provide specific dates which are to be excused. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.
- C. Chronic Illness:** Absences for a chronic medical condition (asthma, migraines, etc.) may be approved in advance by the student's healthcare provider, i.e. physician, nurse practitioner, or physician assistant, without the need for the student to be seen by the healthcare provider. Parents shall obtain this Waiver from the school nurse, administrator, or administrative assistant. Once approved by the healthcare provider and on file with the school, the parent shall provide written documentation for any absence of the specific chronic condition as long as the chronic condition is mentioned in the parent note. The Waiver is valid for August-December and shall be renewed for January-June.
- D. Head Lice:** Students who are excluded from school due to head lice are allowed fourteen (14) hours of excused absences with two (2) occurrences per year, maximum. Days beyond the fourteen (14) hour limit or days beyond the two (2) permissible occurrences per year are unexcused.
- E. Illness or Injury in the Family:** Independent verification by a physician explaining the nature and severity of the illness or injury to the family member requiring the student to be absent will be required within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.
- F. Quarantine of the Home:** Absences will only be excused for the length of quarantine as determined by health officials. Verification from relevant health officials explaining the nature and length of the quarantine must be submitted within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.
- G. Death in the Family:** Three days absence will be permitted, unless a parent or guardian offers a reasonable explanation that more school absences are necessary. The parent or guardian may provide a note to the school to advise the school of the absence, however under certain circumstances, the school may require additional documentation to confirm the student's absence was legitimate i.e. funeral service documentation, etc.
- H. Observance of Religious Holidays:** Any student shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held beliefs and the parent or guardian has notified the school in writing at least forty-eight (48) hours prior, , i.e. two business days, to the absence.
- I. College Visits, Take Your Student to Work Day, Job Interviews, Job Shadowing, Armed Services Tests, and Professional Appointments:** The total of these absences may not exceed twenty-one (21) hours without the specific approval of the principal or superintendent. Students with excessive absences (thirty-five (35) or more hours in a quarter) may have such absences denied. The absence must receive prior approval by the school and verification of the student's attendance at the activity must be provided to the school within 48 (forty-eight) hours, i.e. two business days, of the student's return to be excused. For events that require absence for part of a day, the student's absence will only be excused for the time necessary to attend the event.

J. Court Appointments: In the instance that the presence of the student is required in a court of law, the absence will be excused if documentation showing that the student's presence was required within forty-eight (48) hours, i.e. two business days, of the student's return to school.

K. Vacations: Vacations shall be excused only if pre-approved by the school principal. Students with excessive absences (thirty-five (35) or more hours in a quarter) may have such absences denied;

L. Other: The school superintendent or principal must approve, at their discretion, the excusal of absences not otherwise covered in this section.

IV. Unexcused Absences

A. Any absence other than those described above.

B. The school administration will make the final determination as to whether an absence is excused, but in general, unexcused absences include, but are not limited to:

- a. Missing the school bus.
- b. Experiencing transportation problems at home or on the way to school.
- c. Remaining at home to complete school assignments.
- d. Missing school without legitimate illness.
- e. Oversleeping.
- f. "My mom didn't get me up."
- g. Not having suitable clothing to wear to school.
- h. Working at a job during the school day without a proper work permit.
- i. Babysitting.
- j. Any form of recreation (unless pre-approved vacation days).
- k. Personal business that can be done after school or on the weekends.
- l. "Helping at home" or "was needed at home."
- m. "I had a game last night."
- n. Pictures or portraits.
- o. Hunting season.

V. Absence Notification Procedures

A. Immediate Notification: As a result of the Missing Student Act, a student's parent/guardian is required to contact the school office between 8:00 a.m. and 11:00 a.m. on the day of the absence;

- i. If the school does not hear from the parent/guardian, school officials are obligated to attempt to make contact with a parent/guardian to verify the absence. We will attempt to contact you by phone. If phone contact is unsuccessful, a postcard will be mailed to you.
- ii. A reported absence may still be determined to be unexcused according to the absence policy.

B. Ways of Reporting Absences: Absences will be considered reported if:

- i. A parent or guardian calls the school the day of the absence and provides the reason for the absence;
- ii. A parent or guardian writes a note or provides other required documentation to the school listing the day(s) missed and the reason for the absence(s);
- iii. School officials make contact with a parent or guardian and receive a satisfactory explanation for the absence(s).

VI. Truancy Definitions and Intervention Procedures

A. If a student is absent without a legitimate excuse for eighteen (18) hours in a school year, the parent or guardian will be notified by letter.

B. If a student is absent without legitimate excuse for thirty (30) hours without legitimate excuse, the student will be referred to the Clinton County Juvenile Mediation Program. Whether or not mediation is performed is at the discretion of the Mediator.

C. Once a student is absent for thirty-eight (38) hours in a month or sixty-five (65) or more hours in a year, the student's parent or guardian will be notified of the excessive absenteeism by letter. The school may, at that time, implement an intervention strategy that has been adopted by the school. (RC 3321.191(C)(1))

- D. Under Ohio law, a student is considered habitually truant if the student is absent from school without legitimate excuse for thirty (30) consecutive hours, forty-two (42) hours in one school month, or seventy-two (72) hours in a school year. (RC 2151.011)
- E. Once a student becomes habitually truant, the school will intervene with the student for a period of sixty (60) days. Said intervention may include the participation of an absence intervention team, if required, or referral to an alternative to adjudication through the Clinton County Juvenile Court.(RC 3321.191(C)(2))
 - a. If the student accumulates significant absences or does not make progress during this sixty-day period, truancy charges will be referred to the Clinton County Juvenile Prosecutor for court filing.
- F. Charges may be brought against the parent or guardian of a truant student for Failing to Send a Child to School or Contributing to the Unruliness or Delinquency of a Minor. (RC 2919.24 & RC 3321.38)

BAND AND CHOIR

Band and choir are year long elective classes. Enrollment for these classes takes place in the spring of the previous year. Any student wishing to add or drop these classes after the year begins must demonstrate a compelling reason for their need to change and obtain approval by the principal. Band/Choir Request for Schedule Change forms may be picked up in the main office. Forms must be returned within the first two weeks of school for the request to be considered. 6th grade students will have an opportunity to join band and/or choir during the first 3 weeks of the school year.

BULLYING

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Incidents of bullying must be reported to a principal, counselor, teacher, or other staff member. Each student is expected to report bullying he/she witnesses as soon as it occurs. View Disciplinary Actions under [Infractions](#) in this document for information on consequences of policy violation. View Board policy [5517.01](#) for information on complaints, privacy, reporting, immunity, notification, education and training.

CELL PHONES / ELECTRONIC DEVICES

Electronic devices are part of living in the 21st century. Students will have access to Chromebooks for educational purposes in classes throughout the day. Other electronic devices may be used during the following times:

- In the Gym or Cafeteria prior to bell ringing at 7:40am
- During Lunch
- After School

Once inside the building, all electronic devices should be stored away in the off Position. Students not following these expectations may be subject to disciplinary action in accordance with board policy. Electronic devices include, but are not limited to smartphones, cell phones, iPods, MP3 players, cameras, laptops, netbooks, iPads, etc. ***It is important to note that families should not contact their student on his/her cell phone during school hours. Please do not call or text your child at school. Should you have an emergency, please contact the main office to leave a message. Lost or stolen items are not the responsibility of WMS or Wilmington City Schools.***

CHILD ABUSE REPORTS

The school cooperates with social agencies to assist children. The staff and administration has a legal obligation to report suspected child abuse. School personnel are mandated reporters of suspected abuse.

CHILD CUSTODY

Parents have the obligation to inform the school anytime the custody of a child changes. The school officials need to see and copy court orders pertaining to a child's custody.

A divorce or change in custody does not change the rights of a natural parent to their child's records.

A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.

Step-parents have no rights to records, reports, or conferences unless the custodial parent confers these rights on them.

CLUBS AND ORGANIZATIONS

The Middle School has several clubs and organizations offered to students. Students can select from a variety of mini-clubs offered on a rotating basis by staff and community volunteers. If you are interested in forming a club that we do not currently offer, see Mr. Martini or Mrs. Martin for more information.

CONDUCT AT SCHOOL SPONSORED EVENTS

Students attending school events are expected to follow school rules. Students failing to abide by this policy may be asked to leave the event and be subject to school disciplinary action.

DRESS CODE

In general, the Board believes that school dress should be such that it ensures the health, welfare, and safety of the members of the student body and enhances a positive image of our students and the schools. (3313.665 ORC) ***Any form of dress or grooming which attracts undue attention or violates the previous statement is unacceptable.*** Requirements include:

1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
2. Dress and grooming will not disrupt student performance or constitute a threat to the student or other students.
3. Dress and grooming will not be such as to disrupt the teaching-learning process. Explicit rules cannot be made to govern every aspect of appropriate dress. In an effort to provide clarity for all students and staff members the following guidelines apply. **Note: These examples are not all inclusive and other types of apparel may be deemed inappropriate for the school environment.**
 - A. While at school, students should be able to raise their arms without any of their torso showing and they have to be able to bend over without having to adjust their clothing.
 - B. Shirts or tops will have a high enough neckline to cover all cleavage. Shirts and tops must have straps at least three fingers in width. Shirts or tops that reveal portions of the waistline, torso, chest area, or undergarments are not appropriate.

- C. Shorts, skirts, and skorts should cover at least 50 percent of the student's upper thigh while both sitting and standing. No holes in pants in the top 50 percent of the student's upper thigh while both sitting and standing.
- D. Pants should not hang below the waist. Undergarments should not be able to be seen above the pant waistband.
- E. Coats and hats may be worn to and from school but should remain in the student's locker throughout the school day. Hats worn during the school day may be confiscated. Any student is welcome to keep a sweater or sweatshirt in his/her locker to take to a class that may feel too cool.
- F. Clothing and/or accessories that have profanity, sexual innuendos/overtone, promotes drugs, alcohol or tobacco products, makes reference to gang-related, satanic/cult-like activity, promotes violence or is intended to mock, or otherwise deliberately demean or provoke others because of race, religion, national origin or individual views is not appropriate for school.
- G. Book bags, backpacks, purses, and other large utility bags will not be allowed in the classrooms and must be kept in school-provided lockers.
- H. Non-marking athletic shoes must be worn during physical education classes. No other types of shoes are permitted during PE classes.
- I. The dress code may be modified by an administrator for the purpose of school spirit days or other special school-wide events.

Violations of the dress code policy may result in the student being required to change the offensive clothing, be sent home, and/or disciplinary action, including the loss of grade level incentives.

EARLY DISMISSAL

If a student wishes to be excused from school early, a note from his/her parent or guardian is required. Students are not to leave school without permission from the office. Students must have an ID number when signing out. Parents are to pick-up students at the office with identification.

In cases where the parent cannot pick-up the student, the person or persons listed in **FINAL FORMS ARE THE ONLY PERSON(S) WHO MAY SIGN THE STUDENT OUT OF SCHOOL**. No exceptions will be made. Parents may be asked to provide identification to sign a student out.

EMERGENCY MEDICAL AUTHORIZATION

Final Forms must be completed online by the end of the first week of school. The State of Ohio requires that this authorization be compiled annually. In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone and parent(s) work phone
4. Emergency phone number of friend or relative
5. Physician's name and phone
6. Medical alert information

FIELD TRIPS

Various classroom teachers may schedule field trips to nearby points of interest. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Students that do not have Final Forms completed will not be permitted on field trips.

GRADING POLICY

Report cards shall be sent home each nine weeks. At the midway point of each quarter, approximately 4.5 weeks in during each grading period, a progress report will be sent home for all students as well. Student grades on individual assignments are always available on our electronic grading system, ProgressBook. We encourage all families to use this resource to stay on top of student's academic progress. The Wilmington Board of Education requires that all teachers shall use a uniform reporting system. In grades 3-12, letter grades will be utilized and the grading scale shall be as follows:

A = 91-100	Excellent
B = 81-90	Above Average
C = 71-80	Average
D = 60-70	Below Average
F = Below 60	Unsatisfactory

Final Grade

When averaging for final grades in all core subject areas, a straight average will be used. Each nine-week grade will count as one quarter of the student's final at the end of the school year. Unit assessments are not weighted separately and are calculated as part of the student's grade for the given quarter. When completing the calculations, each A will be worth 4 points, a B is worth 3 points, a C is worth 2 points, a D one point, and an F is worth zero points. In assigning a final grade, you add the numeric grade equivalent for each quarter and divide that sum by 4. A final grade will then be assigned using the scale below:

3.6-4.0 = A 2.6 - 3.5 = B 1.6 - 2.5 = C .6 - 1.5 = D Below .6 = F

HALL PASSES

Students must have a hall pass provided by the teacher at all times when not in the assigned classroom.

INFRACTIONS

- **Public Display of Affection (PDA)** – Excessive touching, hugging, groping or kissing
- **Cheating** – Students must not use, submit, or attempt to obtain data or answers dishonestly; plagiarism
- **Refusing Reasonable Requests** – Students are expected to comply with reasonable requests of all adults in and around the school
- **Calling out** – Disrupting the class inappropriately or when not called on by the teacher
- **Inappropriate tone/attitude** – negative or rude comments or behavior directed toward a classmate or teacher
- **Electronic Communication Devices** – cell phones, smartphones, iPad, iPod, or other electronic devices
- **Classroom disruption** – Students must follow the school-wide expectations and follow the classroom rules, routines, and procedures.
- **Tardiness** – Be on time to class; use four-minute pass time between classes appropriately
- **Refusing to Work** – Failure to accept redirection or to make an attempt to complete assigned work; head down in class
- **Horseplay** – Excessive touching, bumping, or play.
- **Profanity towards staff** – profane or obscene language directed towards staff or cussing
- **Out of Bounds** – In assigned areas at all times under supervision of a adult both at school and any school sponsored event/activity off campus
- **Sexual Misconduct** – inappropriate behavior such as touching, caressing, groping; inappropriate conversation about sexual behavior or anatomy
- **Harassment/Intimidation** –communication, either, physical, verbal, or electronic, aimed to intimidate, harass, or threaten harm to another person; bullying
- **Stealing/Possession of Stolen Property** – Taking something that doesn't belong to you or knowingly accepting something that isn't yours.
- **Truancy** - intentionally not coming to school; unexcused absences; more than 5-minutes late to class
- **Vandalism** – damage, actions that break or destroy school property or property that belongs to someone else;
- **Fighting** – Hitting, punching, pushing, shoving, slapping, biting, pulling in an effort to cause harm to someone else
- **Failure to Serve DT** – intentionally not attending an assigned detention from a teacher or administrator; forgetting and not communicating with teacher or administrator about conflicts associated with the DT
- **Gang Activity** – a group of two or more students that are organized to engage in activities that threaten the safety of others.
- **Tobacco** – use or possession of any tobacco product or paraphernalia on school grounds or events sponsored by the school; including lighters.
- **Alcohol/Drugs** – possession or under the influence of any alcoholic substance, illegal drug, or prescription drug. This also pertains to any substance made to look like illegal drugs or alcohol and includes over the counter drugs
- **Aggressive Contact** –physically attacking another person; unprovoked touching that causes physical pain or harm to another is considered physical assault.
- **Weapons** – Dangerous objects that may cause harm to another person
- **False Fire Alarms or Bomb Reports/Tampering with Fire Alarm System** – pulling fire alarms unless there is an emergency; destruction or damage of a fire alarm; bomb threats, including verbal, written, or other communications
- **Sexual Assault** – sexual attack or abuse another person; unwanted sexual behavior

- **Extortion** – Students must accept “no” for an answer. Extortion is trying to get money or a promise from another by using threat or force; gambling
- **Arson** – to start, or help to start, a fire that may harm any person or property.

Disciplinary Actions

Disciplinary action may include, but is not limited to, any or all of the following measures:

- Conference regarding the problem among any combination of student, teacher, counselor, parent, or administrator
- Arrange case conference
- Assign a detention
- Prescribe other disciplinary measures
- Remove from class or co-curricular activity
- Suspend the student and notify parent
- Recommend the student to the superintendent for expulsion and notify parent
- Notify juvenile authorities or police and notify parent
- Assign to the Alternative School and notify parent.
- Court Mediation
- Cite the student to juvenile court and notify parent

Automatic Suspension/Expulsion

The following offenses, as defined above, shall result in an automatic suspension with a possible recommendation for expulsion unless mitigating factors significantly outweigh the necessity for punitive measures:

- False Alarms
- Vandalism
- Arson
- Assault
- Hazing
- Fighting
- Weapons and Dangerous Instruments
- Narcotics, Alcoholic Beverages, Drugs, Paraphernalia, and Prescription or Non-Prescription Drugs

LIBRARY MEDIA CENTER POLICY: Lost, Damaged, Overdue

Students will visit the Library Media Center (LMC) on a regular basis with his/her Language Arts class. Students may also visit the LMC at other times throughout the course of the day with a pass from a staff member or teacher. Students may check out books during those visits. A student with an item that is overdue by one week or less may renew the item. One renewal is allowed per item. A student with an item overdue by more than one week is not permitted to check out any other item until the overdue item is returned.

If a student loses or damages an item that has been borrowed through an interlibrary loan from another building in the district, the student will be held accountable for the item according to the policy of this building.

Notices of overdue items and fines will be distributed regularly to homerooms. Notices of all items checked out and fines will be distributed to homerooms three weeks, two weeks, and one week before the end of the school year. Reminders to return overdue items and pay fines may also take the form of daily announcements, phone calls to parents, as further consequences as necessary during the last two weeks of school.

The WMS LMC does not charge late fees, but fines are charged for damaged or lost materials. Cash, checks, or working off the fine after school at minimum wages, are accepted as payment.

If a lost item is paid for and then found before the end of the school year, the student will receive a refund if payment was made by cash or check. If the item is found after the school year is completed, no refund will be given since the librarian will already have used the fine money to order a replacement item.

LOCKERS AND LOCKS

Students may place locks on their lockers, however, each student will be responsible for his/her lock. The office requests the locker combinations to avoid cutting off locks. If a student cannot get her/his locker open, the lock will be cut and removed. If a student forgets his/her combination, they may obtain it in the office/homeroom. If the office does not have the combination, the lock will be cut and removed.

Student lockers are the property of the school district. Lockers are for the storage of books and other necessary items

needed at school. Please do not expect total privacy as the school retains the right to check lockers and contents if necessary within the guidelines of Board Policy. Sharing of lockers is not permitted. Lost or stolen items are not the responsibility of WMS or Wilmington City Schools.

LOST AND FOUND

Any articles of clothing or personal items found around the school should be turned into the lost and found department. Items not claimed within a reasonable length of time may be given away. If a student loses something, he/she should report this loss immediately. Lost or stolen items are not the responsibility of WMS or Wilmington City Schools.

MEDICAL EXCLUSION

Any student in the Wilmington School District having a medical condition considered contagious by the Ohio Department of Health authorities may be excluded from school until the condition has been successfully treated.

A written statement by Clinton County Health Department personnel confirming completion of treatment may be requested by school authorities before the student returns to school.

MEDICATION AT SCHOOL

If it is absolutely necessary for physician-ordered drugs to be given during school hours, both a written request by parents or legal guardian and a physician's statement is required. The form may be obtained in the office. It is the responsibility of the student to request medication at the appropriate time in the office.

The physician's statement must include the student's name, address, school and class, name of drug, dosage and times to administer. Any adverse reactions which should be reported to a physician as well as any special instructions, physician's name, and telephone number should also be provided. The parent or legal guardian must submit a revised statement if any of the above information changes.

These forms must be on file with the building principal before the principal or his designee can dispense any medication. The medication must be in its original container and kept by the principal or designee in a locked area, except for drugs requiring refrigeration.

Written approval by a parent or legal guardian is required before dispensing non-prescription medication at school. Students are not permitted to be in possession of any medicine, including non-prescription with exception of a fast acting inhaler if directed by a doctor.

MOTORBIKES / BICYCLES

Students riding bicycles to school must park in the area designated. They are to be placed in rows and should be locked and parked in the same area each day. Students are not permitted to ride bicycles, skateboards, roller blades, or scooters on school property. Lost or stolen items are not the responsibility of WMS or Wilmington City Schools.

NONDISCRIMINATION / HARASSMENT - EQUAL EDUCATIONAL OPPORTUNITY

The Board of Wilmington City School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. The Board is required by Title II, Title VI, Title IX, Section 504, the Age Discrimination Act, and implementing regulations not to discriminate in such a manner. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

The following people have been designated as Compliance Officers (also known as "Civil Rights Coordinators" or "Title IX Coordinators") to handle inquiries regarding the non-discrimination policies:

Natalie Harmeling
Director of Pupil Services
937-382-1641, Ext. 7384
769 Rombach Ave
Wilmington, OH 45177
natalie.harmeling@wilmington.k12.oh.us

Curt Bone
Director of Business Operations
937-382-1641, Ext. 7500
341 S Nelson Ave
Wilmington, OH 45177

curt.bone@wilmington.k12.oh.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities available at: <http://go.boarddocs.com/oh/wilmcsdoh/Board.nsf/goto?open&id=BTCHWS49BCE6>. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

NURSE

If a student is ill and cannot remain in the classroom, the nurse will see the student if he/she is available. If he/she is not, the school secretary will assess the child's needs and contact a parent to decide next steps.

Students should report any injury or illness to the teacher in charge so that necessary steps for first aid can be taken. If the illness is such that he/she should go home, the school will notify a parent.

Students are not to call parents to pick them up or expect to use classroom phones to make arrangements. A school official or nurse will speak to the parent or guardian, if the situation warrants.

SAFETY DRILLS: FIRE, TORNADO, LOCKDOWN

Teachers and students will practice the fire, tornado, and lockdown drills throughout the year. Students are expected to become familiar with each drill and observe the rules. Fire emergency exit procedures are posted in each classroom. Both drills should be conducted without talking or noise. Should an alarm sound while students are in the hall, they should leave by the nearest exit, or in the case of a tornado alarm, to their designated area.

SCHOOL CLOSING / DELAYED START

The following procedures will apply during emergency situations: A decision will be made as to whether school will operate on a: **One-Hour Delay; Two-Hour Delay; or Closed**. In the event of a change in schedule, information will be conveyed to the listed stations "Wilmington Schools will operate on a One Hour Delay" or "Wilmington Schools will operate on a Two Hour Delay". The building schedules will be altered to meet the regular lunch and dismissal schedules. **The WCS website will contain up to date information on school closings and delays. In some instances, the auto dialer will be used to update registered households.**

In the event of a DELAY, buses will start to pick up students approximately one hour or two hours later than the regular schedule. Students living on country roads where school bus turning areas may not be usable or where roads may be impassable to busses when snow or ice conditions prevail may not be picked up. Bus drivers will make a decision regarding these cases. Families living on secondary roads should be aware that under severe conditions, buses may not run on certain roads, and thus no transportation will be provided. If severe weather conditions develop during the school day, and it becomes necessary for an early dismissal, this information will be conveyed to the media. PARENTS SHOULD MAKE ARRANGEMENTS FOR SUCH A POSSIBILITY IN ADVANCE.

SUBSTITUTE TEACHERS

It is our philosophy that substitute teachers are an integral part of the educational process, and are due all the respect and consideration of a regular classroom teacher. Insubordination directed toward a substitute will not be tolerated. If a student is identified as not following the substitute's directions or disrupts class, the student's name will be given to the teacher for further action as necessary. The following are possible consequences for unacceptable behavior with the substitute: parent contact, teacher DT, or office referral.

TARDY TO CLASS and GOLDEN TIME

Students are expected to be on time to class. If a student is late to class he/she is expected to sign the tardy sheet posted on the teacher's door before they enter the classroom. If a student is repeatedly tardy to classes, defined as three or more times in a week's time, disciplinary action will occur. If a student is more than 5 minutes late to a class he/she is considered to be skipping or truant.

Once class begins, students may not ask for a pass. The first and last ten minutes of class are important times for initiation and wrap-up of a lesson and passes will not be given by teachers. We call the first and last ten minutes of class "golden time."

TARDY TO SCHOOL

A student will be counted tardy to school until 9:40 AM. A student is tardy to school if not in his/her assigned place. All students tardy to school, regardless of time, must report immediately to the office. The student will need his or her ID card or number in order to obtain a tardy slip. He or she will be issued a tardy slip after showing a note from a parent or guardian explaining the tardiness. A phone call from a parent or guardian is also acceptable. Parents/Guardians should use the attendance hotline to report any absences by using the phone number 382-4669 ext. 4.

TECHNOLOGY

Statement of Purpose

Wilmington City Schools is pleased to offer our students' access to the World Wide Web and other electronic networks. The advantages afforded by the rich, digital resources available today through the World Wide Web outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

Students should be aware that school related computer usage is monitored by an internal source that reports any misuse. Any misuse could result in loss of computer privileges and possibly disciplinary action.

Acceptable Uses

Use of the District's electronic resources by staff, students, and/or visitors to the District in an illegal or unethical manner may result in disciplinary action, including loss of privileges to use the system, school or District sanctions, and referral to appropriate law enforcement authorities. Users may be required to make full financial restitution. The District is providing access to its school computer systems, computer networks, and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide. Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to the following:

- All users must abide by rules of Network etiquette (Netiquette), including the following:
 - Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - Avoid language and/or graphic representations which may be offensive to other users.
 - Don't use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - Do not assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
 - Teachers may allow individual students to use e-mail, electronic chat rooms, instant messaging, social networking sites (i.e., facebook and Instagram) and other forms of direct electronic communications **for educational purposes only** and with proper supervision. Proper supervision shall include the teachers having the documentation of the students' username and password on file and being able to monitor the account. This includes the use of student personal email accounts and personal social networking sites in the school environment. If a student uses his/her personal email account or accesses his/her social networking site on a school computer, the teacher must monitor all communications and have access to the student's username password for such an account.
- No personal addresses, personal phone numbers, or last names of students will be permitted to be given out on the Internet. No identifiable photographs will be allowed to be published on the Internet without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- A student may not attempt to access any Internet resource without the prior consent of the teacher. The Internet is an extension of the classroom and teachers are responsible for and must be aware of where their students go on the Internet.

System Security

- System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
- Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system; or attempt to gain unauthorized access to any entity on the K through 12 Network.

Privacy

Network and Internet access is provided as a tool for education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

Copyright

All students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information.

Failure to Follow Acceptable Use Policy

Use of the computer network and Internet is a privilege, not a right. A user who violates this agreement shall, at a minimum, have his or her access to the network and Internet terminated and is subject to disciplinary action by the school administrator. The District may also take other disciplinary actions.

Unacceptable Uses of the Network may include the following:

- Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); do not employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; do not upload a virus, Trojan horse, time bomb, or other harmful forms of programming or vandalism; do not participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
- Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
- Uses that are commercial transactions. Students may not use the SCS or school network to sell or buy anything over the Internet. You should not give others private information about yourself or others.
- Illegal activities, including copyright or contract violations shall not be permitted on the Internet.
- The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
- Threatening, profane, harassing, or abusive language shall be forbidden.
- Use of the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software will be installed without the consent of the assigned administrator.
- Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
- Accessing pornographic or obscene materials or using or sending profanity in messages shall be forbidden.
- The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Internet Safety

- **Parents and Users:** Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites.
- **Personal Safety:** In using the network and Internet, users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone "met" on the Internet without a parent's permission.
- **Confidentiality of Student Information:** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.
- **Active Restriction Measures:** The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of this

policy. The school will also monitor the online activities of students, through direct observation and/or technological means.

Use of Web Tools

Online communication is critical to our students' learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blog, student protected e-mail, podcast projects or other Web interactive use must follow all established Internet safety guidelines.

Blogging/Podcasting Terms and Conditions:

- Web 2.0 tools (i.e. blogs, wikis) may be utilized as an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, or other Web 2.0 tools. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted and disciplinary consequences may apply.
- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students must realize that anywhere they log in, it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and follow these guidelines. Comments made on blogs are monitored.
- Never link to websites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree to not share their username or password with anyone besides their teachers and parents and treat blog spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

Guidelines for Student E-mail

Student access to e-mail is a privilege with a corresponding degree of responsibility for the user. Students will be provided an e-mail account for instructional use as needed. As an instructional tool, student e-mail accounts are monitored and controlled by the classroom teacher. This is a privilege extended to aid in learning and it may be withdrawn or modified by staff if it is misused. By signing this document to use a school provided e-mail or a school computer you become responsible for your actions with these tools and are accountable for them.

Student e-mail responsibilities include but are not limited to the following:

- Students should not include personal information in their e-mail messages (name, phone number, age, home address).
- Students must not use e-mail in an inappropriate or offensive manner.
- Passwords, or other access codes or identifiers, are not to be shared by student users. No student is authorized to use any other person's username, password or e-mail account.

Privately Owned Electronic Devices

Students are permitted to bring privately owned electronic devices *only when given the specific permission to do so by a teacher or principal*. Students who would like to use privately owned laptops are required to have the laptop periodically evaluated by the Director of Technology.

Privately owned laptops with wireless or Ethernet connectivity will not be allowed access to the network if file sharing software is installed on the hard drive (ex. KaZaA, Morpheus, Limewire, etc). Students are responsible for the maintenance and security of privately owned laptop and all other electronic devices. The district cannot be held liable for the damage or theft of privately owned property, this includes damages resulting from computer viruses.

The district requires that privately owned laptops have operable anti-virus software installed with recent virus definition updates. Students must first meet with the Director of Technology to review these policies and receive a clean bill of health for their laptop along with a sticker that must be kept on the laptop throughout the school year. All applicable sections of this agreement apply to privately owned laptops used on school grounds.

Any damages incurred to personally owned devices as a result of use on the Wilmington City Schools Network are the responsibility of the owner. The privacy and security of any item stored on or transmitted by personally owned devices is the responsibility of the owner.

For all privately owned computing or technology devices approved and used within Wilmington City Schools, the District reserves the right to:

- Monitor and log all activity.
- Determine when and where the use of such devices is permissible.
- Determine whether specific uses of these devices are consistent with the Acceptable Use Policy and Discipline Handbook.
- Determine whether use of these devices or network resources is appropriate.
- Remove the user's access to the network and/or terminate the right to use personally owned equipment in district facilities if it is determined that the user has engaged in unauthorized activity or has violated the Acceptable Use Policy.

(WCS Board Policies 7540, 7540.03, 7540.06)

TELEPHONE CALLS

Students will not be called to the phone unless the call is **urgent**. In emergencies, the secretary will locate students. Messages will only be taken from a PARENT OR GUARDIAN. Please make every effort to arrange transportation or other needs with your child BEFORE the start of school. Students must obtain permission to use an office phone. Permission will be granted only due to emergency situations.

TEXTBOOKS

In some content areas, classroom sets of texts are available. If a student should need to check out a book, they will need to follow the teacher's procedures. For the classes where each student is assigned a textbook, it is their responsibility for proper care of the books. The student will be charged for any textbook lost or badly damaged. In order to protect the life of textbooks, students are encouraged to and may be required to cover their books. Students may bring appropriate covers from home.

TRANSPORTATION

The Board of Education provides transportation for students to and from school. Students who fail to cooperate with bus drivers and the basic safety regulations may be denied the privilege of bus transportation. This also applies to transportation to athletic events and student activities.

Pupils may ride only the bus to which they are assigned. The Board Office establishes pick-up points. Bus loading and unloading will take place only in the designated area at the front of the building.

In order to preserve the safety and welfare of the riders, it is imperative that each student obeys the rules of the bus, the bus driver, and the school since the bus is considered an extension of the school grounds.

If it is necessary for students to ride a bus home other than their assigned bus, they must drop off written permission in the front office before morning announcements so that the request can be verified with the parent. The written permission needs to include a phone number where the parent or guardian can be reached. Students without written permission will not be permitted to ride an alternative bus.

Transportation Violations

Students riding school buses must follow the rules and procedures of the Code of Conduct from the Transportation Department. Uncooperative/disruptive behavior may result in disciplinary action that may include:

1. Warning from the driver
2. Referral to the principal
3. Probation
4. Removal from the bus
5. and/or any other consequence deemed appropriate.

VISITORS

Parents are welcome to visit school at anytime. If you need to meet with a teacher or the principal, please call the school office and we will arrange an appointment.

Students are not permitted to bring guests to school with them as visitors unless permission is granted in special situations. We cannot assume responsibility for any child that is not enrolled in the middle school.

State law requires that any person visiting the school report directly to the main office and sign in. We also require that visitors pick up a "visitor badge" to be worn while visiting the building.

VOLUNTEERS

WMS considers its volunteers a very special resource. Volunteers are encouraged to help in classrooms, with programs, and extracurricular activities. Please call the office if you have time or skills you can share to make our school a better place for students to learn and grow. We would be happy to share the procedures for becoming a volunteer in the building.

APPENDIX

Communication with Staff

It is our goal to serve every student and to unlock his/her potential. Quality two-way communication is encouraged and necessary for this to occur. Should you have any questions or concerns regarding anything at school, please feel free to contact us. Please use the General Directory below to help you get in touch with the right person. To contact individual teachers, please call Mrs. Floyd or Mrs. Thomas for assistance. You may also choose to email the staff using this template:

Firstname.lastname@wilmington.k12.oh.us

For example, to contact Mr. Martini: bert.martini@wilmington.k12.oh.us

GENERAL CONTACT INFORMATION

ROBMS Office Directory

Principal, Bert Martini	937-283-7441
Principal, Jen Martin	937-283-7452
Counselor, Jasmine Tolbert	937-283-7483
Counselor, Morgan Combs	937-283-7425
Psychologist, Diana Fields	937-283-7392
Principal's Secretary	937-283-7443
Office Aide, Debbie Thomas	937-382-7556
Attendance Hotline	937-382-4669, ext 4
District Nurse, Connie Wall	937-302-7201
Athletic Director, Troy Diels	937-283-7216
Food Service GM, Jodie Havert	937-283-7250
District Registrar, Janene Dunn	937-283-7440

My Schedule 1st Quarter

Period		

My Schedule 2nd Quarter

Period		

My Schedule 3rd Quarter

Period		

My Schedule 4th Quarter

Period		