

WOODROW WILSON MIDDLE SCHOOL

718 East 28th Street

Erie, Pennsylvania 16504

Phone: 814-874-6600 FAX: 814-874-6607

Woodrow Wilson
Middle School



We Are Wilson!

2018-2019 Handbook

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Principal's Message

Guidelines for Success

Welcome to Woodrow Wilson Middle School!

The information in this guide has been prepared to help parents, students and faculty make this a successful school year.

Our **Mission** – Educate all students in a nurturing and orderly school environment while recognizing the unique needs of the middle-level student.

Our **Vision** – Committed to academic excellence and integrity, Woodrow Wilson Middle School combines positive student, peer, family and community relations with rigorous teaching and learning so every student may have expanded opportunities, achieve personal success, and enrich his or her community.

Our Values –

- Academics, Athletics and the Arts (The “Triple As”)
- Students will be safe, be responsible and be respectful
- Change is inevitable, improvement is imperative and success is the goal
- Diversity is recognized and valued
- Learning is a life-long collaboration among schools, families and communities
- All students can learn and be successful
- Open, honest and authentic communication is a necessity
- Individual contributions and responsibilities help build our school community

Thanks goes out to everyone involved in making this happen – especially the parents.

Resource Persons in the Building

Principal	Mr. Donald Orlando
Assistant Principals	Mr. Jeff Brzezinski
	Mrs. Courtney Laver
Counselors	Mr. Mike Coletta
	Ms. Melissa Peck
Mental Health Specialist	Mrs. M. Kruszewski
Behavior Specialist	Mr. Shannon Lofton
Nurse	Mrs. Sarah Garofalo
School Secretaries	Ms. Doris Sanders
	Ms. Natalie Claudio
Engineer	Mr. Joseph Holby
Cafeteria Manager	Mrs. Kathy Willover
School Based Probation	Mr. Mark Schaefer
Erie School Police Officers	Mr. Ray Rood

Important Telephone Numbers

Main Office	874-6600
Fax Number	874-6607
Counselor (6 th gr. & Spec. Ed)	874-6606
Counselor (7 th & 8 th grade)	874-6605
Nurse	874-6608
School Probation Officer	874-6613
Mental Health Specialist	874-6615

Guidance Counselors

The counselors will help parents and students with educational planning, interpretation of test scores, career information and any concerns they wish to discuss. Our counselors may be reached by calling 874-6605 or 874-6606.

Class work

Homework

Teachers will assign homework consistent with the grade, the difficulty and the demands of the subject. Students are responsible for all homework assigned. If students are absent from class for any legitimate reason, they are expected to ask their teachers for the assignments to make up. Homework is part of the grade for the class.

Notebooks

When teachers assign notebooks, students must prepare the notebook in the manner designated by the teacher.

Textbooks

Students must return the textbooks assigned to them in good condition. If a textbook is stolen, the student is responsible for the book and must report it to the teacher. If a student fails to return his/her book(s), **he/she will have to pay for the missing book(s).**

Grades

Report cards are issued four times a year. Teachers will evaluate students on the basis of the work prepared for each class.

The grading system for 6th, 7th and 8th grade is:

6th, 7th & 8th Grade – All Classes	
Percentage	Grade
95 – 100 %	A
90 – 94 %	A-
85 – 89%	B
80 – 84 %	B-
75 – 79 %	C
70 – 74%	C-
65 – 69%	D
0 – 64%	F

Infinite Campus

The Parent Portal is up and running for Wilson on Infinite Campus. We no longer send out Progress Reports. All grades and assignments can be viewed on Infinite Campus. Families were previously sent their Activation Codes from the District. If you have any questions, you can email parentportal@eriesd.org with your full name and telephone number.

Honor Roll

First Honors: All A's

Second Honors: All A's and B's

Special Help

Special help is available to all students, from 2:50-3:20, on the following days:

Monday – Language Arts
Tuesday – Math
Wednesday – Science
Thursday – Social Studies
By Appointment – Related Art

ATTENDANCE

Consistent attendance is the key to getting good grades. Students cannot be taught if they are not present in the classroom.

Absenteeism

There are times when an absence is necessary. In such situations, parents are asked to report the absence to the school before 9 a.m. at 874-6600.

When a student returns to school, he/she **MUST** present to his/her 1st period teacher a written excuse signed by the parent or guardian. The excuse must contain the **date written**, the **dates of absence** and the **reason for the absence**. Excuses can also be faxed to the main office at 874-6607 or emailed to Mr. Orlando at dorlando@eriesd.org. Failure to present an excuse within ten days of the absence violates the State Attendance Laws and **CAN RESULT IN LEGAL ACTION AGAINST THE PARENT/GUARDIAN.**

If you are planning a family vacation, a Parent/Guardian will need to complete a Family Vacation Request form and forward to the Superintendent's Office for review and consideration. The completed form will be faxed to the student's home school for follow-up with family.

Tardiness to School and to Class

The 1st period bell is at 8:05 am. If a student comes into school after 8:05 am, they will report to the tardy desk. All students with unexcused tardiness will be given a consequence.

Excusal from School

Occasionally, a student will have to be excused from school for a situation that cannot be handled after school hours. The student will report to their 1st period teacher and then to the main office. The student must have a dated excuse containing the date and time of the excusal, the reason for the excusal, the parent or guardian's signature and the telephone number at which he/she can be reached. All excuses will be verified by the office. There will be no excusals per lack of verification. If the student is going to a medical appointment, an excuse must be returned to the office from the medical office visited.

Excusal from Class

Students will not be excused from class during the first five minutes or the last five minutes of the period. Only one student will be excused from a class at a time. The student **MUST CARRY** a hall pass/clip board signed by the teacher indicating the time he left the class and the destination. Failure to have the hall pass can result in a consequence from the office.

Truancy

Success in school and regular attendance go hand in hand. Therefore, truancy from school or class will not be tolerated. Truancy from school can lead to the prosecution of parents/guardians/students and possible fines for them. Students who are illegally absent and those who skip class will have consequences.

Suspension

The student has the responsibility to make arrangements with his teachers to make up the work he missed while on suspension. Suspension will be assigned at the discretion of the administration. Students may not be on **any** school property while on suspension. Students may face trespassing charges if in violation of this policy.

Conduct

The most important lesson a person learns in school is self-discipline. It is the basis for all relationships with others. It is the responsibility of all faculty members and all students to maintain the kind of atmosphere where learning can take place. A student will obey the directions of all staff members.

It's Your Choice

Teacher Detention – up to 30 Minutes

Lunch Detention – Lunch Period

Office Detention – up to 2 hours

OSS – up to 10 Days

Alternative Education

Expulsion

Best Bet. . .

The student should serve Teacher and Lunch Detentions

Classroom

Without discipline in the classroom, lessons cannot be taught. With discipline reinforced by both the teacher and the student, learning can be a productive and pleasurable process. Teachers have the responsibilities to set up rules for their classrooms to facilitate the subject matter they teach. Teachers can require a student to stay for detention if he/she refuses to obey classroom rules. Parents and students will receive 24 hours notice via a detention form.

Cafeteria

Students have 30 minutes for lunch. In the cafeteria, students are expected to act courteously with each other and with the cafeteria staff. Students are also responsible for cleaning off tables where they eat and placing any garbage in the trash cans. Students are to remain seated until given permission to leave by lunch room supervisors. At no time are students allowed to take food from the cafeteria or to have food in any other part of the school. If a student misbehaves in the cafeteria, they will receive a consequence.

Library

Library regulations are made by the library aide for the benefit of teachers and students who use the facility. Library privileges may be rescinded if library regulations are not followed.

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Guidelines for Success

Substitutes

Occasionally, a teacher may be absent from school. Students are expected to work with and obey the substitute teacher with the same courtesy and respect they give their teacher.

Dress for School

The intent of our dress code is to ensure that students present a neat appearance while at school. At all times, shirts must be tucked in and pants/shorts/skirts must fit at the waist.

Students must wear the specified school uniform. Pants must fit, be “Dress” or “Docker” style, and must be worn at the waist – no jeans or sweat pants. Leggings, yoga pants, tights or stretch pants MAY NOT be worn as pants and may only be worn under appropriate dress code attire (not by themselves).

Shorts, capris, jumpers and skirts must be at or lower than the child’s fingertips when their arms are straight at their sides, they must fit and be worn at the waist. Tutus are not allowed. Shorts and capris may not be worn between November 1st and April 1st.

Shirts must be solid-color oxford, button polo shirts, or turtlenecks with long or short sleeves, no tank tops. NO STRIPES, PATTERNS, LOGOS OR BRAND NAMES on the polo. Undershirts must be a solid school color. All shirts must be tucked in and buttoned. Sweaters and sweatshirts may be crew neck, V-neck, cardigan or turtleneck and may only be worn with a collared shirt or turtleneck shirt underneath. Shirts with the school logo are allowed; all other logos are not allowed. Hooded sweatshirts, or fleece jackets/shirts are not acceptable. Outside scarves and hats are not permitted. All solid colors are permitted.

Shoes that are permitted are dress shoes and sneakers. Shoes that are not permitted are high heels, sandals, open-toed shoes, flip-flops, slippers and “wheelies”. All shoes must have hard soles.

When a dress-down day is scheduled, the following are not permitted: tutus, pajama pants, open-toed shoes, hoodies or attire that references drugs, weapons, alcohol or smoking. Shorts must meet the guidelines and cannot be worn from November 1st to April 1st. All shirts must have sleeves (no tank tops or spaghetti straps).

School officials reserve the right to make a judgment about any ambiguity in style, color, length, and/or fit of school attire.

Lighters, Electronic Devices, Trading Cards, Dice, Etc.

Cell Phones, iPods, MP3 players, cameras and other electronics are NOT permitted in class. If a student brings one to school, it must be kept in their locker until the end of the school day. Lighters are also prohibited. Trading cards (baseball, football, etc.) dice and playing cards are not permitted. If any of the above items are confiscated, they will be returned by the office only to the parent or guardian of the student involved. Consequences will be given.

Alcohol, Drugs, Tobacco

The use of any alcoholic beverages, drugs or tobacco is strictly prohibited. Any possession, use, distribution or sale of these on the school grounds or at school functions is prohibited at all times. Any student in violation of these rules will be dealt with according to the District’s Drug and Alcohol Policy.

Assaults

Assaults on any staff member or students will not be tolerated. Violators will face criminal prosecution, disorderly conduct charges and suspension and/or expulsion.

Fighting

Fighting on or around school property, as well as, to and from school will not be tolerated. Violators will face criminal prosecution, disorderly conduct charges and suspension and/or expulsion.

Weapons

Possession of any weapon on school grounds, as well as to and from school, is forbidden. Students will be subjected to periodic searches throughout the school year. Any violation will result in criminal prosecution, an immediate suspension and the student will face expulsion.

Book bags/Handbags/Purses

Book bags, pouches, handbags, purses or back packs are not permitted to be carried in the building during school.

Birthdays, Valentine's Day, Halloween

Birthday treats are not permitted to be brought in to school due to health and safety codes. Please do not send Valentine's Day treats, balloons or flowers to school. Because students change rooms for each class, there is not enough space in classrooms to keep these gifts. Students are not permitted to dress up for Halloween or to bring in treats.

School Regulations

Student Entry to the Building Beginning of the Day

The students are assigned a designated area outside in the morning where they are to wait until school begins. **Supervision of students will not begin until 8:00 AM.** The 6th grade students are assigned the west sidewalk (Reed Street) area and will enter the building through the southwest door. The 7th grade students are assigned to the front of the building and will enter through the main doors on 28th Street. The 8th grade students are assigned the east sidewalk (Monroe Street) area and will enter the building through the southeast door. Students found to be in the wrong area designated for their grade will be referred to the office.

Breakfast

Woodrow Wilson participates in the **Breakfast in the Classroom** program. All students have the opportunity to eat breakfast during 1st period. Breakfast is available from 8:05am until 8:15am daily. Students are not permitted to take any food items with them after 1st period.

Lockers and Locks

1st period teachers will assign students lockers within their pod and also give each student a school-supplied combination lock. 1st period teachers will record the locker number, lock number and combination. If a student loses a lock, there is an \$8 replacement fee. **STUDENTS ARE NOT ALLOWED TO SHARE LOCKERS.** An office referral, for all parties involved, will be written if found sharing a locker.

Most locker thefts are the result of carelessness on the student's part. Students must remember to lock their lockers. They should not give their

combinations to other students. **The school is not responsible for items that are lost or stolen.** Any locker theft should be reported to the homeroom teacher immediately.

Lost and Found

Articles found anywhere in or around the building should be taken to lost and found located with our School Wide Specialists. Owners can claim their property by identifying it.

Visitors

Parents are always welcome in school. A visit can be scheduled through an administrator or counselor. They must report to the office so that their needs can be accommodated. A visitor's badge must be visibly worn to go anywhere in the building other than the main office.

Other visitors who are not attending school are not welcome during the school day because they become a distraction in the school routine. Violators will be prosecuted.

Extra-Curricular Activities

Student Council

The Student Council provides a student voice in school affairs. Its members represent students in the management of the school.

Clubs

A wide range of clubs and sports activities make it possible for students to be involved in extracurricular activities. Announcements on the public address system will notify students of meetings, etc.

Extracurricular Activities

Club meetings, sporting events, trips, etc. are all part of the total school program. During school-sponsored activities students are expected to follow all school and district policies. They will be subject to disciplinary action for infractions. Students on suspension are not eligible to participate in extracurricular activities.

Student Health Services

The school nurse is available for any student who feels ill or is injured during the school day. A student should report to his/her classroom and then be dismissed to the Nurse's Office with a hall pass. Neither the nurse nor any staff member can dispense any medication unless it is prescribed by the student's doctor (including aspirin, etc.)

Physical Education Medical Excuses

If for any reason the student cannot participate in the full physical education program, a doctor's note must be submitted, including the length of time the student should be excused.

Communicable Diseases

Students returning to school after recovering from a communicable disease must be readmitted through the school Nurse's Office. Communicable diseases include German measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye), mononucleosis and head lice.

Drug and Alcohol Problems

A student with questions or problems concerning drug and alcohol abuse may obtain information from the school nurse or any member of the Wilson S.A.P. (Student Assistance Program) Team.

Regular Bell Schedule

Grade 6		Grade 7		Grade 8	
Enter	8:00	Enter	8:00	Enter	8:00
1	8:02-9:14	R	8:02-9:35	1	8:02-9:14
2	9:16-10:15	1	9:37-10:36	2	9:16-10:15
R	10:17- 11:37	Lunch	10:38-11:08	3	10:17- 11:16
Lunch	11:39-12:09	2	11:10-12:09	4	11:18-12:17
3	12:11-1:10	3	12:11-1:10	Lunch	12:19-12:49
4	1:12-2:11	4	1:12-2:11	R	12:51-2:11
Tutorial	2:12-2:45	Tutorial	2:12-2:45	Tutorial	2:13-2:45

Early Dismissal Bell Schedule

Grade 6		Grade 7		Grade 8	
Enter	8:00	Enter	8:00	Enter	8:00
1	8:00-8:40	R 1/2	8:00-8:40	1	8:00-8:40
2	8:42-9:22	1	8:42-9:22	2	8:42-9:22
R3/4	9:24-10:04	2	9:24-10:04	3	9:24-10:04
5	10:06-10:46	Lunch	10:06-10:46	4	10:06-10:46
Lunch	10:48-11:18	3	10:48-11:18	R	10:48-11:18
6	11:20-12:00	4	11:20-12:00	Lunch	11:20-12:00
Tutorial	12:00 – 12:30	Tutorial	12:00 – 12:30	Tutorial	12:02 – 12:30

Board of School Directors

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