

WMIS Student/Parent Handbook 2017-2018



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Location and Office Hours

West Milwaukee Intermediate School
5104 West Greenfield Avenue
West Milwaukee, Wisconsin 53214

7:00 a.m. to 3:00 p.m.
Main Office – 414-604-3300

School Administration

Tom Blair
Principal
414-604-3311
blairt@wawmsd.org

Ryan Hammernik
Assistant Principal
414-604-3313
hammr@wawmsd.org

Holly Bodish
Academic Dean
414-604-3329
bodishh@wawmsd.org

Office Staff

Cheryl Malinger
Lead Administrative Assistant
414-604-3310
malic@wawmsd.org

Jane Ehlert
Attendance
414-604-3301
ehlertj@wawmsd.org

Schedule

7:05	Teachers Arrive
7:37	Morning Bell Rings; All students enter and receive breakfast upon entry
7:45	Classes Begin
10:55 -11:25	8th grade lunch
11:38 – 12:08	7th grade lunch
12:21 – 12:51	6th grade lunch
3:00	End of Student Day
3:05	End of Teacher Day

Principal's Message

Welcome to West Milwaukee Intermediate School and the start of a new school year! We are extremely proud of the academic classes and extracurricular activities we offer and encourage you to make the most of your time with us. Time management is a critical skill for success as a student -- organize your days and weeks to stay on track and take advantage of all your school has to offer. In order for our students to have a safe and successful learning experience, there are specific policies and procedures that are in place. Please read through this carefully, and if needed, contact us with any questions or concerns. It's a great day to be a Panther!

The WMIS Way: Here at WMIS staff and students utilize several different best practices which result in a safe school environment, strong school community and improved academic achievement. These best practices include Positive Behavior Interventions and Supports, Mindfulness, and Restorative Practices.

What is Positive Behavior Interventions and Supports (PBIS)?

PBIS is a program used to teach clear, concise behavior expectations through positive reinforcement, consistent modeling, and engaging lessons called Cool Tools. PBIS is not limited to the classroom. These expectations and strategies can be carried over into the home and community settings as well. We have many resources for families who are interested in more information.



What is Mindfulness?

Mindfulness is “awareness that arises through paying attention, on purpose, in the present moment, non-judgmentally.” Jon Kabat-Zinn

Mind Full, or Mindful?



How is Mindfulness used within the classroom?

Students can expect to see Mindfulness tools such as chimes, Hoberman spheres, Mindful activity cards and calming glitter jars used daily within the classroom setting. These practices will help students improve attention, emotion regulation, encourage compassion and have a calming effect. Students are welcome to wear a blue shirt on Mondays to remind us to be mindful, and to help build a positive community around mindful practices.

What are Restorative Practices?

Restorative Practices are a framework for building community and for responding to challenging behavior through authentic dialogue, coming to understanding, and making things right. Restorative practices involved the building of positive relationships and establishing a supportive school environment.

How are Restorative Practices used within the classroom?

Students participate in community circles, use effective statements to facilitate healthy communication and have restorative dialogue when conflict arises. Through these interactions students are learning an authentic form of communication and developing a positive sense of self and community.

At the core, restorative practices are about building and restoring relationships.

Attendance: Students are permitted 5 parent/guardian excused days per semester – 10 days per school year. Attendance is extremely important to student achievement.

Absence: The Attendance Desk is located in room 201A across from the Welcome Window. The telephone number is 414-604-3300 Ext.5027. Parents/guardians must call and report an absence by 9:00 a.m.

Late arrival: Students must report to the Welcome Window and present a written note or a call from their parents/guardians to get an admit slip. When waiting for assistance, students are to stand single file.

Early dismissal: Students requesting to leave school early must present a written note or a call from their parents/guardians to the attendance office explaining the reason for leaving school early.

Unexcused Tardy: Students who are present in school and arrive late to class without a pass will receive a classroom consequence.

Truancy: A student who is truant from school or leaves class without permission is subject to penalties (parent conference, detention, referral to West Milwaukee Police), state laws, and municipal ordinances.

Backpacks/Purses: All purses, nylon backpacks/sling bags, large canvas backpacks must be stored in locker.

Before and After School: Students who are at school before 7:15 AM for breakfast or after 3:10 PM must wait outside of the building. Students are not permitted in the hallway or stairwells. In the case of inclement weather, students may wait in the foyers by their designated entrances. Students staying at school after 3:10 PM must be with a staff member.

Bicycles: Students must lock their bikes on the school bike rack. Bicycles are not allowed in school.

Books: Books are distributed at the beginning of each semester. If a book is needed, please come to the Welcome Window. Books are the responsibility of each student. If a book is lost, stolen, or damaged, the student is responsible for replacing it. The average cost of a textbook is \$70.00. Don't share books, lend books, or leave books unattended. Students should cover books to protect them.

Bullying and Harassment: Bullying of any kind (physical or verbal) is not permitted. Victims of bullying should report the problem to an adult (e.g., teacher, counselor, or administrator). Students who *observe* bullying are also encouraged to report. Students should note that gossip and negative comments (spoken, written, text messages, posted through social media/apps, etc.) can result in behavior consequences. It is important that we work together to solve problems and get along with one another in a positive way – if you are experiencing a problem, report it.

Bus Procedures: All riders must remain seated. Bus drivers are responsible for controlling the bus riders. Their directions must be obeyed promptly at all times. Inappropriate, unsafe or disruptive behavior will result in consequences which may include loss of bus privilege. Bus departure is 3:10 p.m. Any student not on the bus at that time is responsible for his/her own transportation.

Classroom Consequences:

If a student is not making positive behavior choices in the classroom, the following consequences (in order) will be given by ALL teachers:

1. Verbal Warning
2. Classroom Intervention
3. Behave-Out (10 minutes to reflect about their behavior in another designated classroom, and come back to class ready to learn) and Optional Phone Call Home
4. Office Referral and Mandatory Phone Call Home

Coursework, Projects, and Tests: Students are expected to complete all course work, projects, and tests. This work is essential to learning, grades, and being eligible for incentive events at school. If there is an extended absence, parents/guardian can call 604-3300 to request missing work, or contact their classroom teachers directly through phone or email. Students should also keep track of assignments in their planners and communicate with their teachers regarding missing work.

Discipline: Students may be subject to office discipline from administrators for behaviors that endanger the property, health, or safety of others. Students are responsible for proper behavior at school and in the classroom. If problems arise, parents will be contacted and enlisted for help. Discipline is progressive; ranging from classroom detentions, lunch detentions, in-school suspension, and out-of-school suspension to pre-expulsion or expulsion. If a student is suspended out-of-school, parent(s)/guardian will be required to attend a reinstatement conference with the student and his/her administrator.

Dress Code: No headgear (e.g., hats, bandanas, “do-rags,” sunglasses, or scarves) can be worn in the school building between 7:45 a.m. and 3:00 p.m. No clothing or jewelry with references to alcohol, tobacco, drugs, gangs, violence, sex or other inappropriate messages may be worn to school. “Hoodies” must be worn with the hood down. We ask that students (and parents) make good choices regarding dress (e.g., coverage of chest, waist, and buttocks). Administration reserves the right to contact parents regarding issues related to this problem. Parents may be asked to bring a change of clothing to school.

Eligibility: Throughout the year, students can participate in a variety of school sponsored events. Clubs, field trips and special events such as dances are part of school life. Eligibility for these activities requires that all course work be complete and all detention time served.

Fighting/Physical Contact: Students who are involved in acts of violence and/or whose behavior is such that it presents a potential hazard to other students and/or the functioning of the school will face serious consequences which may include: Out-of-school suspension, referral to the West Milwaukee Police, Pre-expulsion or Expulsion. Conflicts occur in school and students should see their teachers, counselors, and/or administrator when experiencing anger or threatening behavior. Physical fighting will not be tolerated in school.

Food and Drink: No food or drink may leave the cafeteria, with the sole exception of plain water. Food and drink in the classroom is at teacher discretion. No food or drink is permitted in computer labs.

Hallway Behavior: Horseplay (e.g., running, kicking, slapping, shouting or screaming) is not allowed. Hand-holding, kissing, or petting is not allowed. We ask that students move safely through the hallways (walk) and keep hands and feet to themselves.

Hallway Passes: Students must have a signed hall pass to go to locker, restroom, IMC, Student Services or Main Office. Students are permitted two hall passes per day, and must use the passes in their student planner. Students will not be issued passes during the first or last 15 minutes of a class period.

Health Room: The Health Room is located in the Main Office. Students must have a Hall Pass to visit the health room, and will be treated for 10 minutes with ice, water, and/or a short rest. If a student requests to be dismissed from school due to illness, a parent/guardian must be contacted. Students that receive medication during the school day report to the Welcome Window. A medication approval form must be signed by a guardian, and families must provide their own over-the-counter medication.

Illegal Substances: The use, possession, sale, furnishing, or being under the influence of tobacco, alcohol, non-prescribed drugs, chemicals, illegal substances, paraphernalia, or look-alike drugs anywhere on the school premises, in a District-owned or leased vehicle or at any school-sponsored activities at any time is prohibited. Consequences include out of school suspension, referral to the West Milwaukee Police, pre-expulsion and/or expulsion.

Language: Obscene or profane language is not permitted. Students are expected to be respectful at all times and use appropriate language. We do not tolerate profanity “under the breath” or “in the hallways” or in the classroom or when it is directed to a teacher or another student. Getting angry does not excuse abusive language. Swearing is not allowed in school.

Lockers/Property: Students are not allowed to share lockers or give out their locker combination to other students. Students are not allowed to change lockers. Keep your locker locked at all times, and do not bring valuables to school - the school is not responsible for lost or stolen items. Keep your locker clean and free of graffiti. Periodic general inspections of lockers may be conducted for any reason, at any time, without notice, without student consent and without a search warrant. Any unauthorized items found in the locker may be removed by school authorities, and the student assigned to the locker will be subject to consequences. Locks for gym lockers will be provided; students may not bring their own locks. If lost, the replacement cost is \$5.00.

Lunchroom Expectations: There are 8 students allowed at a lunch table, and seating may be assigned if appropriate. We clean up during the last five minutes of lunch. No throwing of food, horseplay, or disruptive behavior is allowed. All students are responsible for keeping their table, chair, and the floor around them CLEAN. During lunch, all transactions (payment for food items) must be made at the cash register stations. The lunchroom is monitored and stealing is considered a serious offense. Students may eat lunch with a classroom teacher for additional academic assistance with prior arrangements and a Lunch Study pass.

School-Wide Consequences:

School-Wide consequences are issued to students who fail to serve the classroom consequence issued by their classroom teacher. They will receive these consequences in the order listed below. If students have any consequences to serve, they will not be permitted to attend or participate in any after-school activity.

1. Office-Issued Lunch Detention (Step 1)
2. Panther Service (Step 2)
3. In-School Suspension (Step 3)

See page 7 for detailed explanations of each step.

Step 1: Office-Issued Lunch Detention

If a student receives an after school classroom intervention, and does not complete this intervention within 3 days, the student will be placed on the office-issued lunch detention list. Students will eat silent lunch in the assigned lunch detention room. Parents will be notified by phone or email, and a message may be left on voicemail. Students will remain on office-issued lunch detention for 3 days, or until they complete their classroom intervention (whichever comes first). If a student refuses to report to lunch detention, they will serve In School Suspension for the rest of the school day, and must still complete their intervention.

Step 2: Panther Service

If the student fails to serve his/her original classroom intervention and has been on the office-issued lunch detention list for longer than 3 consecutive days, the student will be assigned Panther Service. Panther Service is 30 minutes spent after school completing tasks meant to better the school in some way. They will remain on the office-issued lunch detention list until Panther Service is completed. Once the student completes their 30 minutes of Panther Service, he or she will be taken off the office-issued lunch detention list, and can return to regular lunch.

Step 3: In-School Suspension

If the student fails to complete his or her Panther Service within the given 3 days, the student will be issued a one day, in-school suspension for the following day.

ISS (In-School Suspension)

Students will be placed in In-School Suspension at the discretion of administration for serious misconduct. Students placed in ISS will be provided with a bag lunch if they are in ISS during their lunch period, and will be responsible for completing all of their class work.

OSS (Out of School Suspension)

Students will receive out of school suspensions at the discretion of administration for serious misconduct. Parent reinstatement meetings may be required for the student to return to school.

Student Services: Counselors are available to discuss any personal, academic, or social issues. Students are encouraged to visit their counselors if they have any concerns, and should make an appointment by completing a purple counselor slip and placing it in the counselor's mailbox outside of the Welcome Window.

Technology: Students are allowed to use electronic devices such as Chromebooks, iPads, tablets, laptops and digital cameras for instructional purposes as directed by school staff. Students do not have access to school technology until a parent permission slip is signed and submitted. ***Personal electronics such as cell phones, iPods/MP3 players and headphones/ear buds must be kept silent and in student backpacks or lockers unless needed for classroom use as directed by school staff.*** Students are expected to follow directions by school staff to put away personal devices when requested. Devices may not be used in the restroom or locker room. Students are prohibited from possessing laser pointers on school premises. Responsibility for the care of personal devices and behavior while using the device belongs solely to the owner. ***School staff is not responsible for lost or stolen electronic items.***

Technology - Disciplinary Guidelines:

Misuse of technology or equipment can result in loss of privilege and/or replacement costs.

Upon non-compliance of procedures and guidelines:

1. Teacher issues warning to student with clear direction.
2. Upon repeated requests, the device is confiscated and turned into the office until the end of the day.
3. Parent contact will be made if electronic devices continue to be misused, and a plan will be put into place.

It is understood that the above rules and expectations are not all inclusive.

Students are also responsible for the information listed in the STUDENT'S RIGHTS AND RESPONSIBILITIES HANDBOOK issued by the West Allis – West Milwaukee, et al. School District.

I understand that I am responsible for following the rules established within the WMIS Student/Parent Handbook 2017/2018. I understand the rules and expectations within the handbook are not all inclusive. I am also responsible for the information listed in the STUDENT'S RIGHTS AND RESPONSIBILITIES HANDBOOK issued by the West Allis – West Milwaukee, et al. School District.

Student Name _____ Date _____

Student Signature _____

I understand that my child is responsible for following the rules established within the WMIS Student/Parent Handbook 2017/2018. It is understood that the rules and expectations within are not all inclusive. My child is also responsible for the information listed in the STUDENT'S RIGHTS AND RESPONSIBILITIES HANDBOOK issued by the West Allis – West Milwaukee, et al. School District.

Parent Name _____ Date _____

Parent Signature _____