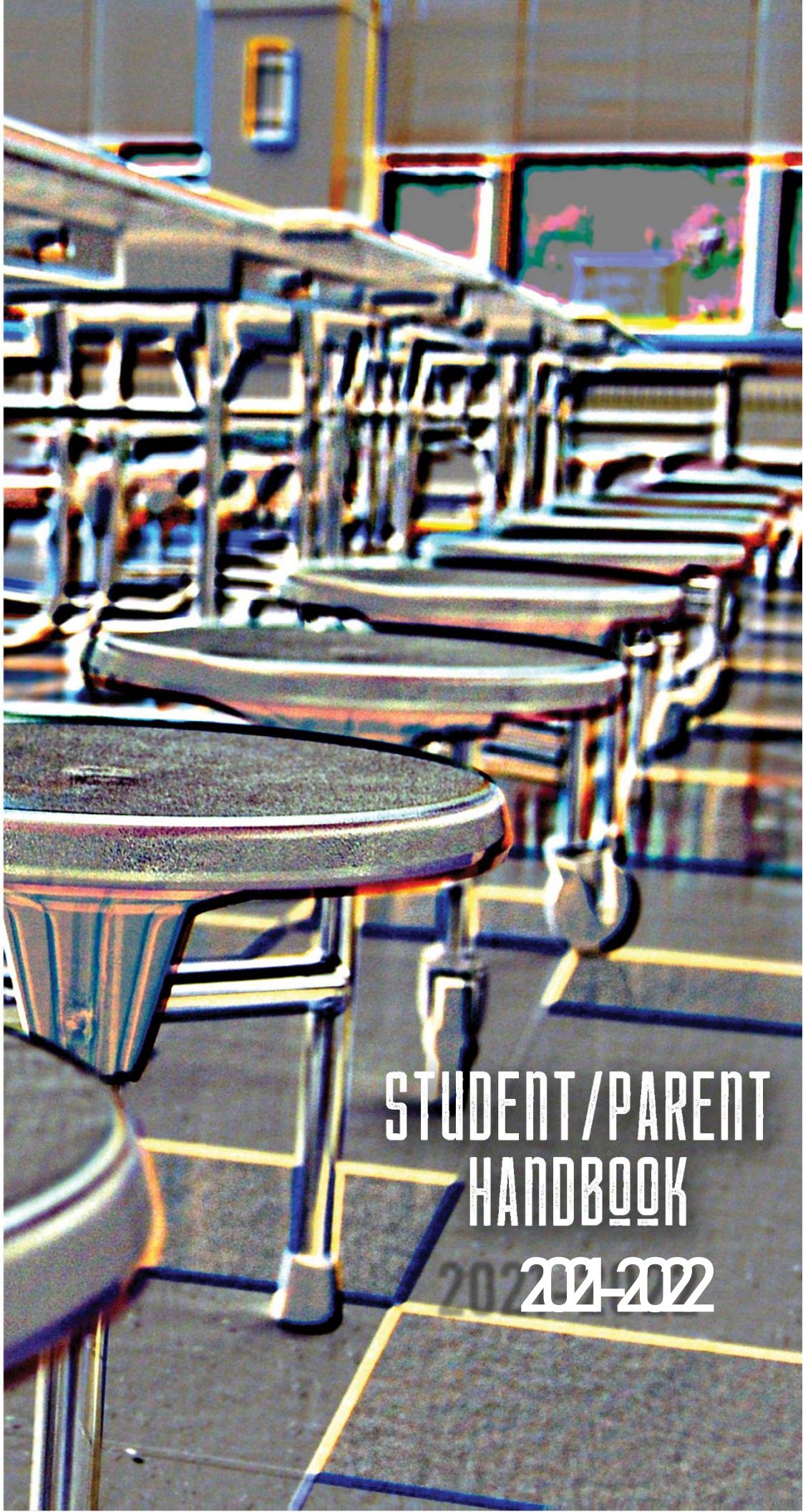
WILMINGTON MIDDLE SCHOOL

EST. 2000



STUDENT/PARENT HANDBOOK

2021-2022

25 Carter Lane
Wilmington, MA 01887
WPSK12.com

For Absences:	For Tardies:	For Dismissals:	For Messages / Forgotten Items:
If your child is going to be absent, a parent/guardian must call the school's attendance line by 7:45 a.m. at (978) 694-6080 option #1 to report the student's absence. Please provide the following information: - Student's Name - Grade - Your name, relationship to the student & phone # - Dates of absence(s) - Reason for absence(s) If we do not receive a phone call, automated messages and/or email & texts will be placed to the numbers and/or email addresses we have on file for the student. **Note: Attendance calls must be received on or before the actual absence(s). These attendance calls are in lieu of parental notes.**	If your child is going to arrive to school after 7:20 a.m. (when the school day begins), a parent/guardian must call the school's attendance line by 7:45 a.m. at (978) 694-6080 option #1 to inform the school of such tardy. Please provide the following information: - Student's Name - Approximate time student will arrive to school - Reason for tardy If we do not receive a phone call, automated messages and/or email & texts will be placed to the numbers and/or email addresses we have on file for the student. Upon student's arrival, the student must check-in with the security monitor for a tardy pass.	If your child is going to be dismissed from school before the end of the school day, a parent/guardian must call the school's attendance line by 11:00 a.m. to report the dismissal at (978) 694-6080 option #1. Please provide the following information: - Student's Name - Approximate time student will be dismissed - Reason for dismissal - Your name, relationship to the student & phone # If someone other than the parent/guardian will be picking up the student, please call the school office directly at (978) 694-6080 option #2. Upon arrival, please ring the bell and the Security Monitor will guide you through the dismissal process. Identification should be readily available. **Note:** Students will not be called down in advance of your arrival.	If you need to get a message to your child or drop off a forgotten item, please call or drop off item by 10:00 a.m. to ensure that your child receives the message or item at lunchtime. All items dropped off should be properly labeled with the student's name and grade. **Note: We cannot disrupt classes for non-emergency situations.** **OTHERWISE:** The students' teacher will be notified of the message and/or forgotten item and the student will be sent to pick it up at a convenient time that will not be disruptive to the class.

Central Administration

Superintendent – Dr. Glenn Brand
Assistant Superintendent – Christine Elliott
Assistant Superintendent of Administration and Finance – Paul Ruggiero
Director of Student Support Services/Title IX Coordinator/504 Coordinator – Alice Brown-LeGrand

School Committee Members

Jennifer Bryson, Chair
David Ragsdale, Vice Chair
Mary Jane Byrnes, Secretary
Jo Newhouse, Member
Jay Samaha, Member
Jesse Fennelly, Member
Melissa Plowman, Member

Middle School Administration

Dr. Jeanette Quirk, Principal
Mr. Daniel Faircloth, Assistant Principal
Mr. Brian Caira, Assistant Principal

Notice of Non-Discrimination

All educational and non-academic programs, activities, and employment opportunities at Wilmington Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age and/or disability, and any other class or characteristic protected by law.

Policy on Discrimination:

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, gender identity or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, religion, national origin, sexual orientation, gender identity or disability, their complaint should be registered with the Title IX compliance officer, Mrs. Alice LeGrand-Brown, (978) 694-6032.

TABLE OF CONTENTS

- Section 1- Introduction PAGE 6
    - Principal's Message
    - Assistant Principals' Messages
    - Wilmington Middle School Core Values
    - Wilmington Middle School Mission and Vision Statements
- Section 2 – General Information PAGE 13
    - WMS Personnel Information
    - General Contact Information
    - Chain of Communication
    - Important Dates
    - Report Card Information
    - Ways in Which Parents Can Participate
    - Overall Student Schedule Structure
- Section 3 – Student Information PAGE 26
    - Daily Student Routine
    - Daily Student Schedule
    - Student Expectations
    - After School Activities
- Section 4 – Overall Procedures PAGE 38
    - Arrival and Dismissal
    - Other information Regarding Arrival and Dismissal
    - Attendance
    - Lunch Procedures
    - Discipline
    - PBIS
    - Social Emotional Learning

- Surveys
- Section 5 – District Policies PAGE 71
  - Links to School Committee District Polices
- Section 6- Additional Helpful Information PAGE 83
  - Truancy and Attendance Information for Parents
  - Helpful Online Resources
  - CORI Form
  - District Chain of Communication

SECTION 1 - INTRODUCTION

SECTION 1 – INTRODUCTION

PRINCIPAL'S MESSAGE

Dear Wilmington Middle Students and Families,

As we start the 2021-2022 School Year at Wilmington Middle School (WMS), I am excited to officially be your principal. I look forward to continuing to work with the WMS staff and each of you as we navigate through your years at WMS. Please read this handbook to guide you to understand what we represent, our policy and procedures, and your responsibilities and rights as a student and family.

Middle School is a time of many changes for students as they start as older children and leave us at the beginning of their teenage years. Our students will learn how to advocate for themselves, develop their opinions and voice, and occasionally test the boundaries. The WMS Educators and staff understand this unique time of change for our students. They will continue to foster an environment where students feel safe exploring new things and using their high-order thinking skills to prepare them for high school.

The Wilmington Public Schools Core Values of CIRCLE: Community, Inclusivity, Respect, Collaboration, Learning, and Engagement will be paramount in everything we do with our students. We will work together to support all of our students to understand how these values are represented at WMS. We will continue to hold everyone to a high standard of our Core Values, both among the students and every adult in the building.

As Mahatma Gandhi said, "Keep your values positive because your values become your destiny." WMS Administration will continue to strive to create a positive and safe environment for our students, families, and staff while instilling our core values. We hope to have our future filled with positivity and traditions that will extend for the years to come.

I look forward to another school year with you as you are part of the WMS family.

Dr. Jeanette Quirk

Principal
Wilmington Middle School
jeanette.quirk@wpsk12.com
978-694-6080 ext 8002

ASSISTANT PRINCIPAL'S MESSAGE FOR GRADE 8 AND SPECIAL EDUCATION PROGRAMS

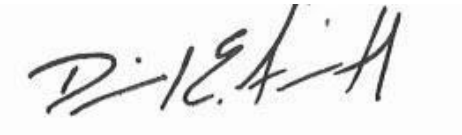
Welcome to Wilmington Middle School!

Thank you for being a part of our school community. My name is Dan Faircloth and I am the Assistant Principal for the 8th grade and Special Education Programming. I have been a school administrator since 2011 and I have been on our Wilmington Middle School administrative team since 2017 and I look forward to an amazing school year!

I truly enjoy the students, staff, and challenges that Wilmington Middle school has shared with me. This is a special caring community and I feel welcomed and respected by the students, staff, and community. There is something special about this middle school and I feel honored to have the privilege to be a part of our students learning.

I am proud to be a member of a team that focuses on the whole child, not only through academics but also socially and emotionally. In my vision of student learning, I do my best to ensure that all students are afforded the opportunity to actively participate in challenging and engaging experiences that help them become productive, responsible citizens. In order for this to be a success, we need an open line of communication. Please know that I am here for everyone and please don't hesitate to contact me with any questions or celebrations you might like to share. I try hard to make myself available and respond in a timely manner. Please feel free to email me or leave me a voicemail at any time.

Respectfully,



Dan Faircloth
Assistant Principal
Wilmington Middle School
daniel.faircloth@wpsk12.com
978-694-6080 ext 8003
Follow us on Twitter @wilmmiddle

ASSISTANT PRINCIPAL'S MESSAGE FOR GRADES 6 AND 7

Welcome to Wilmington Middle School where every day is a great day to be a Wildcat. I am Mr. Caira, and I am so thrilled to be part of your middle school experience. As a lifelong Wilmington resident, a Wilmington High School graduate, and a member of the inaugural 7th grade class at Wilmington Middle School, I cannot begin to express my passion for this community, and specifically for this school. In 2010, I began teaching English Language Arts to 6th grade Explorer students, and continued to do so for ten years. This past school year I worked as the Interim Assistant Principal, mainly working with grades 6 and 8. This year, I am incredibly excited to be moving to a more permanent position as Assistant Principal.

Please know that my door is always open, and if there is ever anything that I can do to help make your middle school experience more enjoyable or more successful please do not hesitate to let me know. Over the course of your middle school careers, you will most likely experience frustration, disappointment, and maybe even failure. However, not one mistake or one bad test will define you. Middle school is a time for mistakes, so don't be afraid to make one (or one hundred!). Take risks. Ask questions. Work hard. Encourage your classmates, and above all, have some fun.

We, at the middle school, are here to help you. Do not be afraid to take advantage of that. Our goal is that every student feels safe, comfortable, and prepared for anything that comes next. With that, I welcome you to Wilmington Middle School. I hope you learn to love this place as much as I do.

-Mr. Caira

Assistant Principal
Wilmington Middle School
brian.caira@wpsk12.com
978-694-6080 ext 8511
Follow us on Instagram @ Wilmington_ms

WILMINGTON MIDDLE SCHOOL CORE VALUES

Values within any workplace and organization are essential aspects around which decisions and priorities should meaningfully be shaped. The importance of values are certainly no more important within the educational setting as they collectively help influence and shape the work that our staff sets out to do with the young people we serve.

During the development of our 2018-19 strategic plan, the District has adopted the Wildcat Circle of values which include:

- Community
- Inclusivity
- Respect
- Collaboration
- Learning
- Engagement

On the next page, please find a table of the Wilmington Public Schools (WPS) Core Values and how they relate to the Wilmington Middle School Core Values.

Wildcat Circle of Values

DISTRICT	MIDDLE SCHOOL
Community	
A unified group of people in the same classroom, school, or town who work toward a common goal.	All Wilmington Middle School staff and students will work together to create a safe and supportive environment for all.
Inclusivity	
A school community that embraces each person's intrinsic humanity.	All Wilmington Middle School staff and students will be kind and accept each other's differences.
Respect	
Regard for the rights, feelings, and traditions of others which conveys a sense of admiration for good and/or valuable qualities.	All Wilmington Middle School staff and students will appreciate and be considerate of the feelings, opinions, and property of themselves and others.
Collaboration	
A commitment to working together to produce, create, or achieve something.	All Wilmington Middle School staff and students will take personal responsibility for their role in individual and group activities.
Learning	
A demonstrated commitment to acquiring further knowledge, skill or understanding through experience.	All Wilmington Middle School staff and students will strive to do their best to achieve their personal success.
Engagement	
Exemplifying an emotional involvement and/or commitment to their school, the district or the community.	All Wilmington Middle School staff and students will demonstrate active involvement and resiliency in all aspects of their WMS experience.

WMS MISSION AND VISION STATEMENTS

Wilmington Public School's (WPS) Mission Statement

The mission of the Wilmington Public Schools is to educate and develop students academically, socially, and emotionally to be active, civic-minded contributors to our global society.

WPS Vision Statement

The Wilmington Public Schools, in conjunction with the community, provides an inclusive, respectful, and collaborative learning environment where all stakeholders are engaged in the development of the whole child.

Wilmington Middle School's (WMS) Mission Statement

The mission of Wilmington Middle School aims to work collaboratively with the students and families of Wilmington Middle School to inspire academic and social confidence, promote citizenship, and encourage responsibility resulting in well-rounded individuals.

Wilmington Middle School Vision Statement

Wilmington Middle School will instill in our students the importance of the WMS Core Values to:

- Become an active member of the WMS and Wilmington Community
- Be Inclusive of all community members
- Exhibit Respect to all community members
- To work in Collaboration with their teachers, fellow classmates, and community members
- To understand the importance of becoming a life-long Learner
- To be resilient and actively Engage with each other and all activities

SECTION 2 – GENERAL INFORAMTION

SECTION 2 – GENERAL INFORMATION

WMS PERSONNEL INFORMATION

Wilmington Middle School
25 Carter Lane
Wilmington, MA 01887
Phone: (978) 694-6080
Office Fax: (978) 694-6085
Health Office Fax: (978) 988-0196

WMS ADMINISTRATION

Dr. Jeanette Quirk	Principal	jeanette.quirk@wpsk12.com
Mr. Brian Caira	Assistant Principal	brian.caira@wpsk12.com
Mr. Daniel Faircloth	Assistant Principal	daniel.faircloth@wpsk12.com
Ms. Emily Stebbins	School Resource Officer	emily.stebbins@wpsk12.com

WMS OFFICE STAFF

Mrs. Justine Palermo	Office - Administrative Assistant	justine.palermo@wpsk12.com
Mrs. Janice Wall	Office – Administrative Assistant	janice.wall@wpsk12.com
Mrs. Siobhan O'Flaherty	Data – Administrative Assistant	siobhan.oflaherty@wpsk12.com

WMS HEALTH OFFICE

Mrs. Janice Bacon	School Nurse	janice.bacon@wpsk12.com
Mrs. Lori Trites	School Nurse	lori.trites@wpsk12.com

WMS SCHOOL COUNSELING OFFICE

Mrs. Kaley Dee	Adjustment Counsellor	kaley.dee@wpsk12.com
Ms. Shannon Keeley	District Social Worker	shannon.keeley@wpsk12.com
Mrs. Kelly Laroche	Adjustment Counsellor	kelly.laroche@wpsk12.com
Ms. Julie Norton	Adjustment Counsellor	julie.norton@wpsk12.com
Ms. Kellianne Sweeney	Social Worker	kellianne.sweeney@wpsk12.com
TBD	School Psychologist	

OTHER WMS RESOURCES:

Mr. Carlos Brown	Foreign Language Curriculum Team Leader	carlos-luis.brown@wpsk12.com
Ms. Mollie Dickerson	Guidance Curriculum Team Leader	mollie.dickerson@wpsk12.com
Mrs. Julie Kim	Science Curriculum Team Leader	shannon.keeley@wpsk12.com
Ms. Mia Parviainen	English Curriculum Team Leader	mia.parviainen@wpsk12.com
Mr. Mark Staffier	Social Studies Curriculum Team Leader	mark.staffier@wpsk12.com
Mrs. Mary Beth Valuk	Math Curriculum Team Leader	marybeth.valuk@wpsk12.com
Ms. Elyse Diorio	Challenger 6 Team Leader	elsye.diorio@wpsk12.com
Mrs. Stacey Benoit	Discovery 6 Team Leader	stacey.benoit@wpsk12.com
Mrs. Timalie Fascione	Explorer 6 Team Leader	timalie.fascione@wpsk12.com
Mrs. Crystal O'Keefe	Challenger 7 Team Leader	crystal.okeefe@wpsk12.com
Ms. Melanie Flaherty	Discovery 7 Team Leader	melanie.flaherty@wpsk12.com
Mr. Patrick Taylor	Explorer 7 Team Leader	patrick.taylor@wpsk12.com
Mr. Dana Robinson	Challenger 8 Team Leader	dana.robinson@wpsk12.com
Mr. Patrick Finn	Discovery 8 Team Leader	patrick.finn@wspk12.com
Ms. Katie Jackson	Explorer 8 Team Leader	katianne.jackson@wpsk12.com
Mrs. Becky Philbrick	World Language Team Leader	rebecca.philbrick@wpsk12.com
Mrs. Jen Crane	Special Education Team Leader	jennifer.crane@wpsk12.com
Mrs. Brenda Lomanno	Unified Arts Team Leader	brenda.lomanno@wpsk12.com
Mrs. Lisa Federici	Unified Arts Team Leader	lisa.federici@wpsk12.com

WMS CHAIN OF COMMUNICATION

WHO DO I CALL WITH A QUESTION OR SUGGESTION?

General Questions

STEP 1a Team Leader/Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved…
STEP 1b If appropriate, School Adjustment Counselor or Psychologist
STEP 2 Curriculum Team Leader/Liaison
STEP 3 Building Administrator
STEP 4 Assistant Superintendent of Schools
STEP 5 Superintendent of Schools

504 Plans

STEP 1 Team Leader/Classroom Teacher
STEP 2 Designated Building 504 Coordinator
STEP 3 Building Administrator
STEP 4 District 504 Coordinator
STEP 5 Superintendent of Schools

Special Education

STEP 1 Team Leader/ Classroom Teacher, Special Education Teacher, Related Service Provider; if not resolved… STEP 2 Liaison; if not resolved…
STEP 3 Special Education Curriculum Team Leader; if not resolved…
STEP 4 Building Administrator; if not resolved
STEP 5 Assistant Superintendent; if not resolved…
STEP 6 Superintendent of Schools

Medical Concerns

STEP 1 School Nurse; if not resolved…
STEP 2 Director of Nursing; if not resolved…
STEP 3 Building Administrator; if not resolved…
STEP 4 Director of Finance & Administration; if not resolved…
STEP 5 Superintendent of Schools

Guidance Department

STEP 1 Guidance Counselor; if not resolved…
STEP 2 Guidance Curriculum Team Leader; if not resolved…
STEP 3 Building Administrator; if not resolved…
STEP 4 Assistant Superintendent of Schools; if not resolved…
STEP 5 Superintendent of Schools

IMPORTANT DATES

School Calendar 2021-2022

Throughout the school year all dates are subject to change due to unforeseen circumstances such as frequent snow days or delays due to inclement weather. The most up-to-date versions of the school calendar can be found in Aspen or on the Wilmington Middle School website: *https://www.wpsk12.com/*

8/30 - 8/31 Professional Development for Teachers
9/1 First Day of School for Grades 1-12
9/3 Schools Closed
9/6 Labor Day (Schools/Offices Closed)
9/7 First Day of School for PreK and Kindergarten
9/29 Early Dismissal - Curriculum Improvement Time

AUG./SEPT. '21				
M	T	W	Th	F
30	31	1	2	3
H	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

20 Days

10/11 Columbus Day (Schools/Offices Closed)
10/27 Early Dismissal - Curriculum Improvement Time

OCTOBER '21				
M	T	W	Th	F
				1
4	5	6	7	8
H	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20 Days

11/11 Veterans Day (Schools/Offices Closed)
TBD - High School Parent Conferences (Evening)
11/18 Middle School Parent Conf (Early Dismissal)
11/24 Thanksgiving Recess (Schools Closed)
11/25 Thanksgiving Holiday (Schools/Offices Closed)
11/26 Schools/Offices Closed

NOVEMBER '21				
M	T	W	Th	F
1	2	3	4	5
8	9	10	H	12
15	16	17	18	19
22	23	24	H	H
29	30			

18 Days

12/9 Gr. K - 5 Parent Conf. (Early Dismissal)
12/10 Preschool Parent Conferences
12/24-12/31 Winter Break (Schools Closed)

DECEMBER '21				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

17 Days

1/17 M.L. King Jr. Day (Schools/Offices Closed)
1/26 Early Dismissal - Curriculum Improvement Time

JANUARY '22				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
H	18	19	20	21
24	25	26	27	28
31				

20 Days

FEBRUARY '22				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
H	22	23	24	25
28				

2/3 Middle School Parent Conferences (Early Dismissal)
2/21 Presidents Day (Schools/Offices Closed)
2/22-2/25 February Break

15 Days

MARCH '22				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

3/9 Early Release - Professional Development
3/24 PreK/K/Elementary Parent Conf. (Early Dismissal)

23 Days

APRIL '22				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
H	19	20	21	22
25	26	27	28	29

4/15 Good Friday (Schools Closed)
4/18 Patriots Day (Schools/Offices Closed)
4/19-4/22 Spring Break

15 Days

MAY '22				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
H	31			

5/4 Early Dismissal - Curriculum Improvement Time
5/20 Preschool Parent Conferences
5/30 Memorial Day (Schools/Offices Closed)

21 Days

JUNE '22				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	

6/15 Last Day of School (IF NO snow days are used)
Early Release Day - Professional Development
6/20 Juneteenth Holiday (observation)
6/21 Last Day of School (IF ALL snow days are used)
Early Release Day - Professional Development

11 Days

Approved by Wilmington School Committee 4/7/2021

Total Pupil Days: 180
Days in Reserve: 3
183

Early Dismissal
H Holiday- Schools and Offices Closed
No School Day

Early Childhood/Elementary Parent Conferences- Early Dismissal
Middle School Parent Conferences- Early Dismissal
No School for Students: Teacher Prof. Development Day
Preschool Parent Conferences
High School Parent Conferences (evening)

Academic Calendar

These dates for the marking periods may be adjusted due to unforeseen circumstances such as frequent snow days or delays due to inclement weather.

QUARTER 1: 9/1 – 11/5 (45 days)		
MIDTERM	Middle Day (Day 22) 10/4	Aspen Update 10/12
END	Last Day (Day 45) 11/5	Aspen Update 11/15
QUARTER 2: 11/8 – 1/24 (45 days)		
MIDTERM	Middle Day (Day 67) 12/13	Aspen Update 12/20
END	Last Day (Day 90) 1/24	Aspen Update 1/31
QUARTER 3: 1/25 – 4/4 (45 days)		
MIDTERM	Middle Day (Day 112) 3/2	Aspen Update 3/9
END	Last Day (DAY 135) 4/4	Aspen Update 4/11
QUARTER 4: 4/5 – 6/15 (45 days)		
MIDTERM	Middle Day (Day 157) 5/12	Aspen Update 5/19
END	Last Day (Day 180) 6/15	Aspen Update 6/23

Semester Dates:

First Semester Wednesday, September 1, 2021 – Monday, January 24th, 2022
Second Semester Tuesday, January 25th, 2022 – Wednesday, June 15th, 2022

Report Card Dates:

First Quarter Tuesday, November 16th, 2021
Second Quarter Wednesday, February 2, 2022
Third Quarter Tuesday, April 12th, 2022
Fourth Quarter Five days after the last day of school

Report Cards are available electronically on the dates listed above. If you would like a paper copy, please contact the Assistant Principal for your student's grade.

MCAS Dates:

Typically MCAS Dates are through the months of March 2022 and May 2022. Date-ranges are determined by the Massachusetts Department of Elementary and Secondary Education and are subject to change per their discretion.

Open House:

The Open House is an opportunity for parents to meet their child's teachers and receive information regarding the Middle School curriculum. This year's open house will be held on **Thursday, September 9th**. More information on how the evening will be orchestrated will come at the beginning of the school year.

Parent Teacher Conferences:

Parent Teacher Conferences will be held on Thursday, November 18th and Thursday, February 3rd. Individual teams will be sending you our information regarding how the night will be organized for that particular house or subject. Participation is not mandatory; however, teachers will reach out to you if they would like to specifically speak to you.

REPORT CARD INFORMATION

Access Information

The report card is a way for teachers to report to students and parents the progress of the student. Students will receive a report card at the end of each quarter. Students and Families will be able to access their report cards online through the Aspen portal.

Grading Criteria

Grades are as follows:

A+ = 97 – 100	A = 93 – 96	A- = 90 – 92
B+ = 87 – 89	B = 83 – 86	B- = 80 – 82
C+ = 77 – 79	C = 73 – 76	C- = 70 – 72
D+ = 67 – 69	D = 63 – 66	D- = 60 – 62
F = 0 – 59 (Failure)		

Mid-Term Progress Reports

Mid-term grades are posted online to the Aspen Student and Family Portal within five days after each mid-term. At any time during the marking period (quarter), a parent may contact teachers by phone or by e-mail to obtain an update on their child's progress/grades.

Honor Roll

Students who have achieved all A's will qualify for **High Honors** while students who have achieved A's and B's will qualify for **Honor**s. The Honor Roll will be published in local newspapers.

OVERALL STUDENT SCHEDULE STRUCTURE

Student Teams/ Houses

All students and teachers in Wilmington Middle School are assigned to teams within the school. The students are teamed by three houses per grade level. These houses are named after NASA space shuttles; Challenger, Discovery and Explorer. Students attend the four core academic classes of English Language Arts (ELA), Math, Social Studies, and Science based on team placement. Teaming creates a smaller cohort of students within the grade level population that allows interdisciplinary instruction, teacher collaboration, and strong home/school communication.

Guidance and Assistant Principals

Students are assigned to the same guidance counselor and assistant principal for their three years at Wilmington Middle School. This team of adults provide consistency and connections as they move from one grade to the next. It also provides a consistent team of educators that will be in contact with families.

Each team of teachers meet on a regular basis with the guidance counselor and assistant principal to discuss and monitor students' progress, as well as brainstorm on instructional strategies.

LaunchPad

LaunchPad is a grouping of students with educators to conduct group activities. Launch Pad time will be specifically scheduled and will not happen every day. Educators were divided by grade and location. We will be grouping students by the period that they are in when LaunchPad will occur. LaunchPads will include activities that involve but not limited to school expectations lessons, other school-wide activities, Marc Lessons, etc. LaunchPad is also a way for teachers and students to build relationships within a small group setting. Students will be doing activities that center on our core values, developing a sense of their learning style, and activities that foster the development of relationships that will allow for both students and teachers to get to know each other.

Marc Lessons

The Massachusetts Aggression Reduction Center (MARC) provides free anti-bullying program, services that is utilized at Wilmington Middle School. The focus of MARC and the curriculum provided is on social and emotional adjustment in children, including bullying and cyberbullying, fighting, bias and diversity, peer relationships, and screen and social media use. MARC is an academic Center at Bridgewater State University.

These lessons will be used throughout the school year during LaunchPad time to help our students understand and identify bullying behaviors and how to deal with these situations.

Staff Listing

6th Grade					
CHALLENGER	RM	DISCOVERY	RM	EXPLORER	RM
# Taylor Bergstrom - SCI	8104	Eric D'Antonio - SCI	8123	* * Timalie Fascione - SCI	8143
* * Elyse Diorio - Math	8102	Allyson Kudenchak - Math	8122	Amanda O'Brien - Math	8146
Chris Frye - SS	8103	* * Stacey Benoit - SS	8121	Patty Corsetti - SS	8144
Laurie Mullin - ELA	8101	Kristin Smith - ELA	8125	Gabrielle Barnes - ELA	8145
Linda Stone - Inclusion	8141	Krystn Forcina - Inclusion	8141	Neil MacDonald - Inclusion	8141
		Julie Chachus - Reading	8155		
7th GRADE					
CHALLENGER	RM	DISCOVERY	RM	EXPLORER	RM
* * Crystal O'Keefe - ELA	8301	Molly DeLosa - ELA	8322	Kristina Tarantino - ELA	8346
Sean Landers - SS	8302	* * Melanie Flaherty -SS	8321	* * Patrick Taylor - SS	8345
Theresa Fisher -SCI	8304	Christine Grande - SCI	8323	Michelle Lehouillier - SCI	8343
Shaylee Puleo - Math	8305	# Andrew Colella - Math	8324	Louise O'Hanley - Math	8342
Annette Bush - Inclusion	8309	# Charles Cann - Inclusion	8309	**TBD** - Inclusion	8309
		Beth Berube - Reading	8325		
8th GRADE					
CHALLENGER	RM	DISCOVERY	RM	EXPLORER	RM
* * Dana Robinson - SS	8202	* * Patrick Finn - SS	8221	* * Katianne Jackson – SS	8246
Melissa Simmons - ELA	8201	Darin McDonald – ELA	8222	Jaclyn Madden - ELA	8245
Suzanne Holmes - SCI	8204	Carolyn Curtis - SCI	8223	Caitlin Cronin - SCI	8243
Robin Bouyer - Math	8205	Kenneth Liston - Math	8224	Jayme Laurenza - Math	8242
Lauren Nault - Inclusion	8206	Felicia Byrne - Inclusion	8206	Christina Dick - Inclusion	8206
		Jeanne McGonagle - Reading	8209		
ADMINISTRATION / COUNSELORS / CUSTODIAL / FOOD SERVICE / HEALTH OFFICE / OFFICE / SAFETY					
Janice Bacon-Zega ~ Registered Nurse	8006	Kelly Laroche - 7th Grade Counselor - RM 207	8546	Michele Peffer - Food Service	8008
# Brian Caira - Asst Principal (Gr. 6/7)	8511	Christine Minihane - LTS Registered Nurse	8007	**Jeanette Quirk - Principal**	8002
John Carroll - Custodian	8512	# Julie Norton - 6th Gr. Counselor - Rm 137	8567	Emily Stebbins - SRO	8120
# Kaley Dee - 8th Grade Counselor - RM 206	8541	Siobhan O'Flaherty - Admin. Asst.	8569	Lori Trites ~ Registered Nurse	8006
# Daniel Faircloth - Assistant Principal (Gr. 8)	8003	Justine Palermo - Admin. Asst. x8005	8009	Janice Wall - Admin. Asst. x 8004	8009
		Lisa Wilson - Security Monitor	8119		
EDUCATIONAL ASSISTANTS					
Derrick Burrwell - Life Skills	8128	Shaena Grossman - Strides	8105	Deb Williams - Language Based	8225
Paula Fairweather - Strides	8105	Liana Hertel - Strides	8105	Jane Woods - Language Based	8124
Kerri Glinner - General Ed tutor	8340	Marge Malone - Transitions	8306		
Rachell Granara - Transitions	8306	# Christine Mirisola - Life Skills	8128		

FOREIGN LANGUAGE / UNIFIED ARTS					
Michael Bullers - Phys Ed. (Gym)	VM 8507	Ed Kaizer - Tech Ed. / STEM	8247	* * Becky Philbrick - Spanish	8244
Megan Collins - Health	8303	Kate Lerner - French	8129	Samantha Prindiville - Chorus	8109
Katia DeStefano - Italian/Exploratory WL	8203	Sean Lebrun - Music		Charles Ronchetti - Tech Ed. / STEM	8248
Katy Downer - Comp Literacy	8329	* * Brenda Lomanno - Media	8240	Sarah Sanchez - Art	8347
* * Lisa Federici - Health	8341	% Beth Livermore - Phys Ed (Gym)	VM 8560	Paula Simpson - Phys Ed (Gym)	VM 8585
Michael Ferrara - Band/Director	8308	Kimberlie Monteforte - Library	8150	Rosangela Roman - Spanish	8344
Holly Gill - Art	8348	Jennifer Perkins - Strings	8308	Carol Trulli - Computer Literacy	8327
OTHER SUPPORT STAFF					
# Kellianne Creighton - Social Worker - Rm 156	8543	Courtney McClendon - Speech = Rm: 326 SUB = Elizabeth Bertram	8557	Lynda Spinazola - Math Strategies	8142
Erin Dunham - Social/Emotional Specialist	8153	Susan MacDonald - ESL - Rm 154	6558	Keith Waserboehr - Psychologist - Rm 138	8502
# Shannon Keeley - Dist. Social Worker - 157	8601	**TBD** - Reading Specialist	8155		
Suzanne Krull - Speech	8159	Lauren Sabella - Social/Emotional Specialist	8153		
SPECIAL EDUCATION					
Stephen Cincotta - Language Based	8124	# Anthony DiFabio - Student Support	8340	Michele Hughes - Language Based	8225
* * # Jenifer Crane - Transition	8306	# Bonnie Gorrassi - Language Based	8127	Whitney Jablonki - Team Chair Rm 151	1112
# Lauren Decker - Life Skills	8128	Andrew Hofmann - Language Based	8241	# Elizabeth Oppedisano - Strides	8105

HOME/SCHOOL COMMUNICATION

There are ample ways to communicate between home and school.

Email and Phone:

Teachers and staff may be contacted through phone, or e-mail. The school website may be accessed through the Wilmington Public School website at *www.wpsk12.com* . The website includes teacher email addresses and school phone numbers in the Staff Directory.

Google Classroom:

Teachers frequently post school assignments, projects and notice of upcoming tests and quizzes on their Google Classroom. Once a student has joined a Google Classroom, the parents can be invited to join as well.

Aspen:

Parents and students can also view updated grade posting in the Aspen Family and Student Portal:

https://ma-wilmington.myfollett.com/aspen/.

Aspen can provided filters that will allow you to receive an alert if your child's grade come in or falls below a certain threshold.

Smores Newsletters:

Dr. Quirk will be sending home at least one newsletter per month. Newsletters will be a method for teachers, students, and families to receive updates on school related issues, important announcements, and acknowledgement of student accomplishments.

Twitter and Instagram:

Wilmington Middle School has both Twitter and Instagram accounts. Please follow us at the following accounts:

Twitter: @Wilmmiddle

Instagram: Wilmington_ms

Have Additional Questions?

The Wilmington Public School Office of Information Technology assigns each family and student user information for the initial log-in.

For additional information and FAQs, please visit the help web site, *http://www.wpsk12.com/Aspen_info.htm*.

WAYS IN WHICH FAMILIES CAN PARTICIPATE

Relationships between the school and with the home are important (Elias & Butler, 2005; Young & Michaels, 2014). When the relationship between the home and the school centers around caring for the student and goes beyond just academic performance, the adolescent can be more successful (Elias & Butler, 2005). At Wilmington Middle School, we want to involve parents in their students' school activities. Below please find some ways in which you can be an active member of the Wilmington Middle School Community.

School Volunteers:

It is the policy of the School Committee to encourage volunteer efforts in the schools. Parents/guardians, business representatives, senior citizens, and other community volunteers are recognized as important sources of support and expertise to enhance the instructional program and vital communication links with the community. The volunteer program will be coordinated in cooperation with building administrators. Per School Committee policy all volunteers must have a current CORI check on file. Please contact the Main Office for information on obtaining an updated CORI report.

Parent Advisory Council (PAC):

Parents, teachers, and administrators meet monthly to discuss parent support of curricular and co-curricular activities. Parents will receive information about the location and time of these meetings and are encouraged to attend and participate.

Please find more information at https://wilmmspac.weebly.com/about.html

School Advisory Council (SAC):

The Education Reform Act of 1993, specifically SECTION 53, provides for the formation of a school council at each public school in the state. The councils are made up of an equal number of teachers and parents to be elected by their representative group. Other members can be drawn from municipal government, business, or other interested groups.

This Council works in an advisory capacity with the school principal to review and revise school goals. Some responsibilities include but are not limited to:

1. Developing educational goals for the school that are consistent with local school district and statewide students' performance standards.
2. Reviewing the annual school budget
3. Formulating the School Improvement Plan

If you are interested in volunteering to serve on the Council, please call the main office (978-694-6080) and ask to speak with one of our secretaries.

SECTION 3 – STUDENT INFORMATION

SECTION 3 – STUDENT INFORMATION

DAILY STUDENT ROUTINE

School Hours

The school day at the Wilmington Middle School (WMS) begins at 7:20 a.m. and ends at 1:40 p.m.

Students will be allowed into the building at 7:10AM and will report to their first period class. During this time a teacher will take attendance and will display the Morning Announcements.

Students will begin Dismissal at approximately 1:40PM. Students will not be able to stay afterschool unless they have previous arrangements to get picked-up or have permission to walk home.

Morning Announcements

Morning announcements will be conducted by administrators on a daily basis. Each morning, the announcements will be broadcasted into each classroom for the kids to see and hear. Some topics that are covered are:

- Upcoming Birthdays
- Wildcat Paws Announcements
- Important Reminders
- Schedule Changes
- Upcoming Events
- Student and Staff Accomplishments
- Pledge of Allegiance
- Moment of Silence

Pledge of Allegiance

A flag shall be displayed in each assembly hall and in each classroom. Each school day will begin with the Pledge of Allegiance to the flag.

Moment of Silence

Massachusetts General Laws C 71, section 1A, reads as follows:

"At the commencement of the first class of each day in all public schools, the teacher in charge of the room in which each such class is held shall announce that a period of silence not to exceed one minute in duration shall be observed for meditation or prayer, and during any such period silence shall be maintained and no activities engaged in."

Classes

Students will be attending 7 class periods throughout the day. Five of the classes are considered Core Classes and two classes are Unified Arts. Each day students will attend a Math, Science, Social Studies, English, and World Language or Reading class. During the Unified Arts classes, students will attend different courses depending on whether it is a Blue or White Day. Please refer to the Daily Schedule on the next page to see how the classes change throughout the day and rotate.

Lunch

Students will have a thirty minute lunch period.

Dismissal

Students will be dismissed from their last period class of the day. Students will be dismissed in different groups to allow for student safety with cars and busses.

DAILY SCHEDULE

WILMINGTON MIDDLE SCHOOL
2021-2022

Student Schedule for All Students

WMS Class Schedule					
6th Grade		7th Grade		8th Grade	
7:10-7:20 Students arriving					
1	7:20-8:11	1	7:20-8:11	1 - UA	7:20-8:11
2	8:11-8:55	2 - UA	8:11-8:55	2	8:11-8:55
3 - UA	8:55-9:39	3	8:55-9:39	3	8:55-9:39
Lunch	9:39-10:39	4	9:39-10:23	4	9:39-10:23
4	10:39-11:23	Lunch	10:23-11:23	5- UA	10:23-11:09
5	11:23-12:09	5	11:23-12:09	Lunch	11:09-12:09
6	12:09-12:53	6-UA	12:09-12:53	6	12:09-12:53
7 - UA	12:53-1:40	7	12:53-1:40	7	12:53-1:40

6th Grade		7th Grade		8th Grade	
Lunch for Challenger	9:39-10:09	Directed Study	10:23-10:39	Lunch for Discovery and Explorer	11:09-11:39
Directed Study for Discovery and Explorer	9:39-10:09	Lunch	10:39-11:09	Directed Study for Challenger	11:09-11:39
Lunch for Discovery and Explorer	10:09-10:39	Directed Study	11:09-11:23	Lunch for Challenger	11:39-12:09
Directed Study for Challenger	10:09-10:39	7th grade will only have one lunch		Directed Study for Discovery and Explorer	11:39-12:09

OVERALL STUDENT EXPECTATIONS

Upon Arrival on School Grounds

Upon arrival on school grounds in the morning, whether by bus, by car, by foot or by bicycle, students may not leave school grounds unless they have permission from an Administrator. Leaving the building without permission is considered truancy and appropriate consequences will be imposed.

Students have the responsibility to be in school and in class on time. Students are to attend all classes and assigned activities. Students are to be present and accounted for at all times during the school day. More specifically (please refer to Student Discipline Rubric):

1. Students may not be absent from school except for reasons of health or family emergency.
2. Students may not leave school during the regularly scheduled school day without being dismissed by a school authority.
3. Students may not be consistently late to school.
4. Students may not be late to class or a scheduled activity.
5. Students may not skip class
6. Students may not refuse to remain after school for discipline or extra help.
7. Regardless of the reason for being absent or missing a class, students are responsible for making up ALL work that is missed.

Late to Class

Students should pass quickly from one class to the next. Students entering the room after the teacher has started class are late. Any student who is tardy to class should have a note explaining the reason. If the student arrives without a note, then he or she is not to return to the previous teacher for a pass but must go to the office. This will be considered an unexcused tardy. Unexcused tardiness will be assigned one teacher session for each incident.

Cell Phones

Cell phones will be allowed to be carried on them however, should never be seen or heard unless they are specifically requested to have their cell phone for that class. Violation will result in the student cell phone being confiscated for the day. Multiple violations may require a parent conference and additional discipline.

Dress Code

The administration of WMS respects the students' rights to choose their manner of dress. However, clothing or accessories that distract or detract from the educational mission of WMS are not allowed. Clothing choices may not pose a safety hazard and must comply with state and local health laws, such as wearing footwear. Head coverings of any kind, including hoods, are not allowed, except for religious or health reasons that are verifiable. All head coverings should be placed in the student's backpack and should not be visible during the school day.

Wilmington Middle School is committed to preparing students to become successful and productive members of their community and beyond. We encourage our students to take pride in their personal appearance and, in doing so, set the following expectations of student dress at WMS:

- Students may not wear clothing or accessories that display language, pictures or symbols that are profane, endorse products that are illegal, or that promote violence.
- Students may not wear clothing that poses a safety hazard, such as metal chains or spikes.
- Students may not wear hats while inside the building.

The administration reserves the right to determine the appropriateness of clothing within the expectations provided. Students not meeting these expectations will be required to change their clothing and may be sent home.

Food and Beverages

Students may only consume food and beverages in the school cafeteria unless otherwise given permission by the classroom teacher or administration. Students are only allowed to have water in the classrooms and hallways.

Lockers

Wilmington Middle School will not be using lockers this year and will be able to carry full size backpacks (rather than draw string backpacks). Each student will be assigned a locker in October to handle coats and winter clothing. Students with bike helmets will be able to store them in a central location at the main office. This change will allow more time in the classroom and allow students to have all of their materials with them. When assigned in October, students may only use their assigned locker. Locks will not be given for their lockers. If a student needs a locker for as an accommodation, please contact the grade level guidance counselor.

Books

Students will receive many different textbooks and paperback books during the year. It will be their responsibility to take care of the books issued to them. All books, including library books, are their responsibility and must be paid for if lost, damaged, or stolen. If lost books are recovered over the summer, a refund will be issued. As WMS is a one-to-one school, students will have access to more and more of their textbooks on line and will not be required to carry many of their textbooks. Currently, WMS is using the online platform, Pearson for both Math and Science classes.

Chromebooks and Personal Computer Devices:

Wilmington Middle School is a 1-to-1 device institution. Students will have the opportunity to bring in their own device or purchase the recommended Chromebook. Students are expected to bring this device every day to school. It is also expected that students have their device fully charged.

If students have a problem with their device, they will be able to have it looked at by a technician from the WPS Office of Technology. If needed, they will have the opportunity to obtain a loaner (depending on availability) if their device is being repaired or if they have forgotten theirs for the day. The loaner devices are not allowed to leave WMS and must be returned by the end of the day.

Forgotten Items

If a student forgets an item such as a lunch or a school project, the main office will notify the student that they may pick it up at the office between classes. Classes will not be interrupted to notify a student that they have an item in the office.

Lost and Found

Most teachers maintain a lost and found location in their classroom. If the missing item is not there, additional lost and found boxes are located in the Gym, Cafeteria, and Main Office. Do not bring valuables or large sums of money to school. Teachers do everything possible to protect property, but the school cannot be responsible for lost or stolen items. Students are expected to use their backpacks for their belongings and to have them at all times.

Backpacks

Students will be able to carry their large backpacks due to not using their lockers.
Students will be able to carry their belongings and have a larger, safer bag for their Chromebooks.

Field Trips

If a student is in a class that has scheduled a field trip, students are expected to bring in the signed permission slip and adhere to school rules while the field trip occurs. If there is a cost for the field trips and students need assistance, please communicate with their teacher and WMS administration will make arrangements for the cost.

Cafeteria

Our WMS cafeteria accommodates up to approximately 315 students, during each lunch block by grade level. Currently this year, our largest lunch will be about 260 children. With this large number of students, safety is paramount. Our goal in organizing and monitoring the WMS cafeteria is to establish a system that honors these priorities and rewards students for exceeding student expectations. As students change grades, we believe that they are capable and ready to make increasingly responsible decisions, and we give them opportunities to demonstrate this growth. Ideally, the lunch block is a time for students to relax, socialize and to enjoy a break from the stress of the school day. It is not time for students to complete homework or print out assignments. If a student struggles with the cafeteria setting, they should notify their guidance counselor or teacher to decide on next steps.

As in all places in the building, the WMS Cafeteria is one that we expect students to uphold our Core Values. Students will be explained the procedures within the first few days of school.

Ways in which our students can uphold the WMS Circle of Values include:

- Being attentive to adults & announcements
- Being considerate to others eating
- Using indoor voices
- Maintaining personal space
- Cleaning up their lunch
- Cleaning their table/seat/floor
- Walking to their seats, trash safely
- Using the restroom with the appropriate pass
- Sitting with their house
- Using the serving line associated with their house
- Returning quickly & quietly to class using the correct hall

- Putting food/trash in the barrels
- Cleaning up after themselves
- Alerting staff to unsafe or inappropriate behavior or messes
- Seeking help if needed

Students are expected to enter the cafeteria in a quiet and orderly manner and find a seat in their section of Challenger, Discovery, or Explorer. Students are allowed to immediately go to the a la carte line. Each House has a designated serving line for those who wish to purchase lunch. Each serving line has a computerized system that requires an ID number to purchase lunch.

Students are expected to leave their eating area clean and orderly. Students may eat their lunch in the courtyard. Students may not leave the cafeteria area during lunch without permission from an administrator. Passes have been given to each teacher if they wish to see a student during lunch. Six Boy and Six Girl bathroom passes hang in the back of the cafeteria. If a student sees that a pass is available, they may go up and get one. No food or drink (except water) is allowed outside of the cafeteria at any time during the day.

Please refer to the "Student Discipline" section for additional expectations regarding cafeteria use.

Hallway Expectations

This year, the WMS Hallways will accommodate over 700 students moving at one time. With the large number of students moving, it is important to coordinate and have clear expectations for everyone. Students are expected to:

- Walk – Quickly, Quietly, and Directly while taking the most direct route to class and using the appropriate stairwell
- Students should always quietly closing their lockers (for their winter clothing) while keeping them closed, locked, and clean
- Walk on the right side of the hallway and stairwell
- Always be safe and uphold personal space while alerting staff to unsafe or inappropriate behavior or messes
- Be helpful to others that may need help with belongings, etc.

Bathroom Expectations

Students are expected to be on their best behavior while using the bathroom facilities. Although an area in the building that students may not be directly monitored, the following expectations are required for all students in order to provide the cleanliness and privacy that everyone deserves: Providing privacy

- Electronic devices should be put away and not used in any way in the bathroom facilities.
- Use the bathroom log appropriately and be prompt while traveling to and from the bathroom.
- Maintain a clean area and alert staff if cleaning supplies are needed
- Report all graffiti and vandalism

Auditorium Expectations

At times throughout the school year, students will be asked to report to the auditorium for assemblies. These assemblies may be at times to address the student body on important issues and may include guests for presentations that the teachers and administration believe are important for the students.

While the students are in the auditorium for these reasons, the following behaviors are expected:

- Students should follow the instructions of their teachers while entering and exiting in a quiet manner
- Students should not be talking during all assemblies and presentations and should actively listen
- Students should always remain seated and keep their feet on the floor
- If questions or participation is part of the presentation, students should be mindful and respectful while making comments and ask appropriate questions.

After School Activities

Wilmington Middle School offers a variety of after school activities. Below please find a description of after school activities that have occurred in the past year. More information regarding each activity including but not limited to dates and times when the club will meet, staff members in charge, etc. will be provided once school as started.

Drama Club:

This club is for students who acting or assisting in live theatrical performances. Students and their advisor will meet to practice and will conduct a spring concert.

Homework Club:

This club is designed to be a quiet, virtual space where students can work with support. Students are expected to meet virtual guidelines to participate.

Literary Magazine:

This club is for students who love writing and art. Students write pieces from their own interests and imaginations or based on given prompts. All forms of writing are explored: short stories, poetry, longer narratives, articles, informational writing, and more. Finished pieces are organized, paired with art pieces, and published in an online magazine.

Art Club:

The Art Club is a place for kids to create and share their art and gather together. If you are interested in this virtual, artistic group, then join us by signing up online. We will meet on Mondays after school.

SADD (Students Against Destructive Decisions):

In SADD, our primary objective is to raise awareness for students at the middle school on making good life decisions in and out of school. Some of the things we try to raise awareness about are Social Media Etiquette, Drug and Alcohol Awareness, Bullying Awareness, and how to make and treat our school, both mentally and physically, with respect.

After School Sports:

This club provides students (by grade level) time to participate in team sport activities.

Student Council:

This club is available for 8th grade students. Students in Student Council will participate in community service and fundraising activities, as well as activities in helping Wilmington Middle School.

Best Buddies:

The goal of Best Buddies is to pair students with intellectual and developmental disabilities in one-to-one friendships with students without intellectual and developmental disabilities. In addition to the benefit of developing new friendships, Best Buddies Middle School programs also give students unique opportunities for leadership. With the support of school faculty and Best Buddies staff, students lead and direct the chapters in their schools.

Wilmingtones:

This club is for students who enjoy singing A Cappella. Students and their advisor will meet to practice and will conduct various performance throughout the community.

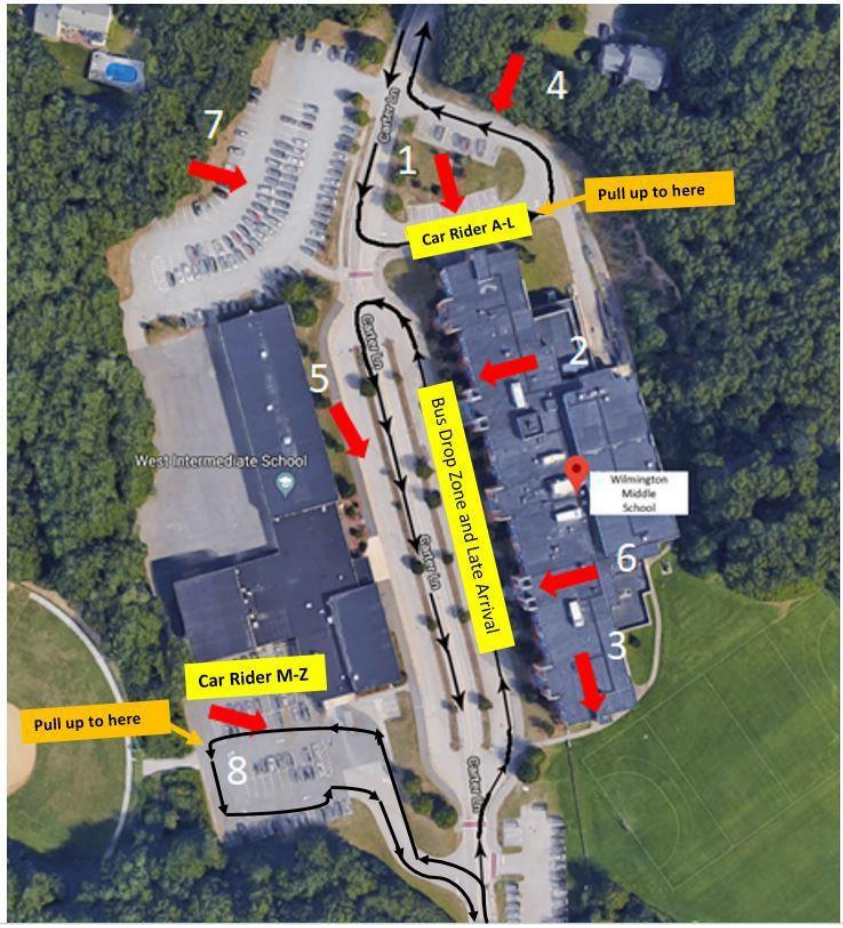
Math Team:

The Math Team practices to prepare for competitions: the Math Olympiad Challenge and the Intermediate Math League of Eastern Massachusetts (IMLEM). Each month the team will meet to practice and participate in these competitions.

SECTION 4 – OVERALL PROCEDURES

SECTION 4 – OVERALL PROCEDURES

ARRIVAL AND DISMISSAL



Please refer to the picture below for a view of the traffic flow. Here are the explanations of the numbers:

1. Challenge Door
2. Main Door
3. Explorer Door
4. Car rider drop-off circle
5. Bus drop-off traffic flow
6. Discovery Door
7. Teacher Parking lot
8. West Intermediate Parking Lot

Arriving:
Students and families should plan on arriving at the WMS between 7:10 AM and 7:20 AM. If students arrive early, they will need to wait outside by their respective designated doorways. Once the students are successfully off the bus or dropped off, they will follow the appropriate signage on the ground to their respective entrance. "Paws" in two different colors have been spray-painted on the ground, along with bus drop-off spots along the fire lane in front of the building. Each doorway will be left open to allow for an easier entry. ***All students will cross over in front of the building - thought to be the safest rather than using an exit and crossing over inside of the building.***

Dismissal:
Dismissal will start at 1:40 PM. Please avoid arriving too early as it can cause a backup in through traffic. We will call down the students into multiple groups as follows:

- Large Bus Group
- First Group: All grades A through L.
- Second Group: All grades M through Z.
- Smaller later Bus Group

Please avoid arriving too early as it can cause a backup in through traffic.

LOCATIONS
Busses:
Our busses will be dropping off and picking up students in the traditional area in front of our school. Smaller specialized busses will pick up in the parking lot closest to the Explorer Entrance. ***We ask that you refrain from dropping off in the front of the building as it disrupts our bus drop-off.***

Car Rider Drop Off and Pick Up:
All car drop off and pick up will be in two locations:

- For car riders with last names A-L, cars will be dropping off their students on the Challenger side of the building. **Cars must enter Carter Lane from Shawsheen Avenue** (Figure 1 in the diagram).
- For car riders with last names beginning with M-Z, cars will be dropping of their students in the West Intermediate parking lot. **Cars must enter Carter Lane from Boutwell Street** (Figure 8 in the diagram).

Regardless of which location you are designated to use, **you are directed to take a RIGHT** when leaving and go out the way you came in. This is intended to prevent the following issues:

- Traffic gridlock;
- Extended drop-off and pick-up times;
- Blocking the flow of the bus traffic; and
- Provide the safest scenario for our students.

Parents or guardians picking up their students should pull their cars up as far as possible. Please do not stop and let your students in or out unless you are all the way up. Picking up your students further down will only cause more backup and have students crossing in front of cars.

OTHER INFORMATION REGARDING ARRIVAL AND DIMISSAL

Student Responsibilities Regarding Belongings

WMS students are responsible for ensuring that they gather their belongings and board their assigned school buses in a timely fashion.

What happens if a student misses the bus?

Any student who misses their bus, may use the telephone in the office to inform their parents/guardians about the missed bus so they can arrange for a ride or get permission to walk home.

What happens if a student is planning on staying after school for any reason?

Any students who are staying after school hours for any reason are responsible for their own transportation.

What if a student can walk or ride a bike to school?

If a student's parents allow them to walk, or ride their bike or scooter to school, they must assume the responsibility that they will travel safely to and from school. A bicycle rack is provided near the Challenger side entrance. Students riding bicycles, skateboards, scooters and those walkers should use extreme caution and follow all safety and traffic laws. State laws require all students under the age of 16 years of age to wear a safety helmet when riding bicycles. Students whose families are unable to purchase a safety helmet should see their guidance counselor or assistant principal for assistance.

MGL C. 85 s. 11(b). A If a student rides a bicycle or scooter to school, it should be parked and locked securely by the side door. Wilmington Middle School does not take responsibility for bicycles that are lost or damaged while on school property.

Early Release Schedule

On the Middle School's scheduled early release days students will be dismissed at 10:40 AM. Students typically attend all scheduled classes with an abbreviated meeting time. There are no lunches served on early release days. There will be no afterschool activities scheduled on early release days unless an individual club or organization notifies the group.

School Delays, Early Release, and Cancellations

It is the policy of the school department to close school only in case of extreme weather or travel conditions. In certain situations, the need for a two-hour delay may be necessary rather than canceling school for the entire day. Dismissal on such days would

be at the regular time. Students typically attend all scheduled class with an abbreviated meeting time. Lunches will continue to be served on delayed start days.

In stormy weather the decision of *No School*, a *Two-hour Delayed Opening*, or *Regular Session* will be made by the Superintendent of Schools. This decision is made after consultation with public safety staff, public works staff, and school officials from neighboring towns.

Announcements relative to the closing or delayed opening of schools will be made as follows:

Automated Phone Call—An Automated message will be sent out by the Superintendent. Please verify contact information in Aspen.

Television—Channels 4, 5, and 7

Radio—WRKO–AM 680 and WBZ–AM 1030

Parents and pupils are requested to refrain from telephoning the Fire, Police or School Department about information on school cancellation. Instead, please listen to the announcement on one of the above listed outlets.

Parents should verify their contact information is correct and up to date in ASPEN to ensure they will receive automated calls and information.

On days where weather conditions are expected to cause significant delays in transporting students' home at the end of the school day, the Superintendent may call for an early dismissal. If this occurs, parents will be notified via a telephone message through the notification system. The purpose of calling this dismissal is to provide additional time for buses to complete their routes before dusk.

ATTENDANCE

Wilmington Middle School Administration understands that there will be times when a student needs to be absent. The student's parent/guardian must call the school on each day of absence (978) 694-6080.

When a student returns to school after an absence they must present appropriate documentation/ absence note (signed by a parent/guardian) to the Main Office. Absence notes must be filed in the Assistant Principal's Office. A student's absence note will not be accepted after one week from the day the student returns. Absence notes that are written weeks after the date of absence and give general approval to blocks of absences will not be accepted. Absence notes must specify the reason why the student is absent. Reasons that qualify for an excused absence are as follows:

1. Illness of the student
2. Serious illness or death in the family
3. Family emergency
4. Religious observance
5. Court Appearance/Subpoena/Jury Duty
6. Suspension
7. School sponsored event
8. Documented school shadowing visits

General notes will be considered unexcused. All absence notes must be written and signed by a parent or legal guardian. No student handwritten notes with only a parent or legal guardian signature will be accepted. All notes must include the phone number of a parent or legal guardian.

Dismissals

Dismissals from Wilmington Middle School should be requested in writing in advance. If a student is to be dismissed, a written request, including a phone number for verification from the parent or guardian should be brought in **on the morning of the day in question no later than 8:00 AM** to the secretary at the Main Office counter. All dismissal notes must be written and signed by a parent or legal guardian. No student handwritten notes with only a parent or legal guardian signature will be accepted. All notes must include the phone number of a parent or legal guardian. At the time of the early dismissal, it is the student's responsibility to **sign out with the security monitor.** Any student who fails to do so will be given one (l) night of detention. Students who are dismissed and return to school that same day must report to the office in order to be readmitted to class. If possible, dental and medical appointments should not be scheduled during the school day.

Because of our liability responsibilities, telephone requests for dismissals will not be honored,

unless positive identification can be made. Brothers, sisters, aunts, uncles, etc. will not be allowed to dismiss Wilmington High School students from school during school hours or supervised school activities unless they can prove they have legal custody of that young person. Any student leaving school grounds without authorization at any time during the school day will be considered truant.

In cases of illness, the School Nurse must approve dismissals. All students who are ill must see the nurse who will make the determination for dismissal due to illness. Students must not text message parents to be dismissed. Student dismissal by parent and not the School Nurse is considered an unexcused dismissal. **Students who are dismissed before 10:30 AM and do not return will be marked as absent.**

Vacation Trips

Absences due to vacation trips are considered unexcused.

Parents should consult the school calendar prior to making vacation plans. Parents are strongly discouraged from taking their children out of school for family vacations because valuable classroom instruction time can never be replaced by make-up assignments.

When parents decide to take their children out of school for vacations, they must notify the school of their intentions. Because such extended absences are not excused, teachers are not expected to provide make up work or special assignments prior to these vacations. Teachers are not expected to provide special tutoring for those students whose parents take them on vacation during school time.

When students return from such vacations, they should contact their homework buddies to find out which assignments they missed. Within five days of return to class, students should complete all assignments, projects and papers and remain after school to make up all quizzes and tests.

Tardiness

No student should be in the hallways before 7:10 am. Students should report directly to their first period class. All students should report to their first period class by 7:20 AM. After that point, this student is considered tardy and must report to the office for a late pass. The student will then accrue an unexcused tardy. On the fourth tardy, the student must be accompanied to school by a parent. If a student accrues a fifth unexcused tardy, the student will meet with school administration to sign a contract to address the situation. Students may receive detentions during any time of this process under

discretion of Administration.

Overall Attendance Guidance in Review:

If a student has five absences, the parent or guardian will be notified with a warning letter. If the student absences continue to exceed ten absences, a START meeting will be requested to

discuss the absences.

Start Program

Wilmington Middle School participates in the START (School Truancy and Attendance Review Teams) Program. START is a collaborative initiative, involving representatives of the Wilmington Public Schools, the Wilmington Police Department, the Middlesex District Attorney's Office, Project Alliance, Massachusetts Partnerships for Youth, Inc., the Department of Children and Family Services, Middlesex Juvenile Court, and Middlesex Juvenile Probation.

START, a voluntary program, is designed to identify and assist students who are exhibiting a poor pattern of attendance. The START team is a free service and consists of a group of individuals from the above mentioned agencies who are available to meet with parents and their children to develop a plan of action that will lead to improved attendance. It is also anticipated that this intervention will help to divert families from formal involvement with the court system and/or social services, which in many cases is where chronic absenteeism leads.

OTHER ACADEMIC PROCEDURES

Request for Homework

In cases of extended illness of five (5) days or more, parents should request work assignments by calling their son or daughter's guidance counselor at (978) 694-6080. In the conversation, the possibility of tutoring should be investigated. The assembled work assignments should be picked up in the Main Office at the earliest possible time. If there is difficulty-procuring work, parents are encouraged to call the Principal directly at (978) 694-6080.

Extra Help

If students are having difficulty in any class, they should speak with their teacher to make plans to obtain extra help. Teachers are generally available for extra help at least one day a week after school. Extra help will be provided upon request by a student, parent, or may be mandated by the administration if the student is failing any subject area. The classroom teachers will let the students know when they are available for extra help sessions. Students may also speak with their guidance counselor about academic concerns.

Summer Reading Program

Summer reading programs at all levels are designed to help students maintain and extend literacy skills over the extended school break. Required summer reading complements the curriculum and will contribute to the first quarter language arts grade. Summer Reading lists are distributed by classroom teachers and posted on the WMS website. The books included in the summer reading program are available at the Wilmington Memorial Library.

Promotion/ Retention

If a student failed one core subject (language arts, social studies, science, and mathematics) for the year, it is recommended that the student attend summer school. Students who fail two or more core subjects are required to attend summer school and to pass those subjects in order to be promoted to the next grade. In the event that the student does not meet the minimum requirements for promotion, the parents and the principal will meet to discuss the most appropriate placement.

Summer School

Summer school is a six-week program which takes place at Wilmington High School. The requirement for summer school is that the student fails at least one subject. WMS Administration will be in contact with families after the second quarter grades are posted regarding the need for their student to attend summer school. Costs and schedule will be provided as soon as possible to those students and families that have this requirement.

LUNCH PROCEDURES

Lunch Offerings and Prices for SY 2021-2022

Students will still have the opportunity to receive one free lunch and breakfast each day. Students who wish to purchase two lunches will need to adhere to the prices described below.

Lunch Offerings and Prices:

Students will have three choices of either bringing their lunch to school, purchasing a school lunch and / or purchasing items in the a la carte program. Lunch prices are subject to change. At present, lunch prices are as follows: Student lunch (including milk) - $3.00. Additional milks are $0.60 and desserts range from $0.50 to $0.75.

The lunch selections are many and varied. Each day there is a hot lunch that fills the meal pattern for a "Type A" meal as required by the Department of Education's Bureau of Nutrition. (For example: baked chicken, whipped potato, fruit, whole grain bread and low fat milk, of which every meal must include a student taking a fruit/ or vegetable.) There will also be an alternate lunch for students to choose from.

The a la carte program provides a variety of foods such as side Caesar salads, yogurt, oven fries, fresh fruit, low fat milk, low-fat ice cream, whole grain reduced fat cookies or snacks, sides of baby carrots, bottled water and 100% juice. Current lunch menus and prices may be found on the WPS Food Services website at http://wpsk12.com/about/district/food-services/

Student Lunch Accounts

Students will use their Student ID number to purchase lunch, milk and dessert. Prepayment is available on- line at www.myschoolbucks.com and directions for using this system is available on the WPS Food Services website mentioned above. When an online account is established, student purchases can be viewed and emails will be received for low balances. There is NO FEE for viewing the account online.

If you do not have access to online services, please contact the Food Services office at 978-694-6064 and they will make arrangements to get an invoice to you. The Food Service Department accepts payment in the form of cash or checks. Checks should be written out to WPS Food Services and either mailed to the student's school or sent in with the student.

Balances are always carried forward from school year to school year. Student accounts follow them when they are moving up to another school. WPS Food Services can refund money and when necessary, money can be transferred from one student's account to another student's account.

Parents may choose not to allow their children to purchase dessert with their cards. A letter must be sent to the school to request this process. WPS Food Services will never deny a child a

lunch, however, if the account has a negative balance of $2.00 or more, the student may be offered an alternative lunch, (sandwich, milk, fruit, and vegetable) until their account is paid. If a lunch account has a negative balance no a la carte purchases are allowed (i.e. dessert and bottled water).

Free and Reduced Lunch Program

The Federal Government's Free and Reduced Lunch applications are on the website at https//www.wpsk12.com/domain/43. Should a student's need change and they and the family require financial assistance; the student may submit an application at any time. Contact the School Food Service Administrator Mary Palen at 978-694-6064 or Mary.Palen@wpsk12.com for an application or download the application at http://wpsk12.com/about/district/food-services/ .

Checks Returned with Insufficient Funds

Occasionally checks that are submitted to the School Department from families to pay for field trips, CARES tuition, and the like, when included as part of a deposit are returned to the Treasurer's Office at Town Hall due to insufficient funds.

If a maker of a check has three (3) occurrences of checks being returned for insufficient funds, all subsequent payments must be made in cash, bank or cashier's check (personal checks will not be accepted).

NURSE'S OFFICE

Essential School Health Services are available in all of our schools. In the event of a serious illness or injury, a parent or guardian will be notified immediately. In the absence of the school nurse, every effort is made to obtain a substitute nurse. On the rare occasion one is not available, the nursing staff will share the responsibility for meeting the medical needs of all students.

Emergency Information

An electronic "Student Emergency Information Form" will be completed by a parent/guardian at the beginning of each school year. For those without computer access, a paper form will be made available. Information requested consists of, but is not limited to, the following:

1. Home telephone number
2. Name and telephone number of physician and dentist
3. Names and telephone numbers of two other persons to contact in case the parent(s)/guardian(s) cannot be reached
4. Parent(s)/Guardian(s) work telephone numbers
5. Authorization to provide medical attention at nearest medical facility if parent(s)/guardian(s) cannot be reached
6. Any current medical conditions, allergies, and medications

This information is extremely important and must be kept up to date. Please remember to update the electronic Student Emergency Information Form or contact the school nurse for any change in information during the school year.

An "Emergency Transportation Information Card" is available for sharing your child's medical information with the bus drivers. Please complete a card annually and send directly to the Transportation Coordinator.

Accidents/Illness

In case of accident, illness or other emergency, the school will try to immediately locate the parent or person responsible for the child. There may be times when a parent or guardian must dismiss the child at school or provide taxi fare for their return home. In the event of an emergency requiring immediate attention, if neither a parent/guardian nor emergency contact can be reached, emergency procedures will be instituted by the school nurse/staff.

Exclusion/Absence from School

To comply with Massachusetts General Laws, Chapter 71, Section 56, if a child is found to be suffering from disease, injury, or illness requiring treatment or further evaluation, the parent/guardian or emergency contact will be notified by the school nurse, principal or designee to request the dismissal of their child to seek proper care.

Children may not attend school if they appear to be ill. Any child who presents with a sore throat, severe cold, rash, conjunctivitis, flu, fever, etc. should be kept home. The close proximity of seating in classrooms accelerates the spread of communicable illnesses. **Should your child be ill and remain home, you are asked to notify the school office by phone. Please state the reason for your child's absence for the purposes of tracking illnesses.**

Listed below are some helpful guidelines when your child becomes ill during school or is absent due to illness:

a. Students should not return to school after an illness accompanied by fever until their temperature has been normal for 24 hours, without the use of fever-reducing medication.

b. Students who are taking antibiotics due to illness may return to school after 24 hours of antibiotic treatment if they are well enough to participate in school activities.

c. Parents are reminded to use discretion when sending their child to school with colds, headaches, or stomach disorders. The child may be exposing others and may not benefit educationally themselves.

d. If a student requires medication after returning to school from an illness, please be reminded to follow the medication policy of the Wilmington Public Schools.

Doctor's Notes

For health and safety reasons, communication between the home and school nurse's office is very important. Parents/guardians are responsible for reporting all student injuries and important medical information (fractures, sprains, surgeries, serious illnesses, etc.) to the school nurse as soon as possible. A Doctor's note, indicating physical restrictions or limitations, is **required** for all students returning to school with any activity restricting device, such as crutches, casts, slings, braces, etc.

Optional Insurance Coverage

Optional insurance can be purchased by parents to cover their children while in school or over a 24 hour period. Insurance information will be distributed to students during the first week of school.

Medical Elevator Use

Students who have a Doctor's note requesting elevator use and who are approved by the nursing staff, will be allowed to use the elevator. At the high school, a key will be given by the Main Office for a $5.00 deposit. The deposit will be returned when the key is returned to the Main Office.

DISCIPLINE

All rules and regulations are in full effect at all school-sponsored and school related events.

Our intent for this section of the Student/Parent Handbook is to inform all stakeholders of the statutory responsibility necessary to maintain a positive learning environment where all feel safe, secure, and respected. This section of the handbook includes a code of discipline which is written in the best interest of our students. We hope to ensure each student's protection and personal growth and balance students' rights with the school's right to maintain safety and order. The administration and staff at Wilmington Middle School is committed to working with students and their families with planning interventions when necessary and provide consistent procedures which promote problem solving and behavioral planning.

WMS School Discipline Policy

Wilmington Middle School shall, as part of the overall mission:

a. Ensure the safety of students, staff and citizens

b. Establish conditions conducive to all children learning

c. Develop an understanding within students that they are responsible for their own behavior and its consequences

d. Assign consequences that are a meaningful deterrent to the student and will result in the student making better behavioral choices in the future.

Judgment as to whether an offense is minor or major rests with the school Principal.

Behavior to and From School / School Related Activities

Wilmington Middle School students are accountable for their behavior on the way to and from school, including bus stops. This applies both to students who are transported by bus or who provide their own transportation. Students are also accountable for their behavior at school- related activities, whether they are held on school grounds or not. If a problem should occur, school officials will make a determination as to whether it is (1) a school related problem, (2) requires referral to civil authorities, or (3) both. If it is a school related problem, then the Wilmington Middle School Parent/ Student Handbook will apply.

DISCIPLINE FOR STUDENTS WITH DISABILITIES (IEPs and 504 Plans)

All students are expected to meet the requirements for behavior as set forth in this handbook and to abide by the Wilmington Middle School's code of conduct. The disciplining of students with disabilities is governed by Federal and State Special Education laws and regulations. Specifically, these laws include the Individuals with Disabilities Act, 20 U.S.C. 1401 et seq., its implementing regulations 34C.F.R. 300 et seq. and Massachusetts General Laws, Chapter 71B and its implementing regulations34C.F, R. et seq., Massachusetts General Laws, Chapter 71B and its implementing regulations, and Section 504 of the Rehabilitation Act of 1973.

State regulations require that additional provisions be made for students who have been found by and evaluation TEAM to have special needs and whose program is described in an Individualized Education Plan (IEP) or 504 Plan. A student not yet determined eligible for special education also has these protections if the district had knowledge that the student was a "child with a disability" before the behavior that led to the discipline occurred. Students for whom the district had knowledge that the student was a "child with a disability" before the behavior that led to the discipline occurred, are entitled to an expedited evaluation to determine eligibility for Special Education Services prior to discipline being imposed.

Students with disabilities who violate school rules may be removed from their current educational placement for up to ten (10) school days per year, to the extent that such a removal would be applied to students without disabilities, without a prior determination as to whether the misconduct is related to the student's disability.

A change in the educational placement of a student with a disability may be ordered to an appropriate Interim Alternative Education Setting (I.A.E.S.) that provides the students with a free appropriate public education for the same amount of time that a student without a disability would be subject to discipline, but not for more than forty-five (45) calendar days if the student:

1. Carries or possesses a weapon to or at school, on school premises, or to or at a school function.
2. Knowingly possesses or uses illegal drugs at school, a school function or a school sponsored event.
3. Sells or solicits the sale of a controlled substance while at school, a school function, or school sponsored event.

At any point that school personnel remove a student from his/her current educational placement for more than ten (10) days in any school year, it constitutes a change in placement. A change in placement carries certain procedural protections

under the Individuals with Disabilities Act. If the school did not conduct a functional behavioral assessment (FBA) and implement a behavioral intervention plan for the student prior to the behavior that resulted in the discipline, the school will convene a Team meeting to develop an assessment plan to address the behavior or if the student already has a behavioral intervention plan, the Team shall review the plan and revise it if necessary to address the behavior. This will include a review by the Team of the relationship between the student's disability and the behavior subject to the disciplinary action. (Manifestation Determination)

For more information, please refer to IDEA; MGL 71B Information on Special Education Parents' Rights is available by visiting http://www.doe.mass.edu/sped/parents.html?section=sped-idea.

Due Process

Prior to a student's suspension from school, an administrator will conduct a Hearing, which shall consist of the following elements:

1. Tell the student the specific rule they have broken.
2. If the student denies breaking the rule, explain why the administrator believes the student did break the rule.
3. Give the student their chance to tell their interpretation of what happened.

The formality of the Hearing will depend upon the circumstances and the length of the suspension. Where additional process is required, it will be provided. However, the Hearing will take place as soon as possible and generally no later than one (1) day after the event causing the suspension or when the administration becomes aware of the event that causes the suspension. A Hearing may be postponed if the student is not acting in a calm or reasonable manner, or if the safety and health of staff and students at the Middle School is compromised in any way.

Discipline Levels

Level I – Teacher Session/Classroom Consequence

Students who violate the School's rules and regulations concerning classroom or school-wide behavior and are asked by a teacher to remain after school are required to do so. Teachers are responsible for detained students when detained. After school sessions are assigned by a staff member. If a student does not show up, the teacher will inform an administrator. The student will receive an office referral, in addition tothe session, both of which must be served. Staff may also assign appropriate classroom consequences that will happen during the school day.

Examples of reasons for teacher sessions/classroom consequence are:

- no homework, unprepared for class
- insubordination to staff member
- fooling around in class
- chewing gum or eating candy
- unexcused tardiness to class

Level II – Office Referral

Office Detention, if assigned, is held after school from 1:40 pm to 2:40.

Students are expected to work quietly on homework assignments. Students are assigned office detention for tardiness to school, inappropriate conduct, and violation of school rules or failure to report for a teacher session.

Examples of reasons for office detentions are:

- repeated disruptive classroom behavior
- failure to attend teacher sessions/c
- inappropriate cafeteria behavior

Failure to attend assigned office detentions will result in additional administrative action.

Students who owe office detentions may not participate in any co- curricular (after-school or evening) activity. A student who will be attending an office detention must return the signed white slip to the administration table during lunch period on the day of the detention. If a student does not turn in his or her white slip then a phone call will be made to the parent.

Level III – In-School Suspension

The student will study and perform all the requirements of his or her classes while on in-school suspension. In-school suspension will be served during the school day under the supervision of a school administrator. The student will return his work to his respective teachers the following day.

Level IV Out of School Suspension

Students suspended from school are restricted from school grounds and may not participate in any school event or activity. Anyone who is on out-of-school suspension and returns to any part of the campus is guilty of trespassing, and can be prosecuted. When a student is suspended from school, the rules governing absence apply. To be readmitted to school, a conference with an administrator, parents/guardian and the student will be held.

Level V – Exclusion/Expulsion

In certain circumstances, the Principal may refer students to the Superintendent for exclusion from school.

Students will be allowed to make academic progress, consistent with statutory requirement.

Suspension

In order to ensure the safety, rights and security of the total school population, an administrator has the right given by state statues, local ordinances, and school policies, to suspend a student at any time for serious offenses. Suspended students are ineligible to participate in any school sponsored activity until re-admitted from the suspension. An administrator will determine if a student who has been suspended is eligible to participate in field trips.

Students who are suspended may not come on to school property during their suspension (except for purposes of hearings or counseling) under trespass legislation Section 120 MGL 266.

When a student presents an immediate threat to staff, students, themselves, or clearly endangers the school environment, the suspension will be effective immediately, subject to all statutory requirements. The hearing to discuss the incident will be held within a reasonable period of time, usually the next school day.

Oral and written notice will be provided to both the student and the parent of the allegation of infraction that may result in a suspension, and the student and parent have the right to a hearing. A parent conference will be necessary to re-admit the student to the school after the suspension. The parent must call to set up an appointment for the re- entry. The student will not be admitted to class without this re-entry meeting. In addition, the student will not be admitted to class if the administrator determines at this re-entry meeting that the student is not ready to attend school and follow school rules.

Discipline Infractions/ Responses

The following chart is designed as a quick reference guide for most disciplinary infractions. Please see the "Disciplinary Policies" section for any infractions not included in the chart.

ISS = In-School-Suspension	OSS = Out-of School Suspension

Infraction	Example/Definition	Actions
Class Disruption	Any act that impedes the learning or teaching in a class	1st offense-1 detentions parent conference with teacher 2nd offense-3-5 detentions, parent conference with teacher and admin 3rd offense-1 day ISS, parent conference with teacher and admin
Inappropriate behavior	Any behavior, not defined elsewhere, that is disruptive to the classroom or school environment, or makes a staff member or student feel uncomfortable (Ex.: yelling in the hallway, throwing food in the cafeteria)	All consequences for these offenses will be determined by school administration, based on the severity of the action and its outcome.
Inappropriate contact	Hitting, poking, punching, wrestling, rough-housing, etc., with friends during school is inappropriate behavior	All consequences for these offenses will be determined by school administration, based on the severity of the action and its outcome.

Disrespect toward staff	Behavior or speech which shows a lack of respect for any	1st offense-1 detentions 2nd offense-3-5 detentions,
	staff member (Ex.: inappropriate language in class, failing to follow instructions from staff)	parent conference with staff 3rd offense-1 day OSS, parent conference with staff
Profanity	Use of profane words toward students	1st offense-1 day ISS 2nd offense-3 days ISS 3rd offense-3 days OSS
Profanity toward staff	Use of profane words toward a staff member	1st offense-1 days OSS 2nd offense-3 days OSS 3rd offense-5 days OSS
Fighting	Engaging in a mutual physical altercation with another student. Any aggressive physical contact is considered fighting (Ex.: one student pushes another and the pushed student hits back, both are fighting)	1st offense-1 days OSS 2nd offense-3 days OSS 3rd offense-5-10 days OSS
Assault-Student	Physical attack on another student or threat of imminent harm	1st offense-1 days OSS 2nd offense-3 days OSS 3rd offense-8 days OSS
Assault-Staff Member	Physical attack on a staff member or threat of imminent harm	OSS 10 days, expulsion hearing

School Threat	By phone, email, written, verbal or any other means	10 days OSS, police notified, expulsion hearing
Bullying / Cyberbullying	See Bullying/Cyberbullying, pg. 93	1st offense-1 day ISS 2nd offense-3 days OSS 3rd offense-5 days OSS
Bus Violation	May include swearing, yelling, or any other activity that creates an unsafe environment for the driver or any students on the bus	1st offense-1-2 detentions, 2nd offense-1 day ISS, 1 week bus suspension 3rd offense-1 day OSS, permanent bus suspension
Drug/Alcohol Possession or Use	Student use drugs or alcohol at school or at a WPS school sponsored event	1st offense-5 days OSS 2nd offense-10 days OSS 3rd offense-10 days OSS
Drug/Alcohol Paraphernalia Possession	Student is in possession of drugs or alcohol Paraphernalia at school or at a WPS school sponsored event	1st offense-3 days OSS 2nd offense-5 days OSS 3rd offense-10 days OSS
Smoking/Tobacco/ E-Smoker violation	See Smoking/Tobacco/E-Smoker policy on page 76,	See WPS Vaping policy on page 76

Electronic Device Policy Violation	See Electronic Device Policy, pg 102	1st offense-loss of device for remainder of the day 2nd offense- loss of device for remainder of the day-1 Detention 3rd offense- loss of device for remainder of the day-3 Detentions, parent conference
Academic dishonesty including Electronic. Device misuse	Cheating Plagiarism	1st offense-Teacher notifies parent/guardian, student retakes assignment.- 2 detentions 2nd offense-Teacher notifies parent/guardian and administration, zero credit for work— 2 detentions 3rd offense- Teacher notifies parent/guardian and administration, zero credit for work— 5 detentions
Forgery	Generating any piece of paper or electronic correspondence in the name of another person (Ex.: fake dismissal note, email in parent's name)	1st offense-1 detentions 2nd offense-2 detentions, parent conference 3rd offense-1 day ISS, parent conference
Skipping Class	Present in school, but absent from class without a documented excuse from an	1st offense-1 day ISS 2nd offense-2 day ISS

	administrator or counselor member	3rd offense-2 days OSS
Skipping detentions	Not attending office detention as assigned by an administrator	1st offense-1 day ISS 2nd offense-1 day OSS 3rd offense-2 days OSS
Failure to identify	Not giving name or giving a false name when asked by a staff member	1st offense-2 detentions, parent conference 2nd offense-1 day ISS 3rd offense-1 day OSS
Harassment	See Discrimination/Harassment Procedure, pg 83	1st offense-3 days OSS 2nd offense-5 days OSS 3rd offense-10 days OSS
Hazing	See Hazing policy, pg 90	1st offense-3 days OSS 2nd offense-5 days OSS 3rd offense-10 days OSS
Acceptable Use Policy Violation	See Acceptable Use Policy, pg 102	See Acceptable Use Policy, pg. 102
Leaving School	Student leaves school ground without permission.	1st offense-1 day ISS 2nd offense-3 days ISS 3rd offense-5 days ISS

Truancy	Failing to attend school without the awareness of parent/guardian or school personnel	1st offense-1 day ISS 2nd offense-2 days ISS 3rd offense--1 day OSS
Tardy Violations	See Tardy policy, pg. 99	See Tardy policy, pg. 99
Theft	Taking of any items that is not owned by the offender	1st offense-1 days ISS, conference with SRO 2nd offense-2 days OSS, conference with SRO 3rd offense-5 days OSS, conference with SRO
Removal from ISS	Being removed from ISS from disruptive behavior, leaving ISS	1st offense-1 days OSS 2nd offense-2 days OSS 3rd offense-3 days OSS
Vandalism/Destruction of Property	Purposeful destruction of school or town property	1st offense-3-5 detentions, restitution 2nd offense-2 days ISS, restitution 3rd offense-5 days OSS, restitution

PBIS

Overall Information

PBIS is a prevention framework for establishing and sustaining effective school-wide and individual behavior supports needed to enhance academic, social, and behavioral outcomes for all students.

The goal of the WMS PBIS Team is to establish common expectations and ensuring student accountability towards them. The leadership team will work to enable the academic and social emotional growth for all students through the implementation of the PBIS model.

Our mission is to help all students reach their greatest potential by creating an environment in which children can be successful academically, emotionally, and socially. Through the PBIS framework, our students learn to be respectful, responsible, and safe in all areas of the school and apply these skills to be positive citizens.

1. Development of a clearly defined and consistent student expectations which reflect WMS's core values.
2. Communication and collaboration between administration, staff, students, families, and community members/organizations;
3. Reliance on data to inform decision-making; and
4. Development of a system that efficiently and effectively responds to the needs of student who require additional supports to be successful.

Golden Spoon:

The Golden Spoon is a rewards system to promote positive behavior in the cafeteria. Please refer to the information of student expectation regarding the cafeteria earlier in this document. Below please find how each lunch can earn Golden Spoons and free seating.

- For each day that these criteria are met, the grade level will receive a Golden Spoon
- When FOUR spoons are reached, open seating will be allowed upon next lunch
- After open seating is awarded, students will have the opportunity to earn the award again.
- Status of earning the award is posted on Bulletin Board in the back of cafeteria
- Competition of status occurs between the grade levels.
- Announcement of award progress occurs during the morning announcements.

Wildcat Paws

Wildcat Paws are a method that Wilmington Middle School uses to reward and positively reinforce student behavior. WMS has been working hard to implement clear and consistent expectations throughout the school. The students have received the presentation on the new Circle of Values to ensure all students know what is expected of them when they are here at WMS. We now need to consistently recognize students for meeting the expectations that were taught to them by distributing 'Wildcat Paws'.

- **Wildcat Paws** will be given to recognize our students who display any of the six core values (Community, Inclusivity, Collaboration, Learning, Engagement)
- **ALL** staff (support staff/UA) will be submitting the information for the Virtual **Wildcat Paws** to go out periodically throughout the week. Staff are encouraged to distribute them at least once a day
- At the beginning of the week, three **Wildcat Paws** will be selected from the previous week. These selected students will earn an incentive. The winners will be announced on Wednesday during morning announcements and highlighted in the WMS Rise Up Newsletter that goes out that day.

SOCIAL EMOTIONAL LEARNING

As stated by CASEL (2021), Social and emotional learning (SEL) is an integral part of education and human development. SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions. SEL advances educational equity and excellence through authentic school family-community partnerships to establish learning environments and experiences that feature trusting and collaborative relationships, rigorous and meaningful curriculum and instruction, and ongoing evaluation. SEL can help address various forms of inequity and empower young people and adults to co-create thriving schools and contribute to safe, healthy, and just communities.

Wilmington Middle School believes in the importance of Social Emotional Learning. We understand that at the beginning of their adolescents, our students are transitioning into middle school and that this change can be very stressful. WMS is committed to make students as successful as possible and to help them build the skillsets necessary to continue that success in high school and beyond.

SURVEYS

Panorama Education

The District will be using Panorama Education, a universal SEL assessment tool and data system. This survey will be administered 2-3 times a year to students. This data will provide reporting on the 5 core CASEL competencies, data analysis, and intervention tracking. In addition, staff will have access to a playbook of SEL interventions, including student check-ins, to receive feedback from students on well-being, SEL and school climate.

Following the CASEL's competencies, the questions of the survey covered the following areas:

- Self-Management - How well students manage their emotions, thoughts, and behaviors in different situations.
- Self-Efficacy - How much students believe they can succeed in achieving academic outcomes.
- Emotion Regulation - How well students regulate their emotions.
- Social Perspective Taking - The extent to which students consider the perspectives of their teachers.
- Social Awareness - How well students consider the perspectives of others and empathize with them.
- Sense of Belonging - How much students feel that they are valued members of the school community.

All students are eligible to participate. Parents can opt their child out of taking the survey and students can, similarly, choose not to participate.

Youth Risk Behavior Survey

Overview:

The Youth Risk Behavior Survey (YRBS) was developed by the Center for Disease Control and Prevention (CDC) in 1990 to monitor health behaviors that contribute markedly to the leading causes of death, disability, and social problems among youth and young adults in the United States. The YRBS is administered every two years in select school districts in 46 states. It has been administered in Wilmington Public Schools since 2015. These behaviors, often established during childhood and early adolescence, include:

- Behaviors that contribute to unintentional injuries and violence
- Physical activity
- Nutrition
- Weight status
- Tobacco use
- Alcohol and other drug use
- Sexual behaviors

Questions are added, removed, and updated in reaction to emerging health trends. The survey is part of a larger effort to help communities increase the resiliency of young people by reducing high risk behaviors and promoting healthy behaviors. Responses are collected every two years from high school and middle school students.

All students are eligible to participate. Parents can opt their child out of taking the survey and students can, similarly, choose not to participate.

Signs of Suicide:

Overview:

SOS Signs of Suicide (SOS) is a universal, school-based prevention program designed for middle school (ages 11-13) and high school (ages 13-17) students. The goals of this program are:

- Decrease suicide and suicide attempts by increasing student knowledge and adaptive attitudes about depression
- Encourage personal help-seeking and/or help-seeking on behalf of a friend
- Reduce the stigma of mental illness and acknowledge the importance of seeking help or treatment
- Engage parents and school staff as partners in prevention through "gatekeeper" education
- Encourage schools to develop community-based partnerships to support student mental health

Through a video and guided discussion, students learn to identify warning signs of suicide and depression in a single class period. At the end of the session, students complete a seven-question screening for depression (anonymous or signed – the school can decide) to further encourage help-seeking and connect students at risk with trusted adults. The curriculum raises awareness about behavioral health and encourages students to ACT (Acknowledge, Care, Tell) when worried about themselves or their peers.

SBIRT: Screening, Brief Intervention, and Referral to Treatment

Overview:

Substance use during adolescence is associated with various negative outcomes including problems in school, injuries, emergency room visits, arrests, violence, and other risky behaviors, such as unprotected sex. The younger a person is when they first use alcohol or drugs, the greater the likelihood that they will become dependent and/or addicted as an adult. Additionally, heavy alcohol and marijuana use in adolescence may result in long-lasting functional and structural changes in the brain affecting memory and learning functions, decreasing motivation, and increasing the risk of serious mental illness. In response to the Opioid Crisis, an Opioid Bill was signed by Governor Baker on March 14, 2016, mandating a verbal screening for substance use (also known as Screening, Brief Intervention, Referral to Treatment – SBIRT).

Definition:
SBIRT stands for Screening, Brief Intervention, and Referral to Treatment. An evidence-based screening tool is utilized for the Screening; the Brief Intervention is provided through motivational interviewing and the Referral to Treatment is dependent on resources available in the school and community.

Purpose:
The purpose of SBIRT is to promote prevention and identify early risk for substance use in our adolescents and to take appropriate actions as soon as possible if a problem is identified. Neuroscience tells us that the developing adolescent brain is at particular risk for addiction, so intervening early, before a substance use disorder develops, is key to the life-long health of our students. The SBIRT screening process reinforces healthy choices being made by students, identifies those who need intervention and education, ideally before substance use begins, and provides a referral for those who need additional support or treatment. SBIRT screenings are performed like other health screenings in schools setting (i.e., vision, hearing, BMI) with respect to identifying a health condition as soon as possible so as to enable all children to obtain the fullest benefit of their educational opportunities.

Universal Screening:
The SBIRT protocol developed by the MA Department of Public Health (DPH) for use by school health personnel is a structured, evidence-based conversation that promotes prevention and identifies early risk for substance use among adolescents. It is a UNIVERSAL screening of ALL students in a selected grade levels. It is not a targeted screen for selected students, nor is it intended to get anyone "in trouble". It is neither "drug testing" nor is it a treatment program for students who may be addicted to substances.

SBIRT Team:
An SBIRT team will be comprised of school health personnel, such as school counselors, adjustment counselors, social workers, psychological staff, and health educators. Members of the SBIRT team will implement the screening, provide education to the students and/or provide follow-up as necessary to the initial screen.

Grades to be screened: Per the Department of Elementary and Secondary Education and in consultation with the MA Department of Public Health, one middle school grade and one high school grade will be screened.

Consent:
Parents/Guardians will be notified of SBIRT screenings in advance and given the opportunity to opt their child out of the screening through passive consent. Students are allowed to self-opt out at any time before or during the screening.

Confidentiality:

Any statement, response or disclosure made by a pupil during a verbal substance use disorder screening shall be considered confidential information and shall not be disclosed by a person receiving the statement, response or disclosure to any other person without the prior written consent of the pupil, except in cases of immediate medical emergency or a disclosure is otherwise required by state law. Such consent shall be documented on a form approved by the department of public health and shall not be subject to discovery or subpoena in any civil, criminal, legislative or administrative proceeding. No record of any statement, response or disclosure shall be made in any form, written, electronic or otherwise, that includes information identifying the pupil.

The Director of Nursing Services will be designated as the SBIRT Coordinator for the district.

REF: Bill H.4056 An Act Relative to Substance Use, Treatment, Education and Prevention http://www.masbirt.org/

SECTION 5 – SCHOOL COMMITTEE POLICES

SECTION 5 SCHOOL COMMITTEE POLICIES

All School Committee Policies for Wilmington Public Schools can be accessed on the Wilmington Public Schools Website through the link below:

https://www.wpsk12.com/cms/one.aspx?portalId=26809273&pageId=26933083

Although, previously displayed in this handbook, to ensure that the most up-to-date polices are provided, please use the links on this page.

Below please find a link to each of the policies that directly pertain to a student of Wilmington Middle School.

JA Student Policies Goals:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JA

JA-E Student Policies Goals:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JA-E

JB Equal Educational Opportunities:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JB

JBA Student-To-Student Harassment:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JBA

JC Attendance Areas:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JC

JCA Assignment of Students-To-Schools:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JCA

JCAC Residency Enforcement Policy for the Wilmington Public Schools:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#BDFA-E-3

JEB Entrance Age:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JEB

JEB-E Verification of Residency:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JEB-E

JF School Admissions:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JF

JFABC Admission of Transfer Students:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JFABC

JFABD Homeless Students: Enrollment Rights and Services:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JFABD

JFABE Educational Opportunities for Military Children:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JFABE

JFABF Educational Opportunities for Children in Foster Care:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JFABF

JFBB School Choice:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JFBB

JH Student Absences and Excuses:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JH

JHD Exclusions and Exemptions from School Attendance:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JHD

JI Student Rights and Responsibilities:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JI

JIB Student Involvement in Decision-Making:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JIB

JIC Student Discipline:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JIC

JICA Student Dress Code:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JICA

JICC Student Conduct on School Buses:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JICC

JICE Student Publications:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JICE

JICF Gang Activity/Secret Societies:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JICF

JICFA Prohibition of Hazing:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JICFA

JICFA-E Hazing:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JICFA-E

JICFB Bullying Prevention:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JICFB

JICG Tobacco Use by Students:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JICG

JICH Alcohol, Tobacco, and Drug Use by Students Prohibited:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JICH

JICH-R Chemical Health Regulations for High School Students:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JICH-R

JICJA Electronic Device Use Policy:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JICJA

JIE Pregnant Students:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JIE

JIH Searches and Interrogations:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JIH

JII Student Complaints and Grievances:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JII

JIK Use of Dogs to Search School Property:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JIK

JJ Co-Curricular and Extracurricular Activities:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JJ

JJA Student Organizations:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JJA

JJE Student Fund-Raising Activities:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JJE

JJE-R Fundraising Guidelines:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JJE-R

JJF Student Activity Accounts:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JJF

JJG Contests for Students:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JJG

JJH Student Travel:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JJH

JJH-R Student Travel Regulations:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JJH-R

JJIB Interscholastic Athletics:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JJIB

JJIF Athletic Concussion Policy:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JJIF

JJIF-R Athletic Concussion Regulations:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JJIF-R

JK Student Conduct:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JK

JKA Corporal Punishment:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JKA

JKAA Physical Restraint of Students:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JKAA

JKAA-R Regulation to Physical Restraint:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JKAA-R

JL Student Welfare:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JL

JLA Student Insurance Program:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JLA

JLC Student Health Services and Requirements:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JLC

JLCA Physical Examinations of Students:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JLCA

JLCB Inoculations of Students:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JLCB

JLCC Communicable Diseases:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JLCC

JLCD Administering Prescription and Non-Prescription Medication to Students:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JLCD

JLCE Life-Threatening Food and Other Allergy:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JLCE

JLD Guidance Program:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JLD

JP Student Gifts and Solicitations:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JP

JQ Student Fees, Fines, and Charges:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JQ

JRA Student Records:

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JRA

JRD Student Photographs

https://www.wpsk12.com/UserFiles/Servers/Server_26809189/File/School%20Committee/School%20Committee%20Policies/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf#JRD:

SECTION 6 – ADDITIONAL HELPFUL INFORMATION

TRUANCY AND ATTENDANCE Information FOR PARENTS AND GUARDIANS

There is no doubt that one of the keys to academic achievement is good attendance. Consistent participation in school and school-based activities is important for making a successful transition from youth to adulthood. Student tardiness and truancy are challenges that confront many communities in Middlesex and across the state. Often, these behaviors are the first indicators that a student may be experiencing stress or other difficulties in his or her life.

The following is a summary of some of the Massachusetts General Laws pertaining to attendance:

School Attendance

Chapter 76, section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen half day sessions in any period of six months. In addition to this law, each school may have its own attendance policy with which parents/guardians should be familiar.

Notification and Contact Information

Chapter 76, section 1A of the Massachusetts General Laws states that parents/guardians must be provided each year with the instructions for calling a designated phone number at a designated time to inform the school of the absence of a student and the reason for the absence. In addition, parents/guardians must provide the school with a home, work or other emergency telephone number so that they may be contacted during the school day so the school may call and inquire about said absence.

Who is a Supervisor of Attendance?

Chapter 76, section 19 of the Massachusetts General Laws states that each school committee must employ a supervisor of attendance. A supervisor of attendance has the power to apprehend and take to school any child who is truant and is required to investigate all cases where a child in the district fails to attend school.

What is a CRA?

A CRA (Children Requiring Assistance) petition may be filed in court by a supervisor of attendance if a child between the ages of six and sixteen persistently and willfully fails to attend school or persistently violates lawful and reasonable regulations of his or her school. The Court's authority pursuant to a CRA petition

includes the power to place the child in the custody of the state agency known as the Department of Social Services.

What is a 51A?

A 51A is a report of suspected child abuse or neglect that is filed with the Department of Social Services. Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis.

Parental Responsibility

Parents or guardians are legally responsible for ensuring that a child under their control attends school daily. It is a crime for a responsible parent or guardian not to cause such a child to attend school. If a child fails to attend school for seven day sessions or fourteen half day sessions within any six month period, the supervisor of attendance may file a criminal complaint in court against the responsible parent/guardian.

Inducing Absences

It is a crime to induce or attempt to induce a minor to miss school, or unlawfully to employ or to harbor a minor who should be in school.

HELPFUL ONLINE RESOURCES

A wealth of information related to Wilmington High School is also posted on our website at http://wpsk12.com/wms/. Information regarding how to contact school staff and how to access the various online information systems that are used may be found below.

Staff Directory

The Main Office may be reached at 978-694-6080. Staff emails and extensions may be found using the directory on the WMS home page.

Aspen Student Information System

Aspen is the online student information system that is used for scheduling, student course information, grades, and student health. Students and parents each have their own login and password, the details of which are provided in a letter at the beginning of the school year. Aspen may be accessed through the WHS home page. Please contact the Guidance Office for additional questions related to Aspen access.

My School Bucks

Student cafeteria purchases and prepayment for school lunches is available on-line at www.myschoolbucks.com . Directions for using this system are available on the WPS Food Services website http://wpsk12.com/about/district/food-services/ which may be accessed through the WPS homepage.

CORI FORM

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services
200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
MASS.GOV/CJIS

Criminal Offender Record Information (CORI) Acknowledgement Form

To be used by organizations conducting CORI checks for employment, volunteer, subcontractor, licensing, and housing purposes.

Wilmington Public Schools is registered under the
(Organization)
provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to Wilmington Public Schools
(Organization)
to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing Wilmington Public Schools
(Organization)
with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

The Wilmington Public Schools may conduct
(Organization)
subsequent CORI checks within one year of the date this Form was signed by me, provided, however, that Wilmington Public Schools, must first provide me
(Organization)
with written notice of this check.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

_____ _____
Signature of CORI Subject *Date*

Position/Volunteer: _____

School (circle one): WHS WMS NI WI SH WO BO WW

Phone #: _____

1

WILMINGTON PUBLIC SCHOOLS

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services
200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
MASS.GOV/CJIS

SUBJECT INFORMATION

Please complete this section using the information of the person whose CORI you are requesting.
The fields marked with an asterisk (*) are required fields.

* First Name: _____ Middle Initial: _____

* Last Name: _____ Suffix (Jr., Sr., etc.): _____

Former Last Name 1: _____

Former Last Name 2: _____

Former Last Name 3: _____

Former Last Name 4: _____

* Date of Birth (MM/DD/YYYY): _____ Place of Birth: _____

* Last **SIX** digits of Social Security Number: _____-- _____ ☐ No Social Security Number

Sex: _____ Height: _____ft. _____in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Father's Full Name: _____

Mother's Full Name: _____

Current Address

* Street Address: _____

Apt. # or Suite: _____ *City: _____ *State: _____ *Zip: _____

SUBJECT VERIFICATION

The above information was verified by reviewing the following form(s) of government-issued identification:

_____

_____

_____

Verified by:

_____
Print Name of Verifying Employee

_____ _____
Signature of Verifying Employee *Date*

2

DISTRICT CHAIN OF COMMUNICATION

CHAIN OF COMMUNICATION

WHO DO I CALL WITH A QUESTION OR SUGGESTION?

The Wilmington Public Schools has developed communication protocols to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently. The communication protocol starts with the staff member closest to the situation, as that person will usually have the most information. Appropriate communication channels for a variety of topics are listed below. Please refer to individual school and department websites for contact information.

Classroom Issues Involving an Individual Child
(classroom procedures, behavior, grades, schedule, etc.)
OR
Curriculum and Instruction
Administration (subject matter being taught, teaching strategies, textbooks and materials used, etc.)

For Preschool-Kindergarten:
STEP 1 – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved…
STEP 2 – Early Childhood Director; if not resolved…
STEP 3 – Director of Student Support Services; if not resolved…
STEP 4 – Superintendent of Schools

For Grades 1-3:
STEP 1a – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved…
STEP 1b – If appropriate – School Guidance Counselor or Psychologist; if not resolved…
STEP 2 – Building Administrator; if not resolved…
STEP 3 – Superintendent of Schools

For Grades 4-5:
STEP 1a – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved…
STEP 1b – If appropriate – School Guidance Counselor or Psychologist; if not resolved…
STEP 2 – Building Administrator; if not resolved…
STEP 3 – Superintendent of Schools

504 Plans:
STEP 1 – Classroom Teacher
STEP 2 – Designated Building 504 Coordinator
STEP 3 – Building Administrator
STEP 4 – District 504 Coordinator
STEP 5 – Superintendent of Schools

Special Education
Preschool-Kindergarten:
STEP 1 – Teacher, Special Education Teacher, Related Services Provider; if not resolved…
STEP 2 – Early Childhood Director; if not resolved…
STEP 3 – Building Administrator; if not resolved…
STEP 4 – Team Chairperson; if not resolved…
STEP 5 – Director of Student Support Services; if not resolved…
STEP 6 – Superintendent of Schools

For Grades 1-3:
STEP 1 – Teacher, Special Education Teacher, Related Service Provider; if not resolved…
STEP 2 – Building Administrator; if not resolved…
STEP 3 – Team Chairperson; if not resolved…
STEP 4 – Director of Student Support Services; if not resolved…
STEP 5 – Superintendent of Schools

For Grades 4-5:
STEP 1 – Teacher, Special Education Teacher, Related Service Provider; if not resolved…
STEP 2 – Building Administrator; if not resolved…
STEP 3 – Team Chairperson; if not resolved…
STEP 4 – Director of Student Support Services; if not resolved…
STEP 5 – Superintendent of Schools

Medical Concerns
STEP 1 – School Nurse; if not resolved…
STEP 2 – Director of Nursing Services; if not resolved…
STEP 3 – Building Administrator; if not resolved…
STEP 4 – Superintendent of Schools

Guidance Department
For Grades 6-12:
STEP 1 – Guidance Counselor; if not resolved…
STEP 2 – Guidance Curriculum Team Leader; if not resolved…
STEP 3 – Building Administrator; if not resolved…
STEP 4 – Director of Student Support Services; if not resolved…
STEP 5 – Superintendent of Schools

Transportation
STEP 1 –Bus Incidents: Building Administrator
STEP 2 – Bus Safety, Pick Up, and Drop Off Questions: Transportation Coordinator; if not resolved…
STEP 3 – Assistant Superintendent of Administration & Finance; if not resolved…
STEP 4 – Superintendent of Schools

Athletics
For Grades 9-12:
STEP 1 – Coach; if not resolved…
STEP 2 – Athletic Director; if not resolved…
STEP 3 – Building Administrator; if not resolved…
STEP 4 – Assistant Superintendent; if not resolved…
STEP 5 – Superintendent of Schools

WILMINGTON PUBLIC SCHOOLS

(Preschool-5) Issues &
Questions:
Coordinator of ELA - Woburn Street School
Coordinator of Mathematics - West Intermediate

***Grades* 6-12:**
STEP 1a - Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved..
STEP 1b - If appropriate, School Guidance Counselor or Psychologist
STEP 2- Curriculum Team Leader/Liaison
STEP 3 - Building Administrator
STEP 4 - Director of Student Support Services ; if not resolved..
STEP 5 - Superintendent of Schools

For Grades 6-12:
STEP 1 - Teacher, Special Education Teacher, Related Service Provider; if not resolved..
STEP 2 - Liaison; if not resolved..
STEP 3 - Special Education Curriculum Team Leader; if not resolved ..
STEP 4 - Building Administrator; if not resolved
STEP 5 - Director of Student Support Services; if not resolved..
STEP 6 - Superintendent of Schools

C.A.R.E.S.
For Grades K-5:
STEP 1 - Site Coordinator; if not resolved ..
STEP 2 - Director of C.A.R.E.S.; if not resolved ..
STEP 3 - Assistant Superintendent of Administration & Finance; if not resolved.
STEP 4 - Superintendent of Schools

Food Service
STEP 1 - Food Service Manager at School; if not resolved ..
STEP 2 - Administrator of Food Services; if not resolved..
STEP 3 - Assistant Superintendent of Administration & Finance; if not resolved.
STEP 4 - Superintendent of Schools