

## **YOUR SCHOOL AGENDA**

Welcome to Edgewood Middle School. Our purpose is to provide a challenging instructional program for you. In addition, each area of mental and physical development will provide enjoyment for you as you mature through these very important years of your life. Knowledge and understanding of procedures and basic information are needed for you to benefit from the above objectives.

This handbook has been prepared to assist students as they attend Edgewood Middle School. Valuable information regarding school activities, school rules, and general regulations are included in this handbook.

It is recommended that parents also become acquainted with this handbook. Students should see that parents have an opportunity to review the information contained in this book.

Please read all material carefully. If there are questions or concerns, contact the Edgewood office at 371-5096.

Have a great year!

### **Positive Behavior Intervention and Support (PBIS)**

Edgewood Middle School believes that we can teach students in a safe environment to be successful citizens and learners. This is the belief statement of our school. This will be accomplished by expecting everyone at Edgewood Middle School to be RESPECTFUL, RESPONSIBLE, SAFE, and COOPERATIVE. PBIS is a strategy used at the middle school level to award and encourage positive behaviors in all areas of the school. Students meeting the area expectations or are "Caught being Good" they receive recognition and are eligible to receive prizes and or awards.

#### Characteristics

Responsible

#### Expectations

On time to all classes  
Good daily attendance  
Completion of all assignments  
Books, paper, pencil in class  
Proper school dress  
Use calm voice

Respect

Proper student/teacher relationship  
Good relationship with other students  
Care for school property  
Honest and truthful with others  
Uses proper, courteous language

Cooperation

Participate in daily lesson  
Obey all class rules  
Good behavior  
Eager learning attitude  
Participates in school activities  
Willing to help others

Safe

Keep school neat, orderly, and clean  
Talks out interpersonal problems  
Walk in orderly fashion  
Follow rules/Guidelines in student handbook

## APPOINTMENTS

If a student will need to leave school for an appointment, he/she must have a written note from his/her parent or guardian to be excused. This note is to be turned in at the front office before the school day begins. Please state the time your child will be picked up for the appointment so that a pass dismissing the student from class can be provided. Also state the time of the appointment. Delays occur when the student does not notify the office and we must await the parent's arrival before the student is dismissed.

Upon returning from an appointment, the student must turn in an appointment slip to the office to have the absence excused medically. Please request one from the doctor, dentist, etc. so the absence is recorded correctly.

## ARRIVAL AT SCHOOL

**Arrival to school after 7:35am is a TARDY to school and disciplinary consequences will be assigned. Arrival to school after 8:00am is an UNEXCUSED LATE ARRIVAL and disciplinary consequences are also assigned.**

The school doors will be open to students at 7:00 a.m. It is strongly recommended that the student regulate his/her time so that he/she does not arrive before this time.

**Students arriving by automobile should use the north entrance (located beside the track/football field) and enter the building at the door by the Family and Consumer Science classroom. Drivers of automobiles should be informed that students are not to be unloaded in front of the school where buses load and unload. The designated drop-off and pick-up for automobiles is the north entrance.**

Students arriving before 7:20 a.m. may enter the commons and should remain orderly until the 7:25 bell. **Once students have entered school grounds they are not permitted to leave unless a note of permission from a parent or guardian has been handed to the principal or assistant principal before leaving the grounds.**

At 7:25 a.m. students may either go to their lockers to get their books or proceed directly to class. Students are to be in their classroom by 7:35 a.m.

## REPORTING AN ABSENCE

When a student is absent from school, the parent or guardian must contact the school.

- 1) Telephone the school by 9:00 A.M. on the day of each absence and state the student's name and nature of the absence; if the parent or guardian does not contact the school within 24 hours, the absence is deemed unexcused unless otherwise determined by the principal or designee.
- 2) **Edgewood has an answering machine. A parent can leave a message on the answering machine to notify your school of an absence prior to 9:00 A.M.**

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- 3) A student shall report to the attendance office when arriving at school or before leaving school for an appointment, prearranged absence, or for any reason other than the normal ending of the day. Failure to follow procedures will be considered truant.

## ATHLETICS

An interscholastic schedule is maintained for grades seven and eight in the following sports: football, cross-country, volleyball, basketball, wrestling and track. The requirements are parent permission and a doctor's examination as well as an Athletic Code of Conduct form. Physical exams are valid from April 1 through the remainder of the following school year. **Please note: A physical must be valid the entire school year for a student to be eligible for participation in any sport.**

## **TELEPHONE**

**There is not a school phone for student use; it is available to students to use in an emergency.** They should secure permission from an administrator to do so. Students will be called from class for a phone call only in an extreme emergency. **The school phone will not be used to schedule pickup for after-school detention, students should make arrangements with parents prior to that day.**

## **SCHOOL BUS REGULATIONS**

In transporting the students of the Warsaw Community Schools, the highest priority shall be given to the physical safety, health, and welfare of each child transported. While being transported on the school bus, all children shall be under the supervision, direction, and control of the school bus driver. The school bus driver shall be responsible for the safety and welfare of the children who ride his/her bus from the time they leave home in the morning until they reach home in the afternoon. (Please refer to parent-student handbook for rules and regulations.) Each student will be given a card listing the rules for bus conduct during the first week of school.

\*Emergency Passes are for emergencies only. They cannot be used for students to stay overnight with friends, study at another's house, go to games together, etc.

\*\*Video cameras have been placed on all buses. From time to time students on the bus may be videotaped. This will enable the driver and administration to monitor activities and improve student safety.

## **ACADEMIC DISHONESTY**

Academic dishonesty includes, but is not limited to the following:

1. Violations of procedures, which protect the integrity of a quiz, examination, or similar assessment.
2. Plagiarism or violations of procedures prescribed to protect the integrity of an assignment.
3. Cooperation with another person in academic dishonesty (willingly giving or selling or paying for a paper).
4. Purchase of a pre-written paper (by mail or electronically).
5. Inventing sources (a false bibliography).

Students who are in violation of academic dishonesty will be penalized for their actions.

## **GUM CHEWING**

Students are not permitted to chew gum at Edgewood Middle School. Students are not permitted to distribute gum at Edgewood Middle School.

## **HEALTH SERVICES**

A school nurse is available to students who become ill at school. Prescription and non-prescription medications shall be dispensed in the health room only with the written permission of a student's parent or guardian.

## Guide for Student Discipline

Warsaw Students who break school rules could be subject to the following consequences. A student shall not interfere with the educational process by violating school rules and policies. **The following chart will be used as a guide for student discipline. Administration reserves the right to use discretionary change in all disciplinary matters.**

.ASD – After School Detention SPE – Single Period Exclusion SEP – Extended School Program      ISD – In-School Detention      OSS – Out of School Suspension

	CODE	GENERAL MISBEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE +
<b>Minor</b>	TSC	Tardy to school (before 8:00)	Warning	LDT	ASD
	TCL	Tardy to class	LD/ASD	ASD	SEP/ISD/Revoke Passing Pd.
	FOD	Food use	Lunch detention	ASD	SEP
	NCM	No class materials	Lunch detention	ASD	SEP
	DCV	Dress code violation	Verbal Warning / ISS / Parent Call	ASD	SEP/ISD
	VCS	Verbal conflict with student	Counselor referral / ASD	2 ASD's	SEP
	INR	Inappropriate remarks	ASD/Counselor referral	2 ASD's	SEP
	CD1	Class Disruption 1	ASD	SEP	SEP/ISD
	HPY	Horseplay	ASD	SEP	ISD or OSS
	UNC	Uncooperative	ASD	SEP	ISD or OSS
<b>Major</b>	ODB	Overdue books	Lunch Detention / ASD	ASD / SEP	Monetary Compensation / SEP
	PDA	Public Display of Affection	Call to Parent / Warning / ASD	SEP	ISD or OSS
	MDT	Missed Detention	2 ASD's	SEP	ISS or OSS
	BUS	Bus Misconduct	ASD	SEP	ISD and/or Bus Suspension
	LAT	Late Arrival/Unexcused (after 8:00)	ASD	ASD	SEP
	HRV	Harassment-Verbal	SEP / ISD	ISD / OSS	OSS
	HRS	Harassment-Sexual	SEP / ISD	ISD / OSS	OSS
	HRR	Harassment-Racial	SEP / ISD	ISD / OSS	OSS
	CD2	Class Disruption 2	SEP	ISD /OSS	OSS
	PRO	Profanity or Obscenity	SEP	SEP / ISD	OSS
<b>Significant</b>	ADH	Academic Dishonesty	SEP	ISD	OSS
	PED	Possession of Electronic Device	Parent Pick Up	SEP	OSS
	MWS	Missed School Extension Program (SEP)	ISD	ISD 3 days	OSS
	TR1	Truancy 1/2 day or less	ISD 1-3 days	ISD 3-5 days	OSS 1-5 days
	TR2	Truancy 1 day or more	ISD 1-3 days	ISD 3-5 days	OSS 1-5 days
	VIT	Verbal Intimidation	ISD 1-3 days	ISD 3-5 days	OSS 1-5 days
	INS	Insubordination	SPE or ISD	ISD 1-3 or 3-5 days	OSS 3-5 days or 5-10 days
	TOB	Tobacco	ISD or OSS	OSS 5 days	OSS 10 days
	THE	Theft	ISD or OSS	OSS 5 days	OSS 10 days
	VAN	Vandalism	ISD or OSS	OSS 5 days	OSS 10 days
<b>Significant</b>	PIT	Physical Intimidation/Threat	ISD / OSS	OSS 1-5 days	OSS 5-10 days
	PVF	Physical Violence/Fight	OSS	OSS or Expulsion	Expulsion
	PRF	Promoting Fight	ISD 1-3 days	ISD 3-5 days / OSS	OSS 1-5 days
	DDS	Disrespect/Defiance to Staff	SEP/ISD/OSS	ISD or OSS	OSS or Expulsion
	DRU	Drugs: Use/Possession	WCS Board Policy		
	ALC	Alcohol: Use/Possession	WCS Board Policy		
	THR	Threat to Staff	OSS 10 days Pending Expulsion		
	PVS	Physical Violence to Staff	OSS 10 days Pending Expulsion		
	POW	Possession of Weapons	OSS 10 days Pending Expulsion		

**NOTE:** This chart is a guide for students referred to the office. Teachers are expected to follow classroom management plans before referring students to the office. This Discipline Chart is a guide for the discipline decision process. The Middle School Administration reserves the right to use their discretion in all disciplinary matters and may change a consequence. Any item not specifically mentioned in this chart will be handled according to the WCS Secondary Parent-Student Handbook.

## **PROGRESS REPORTS**

Progress reports will be given to all students after the fourth week of each grading period. These reports are to indicate satisfactory or unsatisfactory progress. Satisfactory progress is defined as a grade of C or above.

## **GUIDANCE AND COUNSELING**

Working together with teachers, administrators, and parents, the guidance counselor encourages a student's academic and personal growth. The following services are provided:

- \*Individual and Group Counseling
- \*Group Guidance
- \*Orientation Programs (Parents & Students)
- \*Group Testing
- \*High School Registration
- \*Coordination of Counseling & Related Programs
- \*Scheduling classes for 7<sup>th</sup> and 8<sup>th</sup> grade
- \*Referral to Specialists (see next section)

Parents may contact the student's counselor during school office hours or by appointment.

## **MENTAL HEALTH**

Every student at Edgewood Middle School has been granted two free counseling sessions at the Bowen Center in Warsaw while a student at Edgewood. These sessions are paid for by a grant through Warsaw Community Schools. Parents may call the Bowen Center and request the sessions, or can call the counselor at Edgewood to help refer the student for mental health assistance at the Bowen Center. Questions about this program can be directed to the Edgewood counselor or principal.

## **LOCKERS**

Each student will be assigned a locker that comes with a combination lock. In order to insure the safekeeping of your belongings, your locker should be locked at all times, and the lock combination memorized and kept secret. Report all locker problems to the office immediately.

Under no circumstances shall a student open or use any locker other than the one assigned to him or her by the office.

The administration has the right to search lockers at any time if suspicious of any violations of policies and regulation codes.

## **VISITORS**

All visitors must report to the office before going to any area of the school. Upon reporting to the office, all visitors will receive a visitor's badge. This must be worn at all times and returned to the office at the end of the visit. All parents of Edgewood Middle School students are encouraged to visit. Students from other schools are not permitted to visit without the approval of a building Administrator.

## **CAFETERIA - LUNCH**

Edgewood Middle School has a closed noon hour. This means that no student will leave the building at noon for lunch. Each student will have a separate cafeteria account set up to which all money is to be pre-paid for all food purchases (breakfast, lunch, or ala carte items). No cash will be accepted during the meal periods. Pre-payment for student meals is mandatory. All pre-payments will be made in the cafeteria before school in special envelopes provided for this purpose. Students simply fill out the information on the envelope and leave it with the manager or a cashier. Parents may make pre-payments either by dropping them off or mailing checks to the school address in care of the cafeteria. Free and reduced lunch recipients will use their ID in the same way as everyone

else. Free lunch students will need to deposit money into their account if they wish to eat ala carte. Reduced students will need to make prepayments for their meals at the reduced rate. While in the cafeteria, students are expected to conduct themselves in an appropriate manner. Cafeteria account inquires, textbook and meal application questions may be directed to the Food Service office by calling 574-371-5098 X2402. You may download an application for assistance at [www.warsaw.k12.in.us](http://www.warsaw.k12.in.us), by clicking on the Food Service area to the left.

## **BICYCLES, MOPEDS, SKATEBOARDS, AND ROLLERBLADES**

Students riding bicycles to school are asked to park them in the racks provided. Bicycles should be locked. Bicycle riders shall observe correct traffic rules.

Skateboards, mopeds and roller blades are not permitted on the greater school property at any time. This property includes, but is not limited to, the access routes, all elementary, the middle school, high school, the CIMC (Central Instructional Materials Center), and the NCI (North Central Indiana Special Education Cooperative).

## **CELL PHONES/IPODS/COMPUTERS**

Cell phones, Ipods, computers and/or other electronic devices are not to be *used* once in the building. These devices must remain **OFF** during the school day. The loss of an electronic device will not result in an investigation by school administration. **If a phone is taken from a student using it in an unauthorized manner, it will be returned to a parent only on the first offense.**

## **POSITIVE BEHAVIOR ACTIVITY DAYS**

At the end of each grading period, Edgewood Middle School celebrates students who have been responsible students and good citizens. There is an open gym, board games, a DJ providing music and a movie. Students must have all work completed to attend this party. It is our hope that all students will be eligible to participate in the fun.

## **TECHNOLOGY**

All Edgewood students will be given the opportunity to increase their technology skills while attending our school. Numerous opportunities are given for students to utilize technology for class projects, presentations and development of skills. Any student who tampers with the computers, technological equipment, computer discs, etc. is directly impacting on other students' opportunities to learn. Any student, who vandalizes school technological equipment, will be disciplined.

## **STUDENT PHOTO IDS**

Each student must wear a clearly visible student photo identification card each day at Edgewood Middle School. These cards are to be worn on a break-away lanyard. The school provides the first photo ID and lanyard for free. Replacements will cost \$4.00 for an ID and \$1.00 or \$2.00 for a lanyard. **Unpaid ID's will result in school consequences.**

## **MEDIA CENTER**

The Media Center will be open every school day from 7:20 a.m. until 3:00 p.m. The media center will also be open during the last 15 minutes of each lunch shift unless a class is being held in the library. Students must bring a pass from a teacher in order to use the media center during the

school day except at lunchtime. Students need to get a pass from the librarian to come to the media center at lunchtime. Lunch time and before school are designated as quiet work times in the media center. Students who become noisy will be asked to return to the commons.

Each student will be issued an ID card upon enrollment at Edgewood. This ID tag, which is used for lunch, will also be used for the media center. Students should have their ID tag with them at all times for both lunch and media center usage.

Circulating books have a two-week checkout period. A book may be renewed for two weeks unless another student has filed a request for it. Magazines may be checked out for a one week time period, and may not be renewed. All items are to be checked out through the computer system by the librarian or a library assistant. Some encyclopedias and reference items may be checked out overnight with permission of the librarian. These items may be checked out AFTER school only, and must be returned BEFORE first period.

Each student is responsible for taking good care of his/her Media Center materials and for returning them on time. A student may have no more than five items checked out of the Media Center at any item unless the librarian gives permission. If an item is damaged or lost, it is the student's responsibility to pay for replacing it. If an item is checked out in a student's name, that student is responsible for the safe return of the item. Students should never lend a library book or magazine to another student. Instead, tell him/her when it has been returned to the media center and let him/her check it out in his/her own name.

Students using the media center are expected to work quietly without disturbing others. Anyone who disregards this rule may lose library privileges to be determined by the librarian.

## **HONOR ROLL**

Honor Roll will be used to designate straight "A" and /or "B" grades in subjects during a grading period. A "C" in a subject disqualifies a student for "Honors". Students will be recognized at an Honor Roll Breakfast after report cards are issued.

## **POWERSCHOOL**

WCS has adopted a web-based student information system that parents can access to see grades and attendance for their children. Parents should contact the school for usernames and passwords. Students receive usernames and passwords at the discretion of the building administration. Users are encouraged to keep their usernames and passwords secure to prevent unauthorized access to student data. By WCS policy, teachers are required to update their class grades weekly.

To access the site use this url: <http://powerschool.warsaw.k12.in.us/public/>

Assistance can be obtained through email at: [pssupport@warsaw.k12.in.us](mailto:pssupport@warsaw.k12.in.us)