

WMIS Student/Parent Handbook 2018-2019

Location:

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

Office Hours:

7:00 am to 3:00 pm
Main Office – 414-604-3300



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School Administration:

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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 year day to be a Panther!

- Tom Blair, Principal



West Milwaukee Intermediate School



Bell Schedule

HR	Period 1	Period 2	Period 3	Period 4	Periods 5 and 6			Period 7	Period 8	Period 9
7:45	8:03	8:46	9:29	10:12	Lunch - 8th 10:55 11:25	5BC 11:25	6AB 12:08	12:51 1:34	1:34 2:17	2:17 3:00
-	-	-	-	-		-	-			
8:03	8:46	9:29	10:12	10:55	5AB 10:55 11:38	Lunch - 7th 11:38 12:08	6AB 12:08 12:51			
					5AB 10:55 11:38	5C6A 11:38 12:21	Lunch - 6 th 12:21 12:51			

Homeroom Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Announcements Breakfast Mindfulness/Restorative Practices	Announcements Breakfast PBIS - Cool Tool	Announcements Breakfast Career & College Readiness	Announcements Breakfast Academic Acceleration	Announcement Breakfast Grades & Attendance

The WMIS Way: At West Milwaukee Intermediate School, 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

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 involve 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.



Academic Expectations:

It is extremely important that a partnership occurs between home and school. Our staff at West Intermediate will work hard to develop relationships with your child so that we can learn their needs as a learner, so your child can be challenged academically.

Students are expected to complete all projects, assignments, and assessments. Teachers will provide homework time for students that need additional help or need time to make-up work. Students must complete course work to be eligible to participate in school events and extra-curricular activities.

After school program - Action 300: The WAWM Recreation & Community Services Department offers an after-school program.. Action 300 begins at 3:00 p.m. and runs until 5:00 p.m., Monday – Friday, each day school is in session. Action 300 is a recreation-based program. Participants check in and receive a nutritional snack. Daily activities include supervised play, organized gym/outdoor activities, and crafts. Action 300 participants are able to leave once checked out by their designated parent or guardian or with a signed permission slip allowing them to leave independently. Behavior and attendance expectations parallel school expectations. Participants who do not adhere to behavior expectations may be dismissed from the program. When calling in an absence/change of plans at your school, please state that the Action 300 program should be notified. The Registration fee is \$250 per year, per child. **To register, go online at www.wawmrec.com or by telephone at 604-4900.** In-person registration is available at the WAWM Recreation & Community Services Department at 1205 S. 70th Street, Monday through Friday from 8:00 a.m. - 5:00 p.m. Please note: registration forms are not accepted at the schools. For many students, after school programming is a way for parents to ensure their child is supervised in a safe environment until they have finished their work day. School ends at 3:00 p.m. and our school busses depart at 3:10 p.m. Any student remaining in the building beyond 3:10 p.m. must be enrolled in Action 300.

Attendance Expectations: Attendance is extremely important to student achievement. Students are permitted 5 parent/guardian excused days per semester – 10 days per school year. Once a student reaches this number, any absence after will require documentation of the absence (Doctor’s note, etc.) An absence is defined as any day or any part of a day. This means that if a student comes to school late or is picked up early- it will count as an entire day against them without a written excuse (Doctor, Dentist note, etc.) documenting why they were late or why they left school early.

The Attendance Desk – Welcome Window is located in the main office. The telephone number is 414-604-3301. Parents/guardians must call and report all absences. West Intermediate administration will monitor attendance and will take appropriate measures to address the situation (home visits, meetings, contracts, etc.).

- **Late arrival:** Students must report to the Attendance Welcome Window and present a written note or a call from their parents/guardians to get an admit slip.
- **Early dismissal:** Students requesting to leave school early must present a written note or a call from a parent/guardian to the attendance office explaining the reason for leaving school early.
- **Unexcused Tardy:** Students who arrive late to school and/or class without a pass may receive a progressive classroom consequence(s).
- **Truancy:** A student who misses class without proper communication from a parent/guardian is considered truant from school. Truancy also includes leaving class without permission. Missing school without permission is subject to school-level consequences and police referral.
- **Habitual truancy:** Any student who is absent from school without an acceptable excuse for either of the following: Part or all of five or more days (including tardies) on which school is held during a school semester. Our school office and pupil service department closely monitor and works with families to improve attendance.
 - According to 118.15, of the Wisconsin State Statues, any person having control of a child between the ages of 6 and 18 shall see to it that the child attends school regularly until the end of the school term of the school year in which the child becomes 18.
 - According to 118.15 (5) of the Wisconsin Statues, a parent or guardian or a child may be held responsible for the child’s non-attendance, and if convicted, he/she may be fined not more than \$500 or jailed for 30 days, or both, and/or revocation of vehicle registration.
 - Ordinance 6.06 of the Revised Municipal Code of the city of West Allis makes it unlawful for any pupil to be truant from any school in the West Allis-West Milwaukee School District. If a parent knowingly allows their child to be truant from school, the parent can be issued a citation.

Backpacks/Purses: Only nylon backpacks/sling bags are acceptable for use during the school day. Large canvas backpacks and purses must be stored in locker.

Before and After School: Before school, all students are expected to wait outside of the building until 7:37 am. School doors open at 7:37 am and breakfast is served daily at this time. In the case of inclement weather, students may wait in the foyers by their designated entrances: **Grade 6** – Greenfield Avenue - Main entrance, **Grade 7** – Greenfield Avenue - Auditorium entrance, **Grade 8** – Circle Drive - Back entrance. After school, all student must exit the building by 3:10 pm, unless they are with a staff member.

Bicycles: Students must lock their bikes on the 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. 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 see a problem or are experiencing a problem, report it to the nearest adult immediately.

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

Chromebook/I-pad usage: District leased Chromebooks/I-Pads are not a requirement for learning and may be taken away if a student is not following school/classroom expectations. District-leased iPads are allowed in the classroom at the discretion of the teacher. This means that students should keep their Chromebooks/I-Pads in their cases until teacher indicates it is time to use the Chromebook/I-Pad. All students need to keep their Chromebook/I-Pad in a ZIP CASE- replacements cases are sold in the office for \$5.00. If as a parent you do NOT want your child issued an iPad, we need documentation of this request.

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 414-604-3301 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. Students that earn an "F" in a core curriculum a course need to complete summer school credit recovery. Teachers will provide a plan for credit recovery.

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. 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 Expectations: No headgear (e.g., hats, bandanas, “do-rags,” sunglasses, or scarves) can be worn in the school building between 7:37 am and 3:10 pm. 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. We appreciate your help in making sure your child is dressed for school each day.

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. 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. Food and drink in the classroom is at teacher discretion. No food or drink are 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, library, Student Services, office, etc. 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 or injury, a parent/guardian must be contacted. The “rule of thumb” for calling home is if a student has a fever or is vomiting.

Students that receive medication during the school day report to the Main Office - Welcome Window. A medication approval form must be signed by a guardian, and families must provide their own over-the-counter medication. For all prescription and non-prescription medications, a permission form signed by both the parent and the child's doctor must be placed on file in the school office. Copies of the permission forms are in the school office. Without this permission form, it will be necessary for the parent to come to school and administer the medication. In both cases, this form should include all necessary information for properly administering the medication, including dosage, duration and time of administration. There is also an asthma form that must be filled out for any student suffering from asthma.

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.



Inclement weather: Inclement weather situations are rain, or when the temperature or wind chill is below ten degrees Fahrenheit. When planning for unusual weather conditions, your assistance is appreciated. When it appears that severe weather conditions are developing please, listen to local radio and television stations for early announcements regarding the possible closing of school. Make arrangements as to where your children should report if you would not be home in the event that classes were dismissed early.

On days where school is in session and the weather is inclement, students will gather inside the building before the start of the day, at their grade level entrances. This will occur on rainy days or when the temperature is below 10 degrees.

Language: Obscene or profane language is not permitted in school and/or on school grounds. 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.

Lunchroom Expectations: There are 8 students allowed at a lunch table, and seating may be assigned, where needed. All students are expected to have area clean by 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 food purchases/transactions 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.

Personal Device Policy: The use of personal devices in support of teaching and learning to further the educational aims of the district are permitted. *However, as stated in the West Allis-West Milwaukee School Board Policy 362.2: “Students’ home and personal Internet or other communication tool technology use can have an impact on the District, school, and on other students.”* With this in mind, WMIS is instituting a policy that limits the use of cell phones and other personal devices during the school day. New policy - 1) Cell phones and personal devices will not be permitted in classrooms and hallways at any time. 2) Cell phones and personal devices may or may not be permitted in the cafeteria during lunch, as determined by lunchroom supervisors. 3) Cell phones and personal devices may be stored in lockers during the school day. 4) WMIS is NOT responsible to attempt to locate, repair, or replace your cell phone or personal device if it is damaged, lost, or stolen on school grounds.

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

1. Verbal Warning
2. Classroom Intervention
3. Behave-Out and Optional Phone Call Home
4. Office Referral Phone Home

The goal is to minimize disruption to the learning environment by keeping students engaged in academic tasks, which may or may not require the use of school-issued technology.

Phone messages to students: Unless you have an emergency, please do not call the office to convey messages to your children. Information regarding rides, after school activities or appointments should be discussed before or after

school hours. We will limit interruptions to the classrooms and our students during the school day. We ask that you do not text your child during school hours as well.

School-Wide Consequences: School-Wide consequences are issued to students who compromise the teacher's ability to teach and affect other students' chances to learn by their choices of poor behavior. When a student receives an office referral, administration controls the discipline and what should be the appropriate school-wide consequences. If students have consequences to serve, they will not be permitted to attend or participate in any after-school activity.

Social Media - Texting and Posting: Students should know that texting or posting vulgar, indecent, or offensive, threatening messages on or off school grounds can cause serious problems. Students are urged not to write, send or post negative material as bullying and harassment using technology will not be tolerated. Don't text or post anything that is hurtful, negative, or sexually explicit. Never take pictures or film in restrooms or locker rooms. School consequences for bullying and harassment using technology can include suspension and referral to the West Milwaukee Police.

Student ID Card: Each student will receive a Student ID at the beginning of the year. Students who lose their ID may go to the Main Office for a replacement ID. The cost is \$5.00.

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.

Summer Adventures: If additional instruction is needed in the area of math or reading, we provide summer programming at West. The math workshop is designed to provide instruction and practice in problem solving skills. Students will foster their ability to solve mathematical problems, think critically, and communicate mathematical ideas clearly. Students will participate in a variety of class activities in addition to the online Tenmarks computer-based programming designed to meet individual needs. The reading/literacy workshop is designed to provide instruction and practice in decoding and reading comprehension skills. Topics include phonological awareness, letter sound relationships, and vocabulary. Students will read a variety of non-fiction and fiction to develop their ability to read fluently and make authentic reading-writing connections. Students will participate in class activities in addition to the online Achieve 3000 computer-based programming designed to meet individual needs. The Summer Adventures program runs for 4 weeks in July. There is no class on Friday. The program is free. Breakfast is included. No transportation is provided.

Technology: Students are allowed to use school assigned electronic devices such as Chromebooks, iPads, Desktops, etc. 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. 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. **Important** - School staff is not responsible for lost or stolen electronic items.

Visitation: Parents/guardians are free to visit our school. We do ask that they make arrangements with the teacher or principal. On the visitation day, the parents are to stop at the school office to sign in before going to the classroom. All visitors during the school day must enter through the Main Entrance. All visitors must check into the Main Office and wear a visitor's badge.

Weapons: It is extremely important that students realize that weapons are not permitted in school. It is violation of the Student Rights and Responsibilities Handbook and the Board defines a dangerous weapon as a firearm (whether loaded or unloaded), knife (refers to all types of knives without regard of blade length), razor, box/carpet cutter, karate stick, nunchaku, metal knuckle, or any other object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm. Chemical irritants or sprays, such as pepper spray or mace, shall also be considered dangerous weapons. *The Board defines and considers a weapon facsimile to include toys and other objects which could be reasonably mistaken for the actual dangerous weapon whether or not it was manufactured solely for that purpose. No student, employee, or other individual shall bring on school grounds, possess, use, distribute, or store a dangerous weapon or weapon facsimile in any School District building, on school premises, in a District owned or leased vehicle/bus, at any School District or Recreation Department-sponsored activity, or in a personal/school District vehicle on school property.*

- If you bring something to school that is not permitted – bring it to an administrator immediately.
- If you are aware that a student is in possession of something that should not be in school, report it to an administrator immediately.

Website: (Contains contact information for staff, calendars, important information)

1. Go to the West Allis/West Milwaukee School District Site at: www.Wawm.k12.wi.us
2. Then click on the words – OUR SCHOOLS
3. Next, click on West Milwaukee Intermediate School
4. Finally, click on “view our school site”

<p style="text-align: center;">PANTHER PRIDE!</p> <p style="text-align: center;">Be Ready. Be Responsible. Be Respectful.</p> <p style="text-align: center;">If you have a question or problem – talk to an adult (e.g., teacher, counselor, or administrator).</p> <p style="text-align: center;">We will help you with any issues related to feeling comfortable in school!</p> 

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.

Student Name: _____ **Student Signature:** _____

Parent Name: _____ **Parent Signature:** _____

Date: _____

Communication is very important to me as the building principal. If as parents/guardians you ever have a concern/question or feedback, feel free to call my direct line at 604-3311 to have a discussion.

- **Mr. Tom Blair, Principal**

