

Welcome to WILSON MIDDLE SCHOOL!

ACCESS TO BUILDING

Main Office hours: 7:00am to 4:00pm

For security reasons, all doors are typically locked throughout the day. Please use the J St. Entrance and ring the buzzer for access. Visitors must sign in and out of the office and will be given a guest badge. Students who arrive late or leave early must sign in/out at the main office attendance desk.

School Hours

7:20 a.m. – Students may access Cafeteria for breakfast by the NE door

During inclement weather, students may wait in the Auditorium

7:43 a.m. – Students may access hallways and classrooms

7:50 a.m. – Start of school day for all students

2:50 p.m. – End of school day for all students, M-Th. - school day ends at 1:20 on Friday

3:05 p.m. – Hallway supervision ends - Students are out of the building, unless in a supervised activity

On Friday, all students must clear the building by 1:35, unless in a supervised activity

ATTENDANCE PROCEDURES

The office must have permission from a student's parents/guardian before a student can leave the building prior to end of the day and he/she also must sign out in the office before leaving.

Parents/Guardians are expected to notify the school by 8:00 am regarding a student's absence on the day of the absence. If that is not possible, the office must receive written or phone notification the next school day. Our 24-hour phone number for attendance is 558-2262. Please leave a message outside normal school hours that includes:

- student's name,
- date(s) of absence
- reason for absence

Excused absences include religious holidays, illness/hospitalization/doctor, family death, family emergency, school trips, court/legal appointments, vacation, and medical/dental appointments. In some instances, verification by a doctor, dentist, or other professional may be required.

BOOK BAGS AND BACKPACKS

Book bags/back packs/large purses or other kinds of bags are to be stored in student lockers throughout the school day. These items will not be allowed to be worn or carried in classrooms or common areas during school hours.

BULLYING AND HARASSMENT DISTRICT POLICY

See Cedar Rapids Community School District policies 601a, 601b, and CRCSD Regulation 604.2 for detailed information.

Proactive instruction and relationship-building activities will be provided for all students. Topics include definition of types of bullying and harassment, strategies for victims and bystanders, and reporting procedures. Building level contacts are Dan Chatfield, Counselor, and Jenifer Phelan, Principal.

BUS POLICIES

Bus transportation is provided for students living more than two miles from Wilson. Student expectations for riding the bus will be taught, reinforced, and posted. Buses are equipped with video cameras to monitor student behavior, and parents/guardians may be asked to view situations of misbehavior. Failure to behave appropriately on the bus could result in suspension or revocation of bus privileges. **Only students assigned to a bus may ride a bus.**

BICYCLES, SCOOTERS, SKATEBOARDS AND ROLLERBLADES

For the safety of pedestrians and riders, bicycles, scooters, skateboards, and rollerblades ridden to school are to be walked on school property. Students should be sure to lock their bikes to a bike rack. **Skateboarding and rollerblading on school property is prohibited.**

CELL PHONES / PERSONAL TECHNOLOGY DEVICE POLICY

Wilson staff members recognize the positive impact that technology can bring to learning. For personal devices to be used appropriately in school, the following conditions must be met:

- teachers will provide guidelines for use and monitor student usage
- all internet use and plagiarism policies apply
- devices may NOT be used in the gym, locker rooms, bathrooms, or hallways
- students may use devices within the cafeteria during their lunch period
- violations will result in loss of privileges and may include storage of device in the office for pick-up by a parent/guardian

The school assumes no financial responsibility for personal technology devices. Parents/guardians are encouraged to engrave or label devices and keep records of serial numbers. District technology department is unable to provide tech support for personal devices. Special Education students using the support of assistive technology will follow guidelines outlined in Individualized Education Plans.

CHANGE OF ADDRESS OR PHONE NUMBER

Please inform the school office of changes to parent's/guardian's/child's name, address, or phone number during the school year. This can also be done through E-registration in PowerSchool. The school office should be notified if parents or guardians will be out of town for an extended period of time when the student will be under the supervision of an adult other than the parent or guardian.

DISMISSAL

2:50pm Monday-Thursday, 1:20pm Friday

Students not involved in a club, sports or other supervised activity should be off school property by 15 minutes after dismissal. Please notify the office of any unusual circumstances that would prevent student pick-up by that time.

Students who need to stay after school for any reason will be given the opportunity to call home in order to inform parents. It will be the student's responsibility to make these arrangements, with teacher assistance as needed.

DRESS CODE

Wilson Middle School follows the policy as set by the CRCSD in regards to expression and appearance (CRCSD Regulation 603.1). Questions as to appropriateness of dress will be referred to administration whose decision will be final.

EMERGENCY CARE AND MEDICATION

In the event of accident, emergency, or illness, school personnel will give necessary first aid/emergency care. Parents/guardians should ensure that current information (work telephone numbers, doctor's names, etc.) is provided in PowerSchool for use in emergency situations.

A student who becomes ill at school should report to the clinic. Linn County Public Health requires that schools monitor illness and the clinic must have contact with the student. If a parent/guardian receives a call from a student who is ill, the student should be directed to report to the clinic. The health secretary or school will then contact the parent regarding the student's symptoms and condition.

ALL medicines must be stored in the health clinic and be given to the student by the nurse or other designated staff who have been trained in dispensing medication. By District policy, all medications, including over-the-counter medications (cough drops, aspirin, ear drops, etc.) must be prescribed by a legal prescriber and taken at the nurse's office. Forms for medication administration may be picked up in the nurse's office. If a student's temperature is 100 degrees F or over, the parent/guardian will be called and the student may be sent home. Once a student is fever-free they may return to school. Temperature, general appearance and functioning will be considered in making decisions.

Students may need to take prescription or non-prescription medication during school hours. Parents must provide written instructions for administration of the medication as well as authorization to administer the medication. Medication is held in a locked cabinet and distributed by the nurse or designee. Medication must be in the original container with the following information either on the container, in the instruction sheet, or in the parental

authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of physician (if applicable); potential side effects; and emergency number for parents.

FIELD TRIPS

Parents/guardians will be asked each year to sign a permission slip In PowerSchool e-registration that will allow a student to go on all school-sponsored field trips. Parents/guardians will be notified in advance of all off-campus trips. If a field trip is required for a course, all students are expected to attend the field trip. Absences in other classes or school activities due to attendance at field trips or excursions are considered excused absences. While on field trips, students are expected to treat employees, chaperones, and guides with respect and courtesy.

FIRE, TORNADO, LOCK DOWN DRILLS

Periodically, the school holds emergency fire, tornado, and lock down drills. State law requires fire and tornado drills. School districts must have two fire and two tornado drills before December 31, and two fire and two tornado drills after January 1, for a total of eight each school year. At the beginning of each term, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, etc., in addition to being disciplined under the school district's policies, rules, and regulations, may be reported to law enforcement officials.

FOOD SERVICE/FEES

Breakfast and lunch are available for all students. Government funding provides for free or reduced-rate meals for qualified students. Applications are available in the main office. Listed below are the current daily lunch prices. These prices are subject to change!

	ADULT	MIDDLE
Breakfast	\$2.05	\$ 1.80 (Reduced .30)
Lunch	\$3.55	\$ 2.75 (Reduced .40)
Extra Milk	.50	.50

Students are asked to deposit money in their breakfast and lunch account upon entering the building before going to their classrooms. To access meal account balance, account history, and make account deposits online visit SendMoneyToSchool.com. The student's six digit District ID number will allow access. The cafeteria will notify students when their accounts are running low.

HEALTHY FOOD/DISTRICT WELLNESS POLICY

Specific District guidelines exist that promote healthy eating habits for students at school. Students are encouraged to bring water bottles and fill them at designated fountains. During the school day, including lunch periods, all other beverages and snacks must be kept in student lockers or stored in the

main office to be picked up at the end of the day. Here is the link as for what is acceptable <http://www.cr.k12.ia.us/our-district/wellness/>

HOMEWORK

Homework expectations will be shared by each teacher. Students that are absent because of illness one or two days may pick up missed work upon return. In the case of anticipated absence, or if three or more days are missed due to illness, please contact the office (558-2262) 24 hours in advance, so work can be prepared, collected, and ready for pick-up in the main office. Many teachers also utilize the online Canvas program to post assignments, due dates, and other important class information. Contact individual teachers for more specific information.

IMMUNIZATIONS

State law requires that a valid Certificate of Immunization be on file with the school before a child is permitted to attend school. The certificate must be signed and should record the name of the vaccine, date given, and clinic name. Immunization certificates are available at school, doctor's offices, and the Linn County Dept. of Public Health. Metro Care Connection Clinics (part of the Cedar Rapids Community Schools) offer immunizations at their clinic sites. Immunizations are also offered through the Linn County Department of Public Health and their number is 892-6000. A parent or legal guardian must accompany children to the appointment. If you have any questions or need any assistance, please contact the Wilson school nurse.

LIBRARY

The Wilson library is set up so that students can easily find the types of books they like. There are areas for sports, mysteries, science fiction-fantasy, scary, horror and paranormal, historical, romance, action and adventure sections. There are plenty of informational books, magazines, and popular graphic novel and manga sections. Students work with our librarian both in the library and in classrooms, and many enjoy monthly time creating and building in our Makerspace area. There are no fines for overdue books, but students are asked to return books on time and in good condition. Overdue notices are sent out periodically. The librarian welcomes suggestions from staff and students.

MESSAGES

To contact students during the school day, a parent/guardian should call 558-2156. A message will be promptly delivered to the student, or the student will be sent to the office to return the call. So that students may follow guidelines for use of personal technology/devices in classrooms while learning, we ask that parents/guardians avoid calling or texting students during instructional time. (Students may use phones in the cafeteria during lunch.) Wilson staff members appreciate the support of parents, guardians, and family members as we work together to teach appropriate use of devices in an educational setting.

PARENT/TEACHER PARTNERSHIP

Parent/guardian conferences are scheduled two times a year: in October and February. Every effort will be made to accommodate work schedules so that all parents/guardians are able to attend.

Current information about student progress/proficiency is always available in PowerSchool. Please contact the office for assistance in accessing PowerSchool. <https://pscr.gwaea.org/public>. Parents are encouraged to communicate regularly with teachers, particularly if a concern should arise. Community building events and student activities occur throughout the year and participation is encouraged of all.

Throughout the school year, opportunities to offer support during and outside the school day will arise. Volunteer coordinator at Wilson is Rhonda Swims. Parents/guardians wishing to help in either specific or general ways are asked to complete information cards available in the office to begin the process.

PHYSICAL EXAMINATIONS

Physical examinations are recommended for students entering kindergarten and grades 3, 6, 9, and 11. Physicals are required for 7th and 8th graders who will be participating in any of Wilson's sports activities. These physicals MUST be signed by parents/students and turned in BEFORE the student may participate in any of the practices. Physical examination forms are available at the building or local physician's office. Students wishing to participate in sports must have a concussion form signed by parents and student.

SCHOOL PICTURES

Each fall, students will be photographed for cumulative records. Parents have the opportunity to purchase individual pictures at a reasonable cost. In the spring, eighth graders will have pictures taken for their high school I.D. picture along with a casual picture package for optional purchase. HR Imaging Partners also takes casual photos, which are available for families to purchase-dates are listed in this calendar and a reminder is sent home with students a day or two before pictures are taken.

SCHOOL SUPPLIES AND FEES

Parents/guardians are responsible for supplies such as notebooks, paper, pencils, eraser, etc. A list of required supplies for the different grade levels is sent to the parents and area stores. Supply lists are also available in the main office and on line by viewing the Wilson School Webpage. School supplies do NOT need to be new. Good used supplies will work just fine! Parents/guardians are asked to check with students periodically to see if supplies need to be replenished.

PLEASE NOTE: **A consumable materials/book use fee is assessed each student to cover the cost of curriculum materials and related educational expenses. Families qualifying for free or reduced lunch are eligible for a waiver of fees. Fee waiver applications are separate from lunch forms - please stop by the main office for assistance with completion.** If a child transfers to another district before January 23, a partial refund will be given.

We realize complete payment of fees at the beginning of the year is not possible for all families. Therefore, fees may be paid in two installments, one in

August and one in January. If you desire a payment plan, please contact main office at 319-558-2156.

STUDENT/PARENT COMPLAINT RESOLUTION

Please reference CRCSD policies and procedures, available at <http://www.cr.k12.ia.us/our-district/policies-and-procedures/>

Every effort will be made to quickly and effectively resolve concerns, ideally at the classroom or building level.

STUDENT LOCKERS

Student lockers are the property of the school district. Hall lockers and PE lockers are loaned to students for use during the school year. Students are responsible for keeping lockers clean and undamaged. All lockers are subject to inspection by administration any time it may be deemed necessary for the safety and welfare of students and staff.

STUDENT SERVICES

In cooperation with Grant Wood Area Education Agency, Wilson is able to provide a wide range of services to students and families. These resources include a principal, facilitator, engagement specialists, guidance counselor, nurse, school psychologist, school social worker, speech pathologist, occupational and physical therapist, special education teachers, educational consultant, and access to mental health services through the Link program.

TECHNOLOGY AND RESOURCES (COMPUTERS)

Users of district networked resources may not engage in activities that are illegal, utilize inappropriate language, engage in plagiarism or copyright infringement, or that jeopardize the security of the system.

- Students will access the system for education purposes only.
- Students will restrict their access of material deemed appropriate by staff and parents.
- Students will use appropriate language and will be respectful of others.
- Students will understand and respect license and copyright agreements.
- Students will keep passwords and personal information confidential.

Access to network services will be given only to students who act in a considerate and responsible manner. Violations may result in a loss of access as well as other disciplinary or legal action. (CRCSD Procedure 604.9a, 3/24/03)

Student use of networked resources will be supervised and monitored by teachers. Routine monitoring that reveals evidence of inappropriate activities may result in an individualized search of a student's activities or personal files.

Although the district applies supervision and technology protection measures (internet filtering), some material accessible via the network might contain items that are illegal, defamatory, inaccurate, or potentially offensive. Instruction will be provided regarding strategies to avoid access of inappropriate

material and how to respond if such material is accidentally accessed.

VISITORS

All visitors must sign in and out of the office. Middle school aged visitors will be approved in advance and coordinated by the counseling office. Parents/guardians are requested to arrange for a classroom visit by communicating with the teacher in advance, so that needs can be met as learning continues.