

# WRIGHTSTOWN MIDDLE SCHOOL

*Wrightstown Community School District*

## Student & Parent Handbook

2017-2018

**Mr. Lee Mierow**  
**Principal**

450 School Street – Wrightstown, WI 54180  
Office (920) 532-5553

[www.wrightstown.k12.wi.us/middle](http://www.wrightstown.k12.wi.us/middle)



*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

Please visit our webpage at [www.wrightstown.k12.wi.us/middle](http://www.wrightstown.k12.wi.us/middle) for an electronic copy of this handbook.

### **WELCOME MESSAGE**

# COMPUTER USERNAMES & PASSWORDS

## NETWORK

USER NAME = Start out with the last number of the year in which you will graduate high school + the first four letters of your last name + the first three letters of your first name.

PASSWORD = Whatever you assigned as your password. Default password = tigers

USER NAME = \_\_\_\_\_

PASSWORD = \_\_\_\_\_ Only IT Personnel can change passwords.

## GOOGLE

EMAIL = Start out with the last number of the year in which you will graduate high school + the first four letters of your last name + the first three letters of your first name + @wrightstown.k12.wi.us

PASSWORD = Whatever you assigned as your password. Default password = wcsdtigers

EMAIL = \_\_\_\_\_

PASSWORD = \_\_\_\_\_ Mr. D can change password to wcsdtigers

## SKYWARD

LOGIN ID = Start out with the first five letters of your last name + the first three letters of your first name + three zeros (for most individuals).

PASSWORD = Whatever you assigned as your password. Default password = tigers!

LOGIN ID = \_\_\_\_\_

PASSWORD = \_\_\_\_\_ Mr. D can change password to tigers!

## STUDY ISLAND

USER NAME = Start out with your last name + @wms

(NOTE: Students with the same last name will have to add a number after their last name).

PASSWORD = Whatever you assigned as your password. Default password = tigers

USER NAME = \_\_\_\_\_

PASSWORD = \_\_\_\_\_ Teachers can only look up your password.

## EXACT PATH

LOGIN ID = Start out with the first five letters of your last name + the first three letters of your first name + three zeros (for most individuals).

PASSWORD = Whatever you assigned as your password. Default password = tigers

USER NAME = \_\_\_\_\_

PASSWORD = \_\_\_\_\_ Teachers can only look up your password.

## MICROTYPE 5

USERNAME = Start out by selecting your name from the list of names in ALL CLASSES.

PASSWORD = Whatever you assigned as your password. There is no default password.

PASSWORD = \_\_\_\_\_ Mr. D can only look up passwords.

Application / Program	Username	Password

**Welcome to the 2017-2018 school year at Wrightstown Middle School.** The teachers, support staff, and administration are greatly looking forward to working with all of our students and parents during the upcoming school year. We are confident that it will be a terrific school year.

This is your copy of the Student and Parent Handbook for the 2017-2018 school year. Inside you will find basic information about school expectations, procedures, and more for all students and parents at WMS. I would encourage all students and parents to become familiar with the contents within.

As our time together passes by, we would challenge all WMS students to live by the “Tiger Traits” we have established for the coming year – BE RESPONSIBLE – BE RESPECTFUL – BE SAFE – BE YOUR BEST. If there is any way in which the staff can assist you in accomplishing your goals for the year, please do not be afraid to ask us for assistance. You have only one middle school experience, so make it one that you’ll never forget.

*Best of luck in the coming year and GO TIGERS!*

*- Staff of Wrightstown Middle School*

## **DISCLAIMER**

This handbook does not cover all existing policies and procedures at Wrightstown Middle School and within the Wrightstown Community School District. Additional policies and regulations will be presented and discussed with the student body as they become pertinent in terms of timing. Should a question arise on any topic not covered in this handbook, in this or other sections, students and parents are encouraged to converse with school personnel for facts and opinions.

## **WRIGHTSTOWN COMMUNITY SCHOOL DISTRICT MISSION STATEMENT**

*“Quality Education for Every Student”*

### **A NOTE TO PARENTS AND VISITORS**

Parents and guests are always welcome to visit Wrightstown Middle School. If you should need to visit during the school day, please note that all doors are LOCKED for the safety and security of our students and staff. If you would like to spend time with your child during the school day for a special occasion you are welcome to join them during lunch and/or recess. Parents and guests may request to gain entry to the building by “buzzing” in at our front entrance.

If you should need to meet with a teacher or administrator, we ask that you call in advance to set up an appointment. Thank you for your understanding and cooperation!

### **PARENT-TEACHER COMMUNICATION**

Parents are strongly encouraged to contact teachers whenever they have a question or concern about the progress of their child(ren). Parents wishing to contact a teacher may do so by contacting the school office during school hours and leave a message for the teacher. The school can be reached at 532-5553. We also encourage parents to email our teachers directly, but please understand that an immediate response may not always be possible. Email addresses are available at [www.wrightstown.k12.wi.us/middle](http://www.wrightstown.k12.wi.us/middle). On occasion teachers may contact parents directly when they are having difficulties with students or when academic progress might not be going well.

### **WANT TO CONTACT SCHOOL?**

Our office hours are from 7:30-4:00 daily and our phone number is 532-5553. Our phone system is automated. If the office phone is unattended, you may leave a general message on our voice mail. All teachers have voice mail so you are also able to leave a message directly with a staff member. If you should need to get a message to your student, please contact the office and our staff will be sure to get the message out as soon as possible. Teachers also have access to email on a daily basis. To email a teacher please go to the internet at [www.wrightstown.k12.wi.us](http://www.wrightstown.k12.wi.us) and then click on the middle school site. From here click on the staff directory for a list of teacher and staff email addresses. Please understand that the teachers will do their best to get back to you as soon as possible, but due to their teaching day responsibilities may not be able to give you an immediate response. Please always call the office in the event of an emergency or for any important message that needs to be given to your child.

## 2017-2018 CALENDAR

A copy of the school year calendar can be found online at [www.wrightstown.k12.wi.us/middle](http://www.wrightstown.k12.wi.us/middle). Please take note of Parent-Teacher Conferences, early release days, and days when there are no classes scheduled.



### WMS IS A GREEN SCHOOL



In an effort to save paper and the high expense of printing, Wrightstown Middle School does not send a copy of the information below. Instead all of these items will be available to you on our webpage. Simply go online to [www.wrightstown.k12.wi.us/middle](http://www.wrightstown.k12.wi.us/middle).

**Please know that we understand that not everybody has access to the internet at home. If you would prefer to receive a paper copy of these items, please let us know and we'll get a copy to you as soon as possible.**

#### Student and Parent Handbook

The Student and Parent Handbook can be found online by visiting the "Publications" link on the school webpage.

#### School Newsletter

The school newsletter – "The Tiger News" – can be found online by the fourth Monday of the month.

#### Progress Reports

Progress Reports will be mailed to parents of students earning D's or F's at mid-term each quarter.

#### Take Home Folders

Our Take Home Folders for those who do not have internet access will be sent home with students on the fourth Monday of every month. We will NOT be sending a Take Home Folder with your student unless you request a paper copy of all information. All important paperwork will be posted on our webpage by clicking on the "School News/Take Home Folder" link on the fourth Monday.

## ACADEMIC INFORMATION

### WMS GRADING SCALES

The grading scale for **Grade-5**:

<b>4</b>	Student has advanced knowledge of the concept and consistently demonstrates understanding. (90-100% Mastery)
<b>3</b>	Student has sufficient knowledge of the concept and consistently demonstrates understanding most of the time. (80-89%)
<b>2</b>	Student has a developing knowledge of the concept and demonstrates knowledge some of the time. (70-79%)
<b>1</b>	Student needs more time and support to understand concept. (69% and lower)
<b>P</b>	Passing
<b>F</b>	Failing

The following is the grading scale for Wrightstown Middle School **Grades 6, 7, and 8**:

<b>100 A+</b>	<b>87-89 B+</b>	<b>77-79 C+</b>	<b>67-69 D+</b>
<b>95-99 A</b>	<b>84-86 B</b>	<b>74-76 C</b>	<b>64-66 D</b>
<b>90-94 A-</b>	<b>80-83 B-</b>	<b>70-73 C-</b>	<b>60-63 D-</b>
			<b>59 and Below F</b>

### HOMEWORK

Homework is a part of our educational program that contributes to good study habits, self-discipline, and personal initiative. We believe that homework should be structured so that it is meaningful to the student, clear in purpose, and has a high probability of success. All homework should provide feedback to the student by being reviewed in class or corrected and returned by the instructor. The ultimate goal of homework should be positive in nature through increased academic achievement and enhanced self-concept.

As a student progresses each year at WMS, students and parents should expect to receive more out of classroom assignments. Speak with your child's teachers to learn how much homework students can expect.

When a student must be excused from school, he or she is allowed two (2) calendar days for every day missed to complete assignments. This rule does not apply to unexcused absences.

### LATE WORK

Individual grade-level core teams (Math, ELA, Science, Social Studies) have their own late work policies. This information will be given to students at the beginning of the school year. Encore teachers may have varying late work policies. Contact your child's teachers if you should have specific questions.

### MID-TERM GRADES

Parents may access their child's mid-term progress by visiting *Skyward Family Access* online. A link has been provided from the district webpage. Click on the "Parents" tab to access *Skyward*.

Mid-term progress reports will be mailed to parents of students earning D's or F's.

### REPORT CARDS

Report cards are available online one week after the conclusion of each nine (9) week grading period.

### SKYWARD FAMILY ACCESS

Student report cards and grades can be monitored online through our *Skyward Family Access* portal. Grades will be updated on a weekly basis. Please check grades often and contact teachers with any questions.

### HONOR ROLL

Seventh and eighth grade students at Wrightstown Middle School are eligible for the academic honor roll. Our honor roll listing will be submitted to the newspaper for publication following each quarter. Students will be recognized for the Honor Roll if they achieve a grade point average (GPA) within the following ranges.

**Honors: 3.500 – 3.999**

**High Honors – 4.000**

### TEXTBOOKS / EDUCATIONAL MATERIALS

Textbooks are issued and collected by the teachers of WMS. Books showing excessive wear at the end of the school year will be the student's responsibility. If your books are lost or stolen, please report it to the teacher and office immediately. Students are held responsible for lost, stolen, or damaged textbooks.

### GUIDED STUDY and INTERVENTION/EXTENSION BLOCK (I/E) EXPECTATIONS

Guided study is a time for students to complete out-of-classroom assignments and projects, and to get assistance from teachers. Guided study is NOT a time to be wasted. Students will be expected to use their time wisely. A minimum of 20-minutes of silent reading may be required daily, followed by time to complete assignments and study.

This time period can also be used to for RtI (Response to Intervention) in an attempt to catch students up to their peers or extend curriculum to advanced students— Students will be enrolled in a 30-minute block of time called I/E-Guided Study if they fall behind in Reading or Math. I/E is a time designated based on national research that will be dedicated to giving ALL WMS students interventions and extension activities in Math and Reading/Language Arts if needed and also time to work on class assignments. I/E will not be graded. Your student will not see I/E on his or her schedule. Students will be informed by their teacher where to report on a daily basis.

## **SCHOOL ATTENDANCE INFORMATION AND PROCEDURES**

***Band and Choir Start Time Only – 7:45 AM, Homeroom Start Time 8:00am***

Regular school attendance is extremely important for all students in order to be well-rounded and successful citizens. We kindly remind parents that "Zero Hour" for Band and Choir students starts at **7:45 am**, all other students will start with homeroom at **8:00 am**. Students arriving later than 8:00 am will be considered tardy. Excessive tardiness may result in disciplinary action.

The responsibility for regular school attendance of a child rests upon the child's parent(s) or guardian(s). All excused absences require parent/guardian/legal custodian written or verbal verification, which is to be submitted to the principal or school secretary in advance or prior to re-admittance to school.

Please make yourself aware of the following information:

### **REPORTING AN ABSENCE**

The preferred method of excusing absences is by calling the school secretary **the day the student is absent** at 532-5553. Students who are absent should have a parent or guardian call the office on the day of the absence to provide an explanation for the absence before **9:00 AM**. Failure to contact the office on the day of an absence will result in an unexcused absence. Five (5) or more unexcused absences are considered habitual truancy under state law.

Written excuses for student absences should be presented to the school office the day the student returns to school. Students not having a call-in must bring a note from a parent/guardian explaining the absence to the school office.

### **HOMEWORK REQUESTS**

Homework requests should be made before **9:00 am**. We will take requests after this time; however, we cannot guarantee that the teachers will have adequate time to prepare assignments.

### **EXCUSED ABSENCES**

Students may be excused from school for the following reasons:

- Illness of the student for prolonged periods of time. We will require parents to provide the principal with a written statement from a licensed medical doctor as proof of the physical condition of the child.
- Medical, dental, chiropractic, optometric, or other valid professional appointments. We **STRONGLY ENCOURAGE** parents to schedule appointments outside of the school day when at all possible.
- A death in the immediate family or funerals for close relatives.
- Family trips that can only be taken during the normal school year. These are for trips that parents cannot schedule when school is not in session. Please avoid family trips while school is in session if at all possible.
- A court appearance or other legal procedure which requires the attendance of the student.
- A quarantine as imposed by a public health officer.
- Attendance at school approved activities during class time.
- Extreme conditions considered to endanger the safety of children.
- School directed absences, such as out of school suspensions.

### **PRE-ARRANGED ABSENCES**

Wisconsin law allows parents to excuse their child for all or part of 10 days during the school year. Students must pick up a Pre-Arranged Absence Form from the office at least three (3) days prior. This form is to be taken to the teachers and will list the homework assigned. Students are responsible for completing all of their work before leaving, unless other arrangements are made with the teacher. In some cases teachers may not be able to provide a student with all homework, especially for extended absences.

### **UNEXCUSED ABSENCES**

Unexcused absences are handled by the school administration and police liaison officer. Unexcused absences will result in disciplinary action, count toward the state mandated filing of truancy, and may result in the loss of credit for work that is missed.

### **TRUANCY**

Truancy is an UNEXCUSED absence for an entire day, a portion of a day, or a class period for which the school has not been notified by the parent or guardian. School administration may require a physician's confirmation of any continuing medical problem that causes habitual absence from school. Students who are truant will be placed on detention or suspended, and a referral will be made to the police liaison officer. Habitual truants will be referred to the Brown/Outagamie County Juvenile Services, according to the Wisconsin Compulsory Attendance Law.

### **LEAVING SCHOOL**

Wrightstown Middle School is a CLOSED CAMPUS. Students may not leave the campus unless permission has been granted by school personnel. Students leaving and then returning for an appointment should also report to the office before they leave and when they return. Parents must come into the building to sign in and out their son/daughter.

### **5 AND 8 ABSENCES**

When students reach a point where they have missed five (5) and eight (8) excused absences, regardless of the nature of the absences, parents will generally be contacted via form letter making them aware that their child is reaching a level of absences that requires them to have a doctor's excuse for illnesses. **As stated below, students may be excused from school for a maximum of 10 days per school year by Wisconsin law.**

### **STUDENTS CAN BE EXCUSED FROM SCHOOL FOR A MAXIMUM OF 10 DAYS PER SCHOOL YEAR**

Parents may excuse their child from school for a maximum of **10 days** throughout the school year for reasons other than what are listed on the list of excused absences. Included in the 10 days, will be absences for deer hunting and family vacations. The law clearly states that these absences must be pre-approved in order for them to be excused by the school district. Those absent more than 10 days per year must obtain a doctor's excuse and present that to the school office.

### **WORK MISSED DUE TO ABSENCES**

Students who miss school are expected to arrange for completion of all make-up work immediately upon their return. Wrightstown Middle School allows two (2) calendar days for make-up for each excused school day missed. Where a student knew of an exam prior to his / her absence, he / she may be required to take the exam immediately upon return. Questions about homework missed should be directed to the student's teacher(s). State law provides that a school may not deny a student credit in a course solely because of the pupil's unexcused absences. A student may

be failed if he/she does not satisfactorily complete the make-up work assigned due to his/her absences. **Students who are truant/unexcused, or suspended will be required to make up all work missed.**

## **PARENT / TEACHER / STUDENT CONFERENCES**

**Parent / Teacher / Student Conferences** are scheduled to take place on **October 23 and 25, 2017** and **April 9 and 11, 2018 from 4:00 to 8:00 pm**. Please note the change in dates and times. Parents *and students* are **STRONGLY** encouraged to attend Parent / Teacher / Student Conferences whether students are doing well in school or not. We love to visit with our parents and students at conferences!

Scheduling of Parent / Teacher / Student Conferences is done using an online scheduling program called PTC Wizard. Information will be mailed to all parents about the process.

## **STUDENT DRESS CODE INFORMATION**

As students and parents prepare to shop for the latest and greatest fashions, we kindly ask that you adhere to the middle school dress code. Student apparel can easily enhance or detract from any situation. This is especially true in an educational setting that requires much concentration and self-discipline. Student dress, like their conduct, is a personal matter limited only by the realities of health, safety, guidance, or disruptions of normal school operations, including co-curricular activities (i.e. athletic events, dances, field trips, etc.).

Generally speaking, the following types of apparel will be considered as inappropriate school dress in classrooms, hallways, and at school approved activities.

- Any clothing with writing, pictures, or symbols that enhance the image, or through direct appeal, promotes the use or consumption of tobacco, drugs, alcohol, and gang-related items.
- Any clothing with writing, pictures, or symbols that are suggestive, obscene, or distasteful.
- Halter tops, tank tops, half-shirts, or muscle shirts. Students wearing these items must wear something over the top such as another shirt or sweater.
- Dresses, skirts, and shorts shorter than mid-thigh (or at least as long as a student's fingertips when placed at his or her side).
- Outdoor attire (i.e. jackets, sunglasses, etc.) while in classrooms and hallways.
- Wearing of head coverings, such as caps, hats, bandanas, hoods, etc.
- Clothing with excessive rips and tears, especially those above the knee will not be allowed. (Please pay special attention to rips and tears on jeans above the knee.)
- Going barefoot or stocking foot.
- Bedroom slippers and shoes with rollers.
- Pants, shorts, skirts, and dresses must be at waist level – no showing of undergarments, belly buttons, or stomach.
- No pajamas unless during a designated pajama day.
- For safety reasons, backpacks will not be allowed in the classrooms.

Students who are wearing inappropriate clothing will be asked to correct the problem by changing clothes, turning a shirt inside out, or putting on shoes, etc. The student will also be asked not to wear such clothing again. Students choosing to not follow expectations may face disciplinary action.

## **SCHOOL MEAL PROGRAM / CAFETERIA & RECESS EXPECTATIONS**

Wrightstown Middle School has an excellent meal program for students to enjoy. At lunch both a regular meal and a la carte lines are available. The breakfast program begins at 7:30 am. Parents are kindly reminded to keep their child's lunch account active by keeping money deposited. Accounts without the necessary funds will be closed and students will not be permitted to eat. A student with a delinquent lunch account will be asked to return his or her lunch if one has been served. Parents/Guardians can pay on-line, use a food service envelope to deposit lunch money into their family account, or may send the envelope to the Food Service Department at the high school or have their son/daughter drop the envelope off in the middle school office. If you have questions regarding your lunch account, please contact the coordinator of our meal programs, Jennifer Tilot, at 532-0525, ext. 6243.

### **CAFETERIA & RECESS EXPECTATIONS**

- Breakfast and lunch, whether purchased at school or brought from home, is to be eaten in the cafeteria always. Food may not be taken outside during recess.
- When dismissed for lunch, walk in an orderly manner and line up accordingly in one of our two lines.
- Saving places in line is not permitted.
- If you are held back from lunch by a teacher, you should report to the back of the lunch line in all fairness to others waiting for their meal.
- Good table manners and behavior are expected. Be courteous to staff. Don't ask others for food. Hats are not to be worn in the cafeteria.
- Please no more than eight (8) students per table unless you are given permission by the lunch supervisor.



- Students may bring iPods or MP3 players to recess/lunch. Please note that you bring these devices to school at your own risk. \*Taking pictures of others with cellular phones is NEVER permitted during the school day.
- When the table and floor in your eating area is clean and free of food/trash, raise your hand and you will be dismissed by the cafeteria personnel. Our cafeteria supervisors will NOT dismiss you for 15 minutes after the lunch period begins for recess (First Lunch – 11:12 am / Second Lunch – 11:55 am).
- Place trash in the proper containers, trays/silverware in the tray return. Do not throw silverware or bowls away.
- Use the restrooms in the 8th grade hallway BEFORE you go outside for recess. You will not be permitted to go back inside unless there is an emergency.
- Bring your coat with you to lunch. You will not be permitted to go back to your locker after lunch.
- During inclement weather (rain and excessive snow) students will remain in the cafeteria and must remain at their original table and talk quietly.
- Students are expected to be on their best behavior while at recess. Physical play is NEVER allowed on the playground (i.e. touch football). Students are asked to be respectful of playground equipment by not purposefully kicking equipment on the roof.
- Harassment (otherwise known as bullying) is NEVER allowed on the playground. Students participating in harassment will have appropriate consequences assigned.

## **ASSIGNMENT NOTEBOOK**

Organization is one key to student success both inside and outside of school. To help students learn this important skill, one student assignment/agenda notebooks will be provided to each student. Students are responsible for filling out their assignment notebooks on a period-by-period basis each day. The assignment/agenda notebook also includes a copy of the Student and Parent Handbook. Each student is responsible for keeping his or her notebook in good condition all year. If lost or defaced, a student must purchase a new notebook at a cost of \$5.00.

## **SCHOOL LOCKERS**

School lockers are the property of Wrightstown Community Schools. At no time does the Wrightstown Community School District relinquish its exclusive control of lockers provided for the convenience of students. School authorities may conduct searches/inspections of student lockers at any time, for any reason, and without notice, student consent, or a search warrant. **Students are reminded that their locker combination must not be given to any other students** and are strongly encouraged not to keep valuables in their locker. **Students are also reminded that they are not to attach items to the outside of their lockers without permission from the office.**

***THE SCHOOL IS NOT LIABLE FOR LOSS OF PERSONAL BELONGINGS DUE TO THEFT FROM STUDENT HALL AND/OR GYM LOCKERS.*** Students should only use the lockers assigned to them and keep them locked. Entering or damaging another student's locker will be treated as theft or vandalism and will be dealt with accordingly.

## **SCHOOL ACTIVITIES**

Wrightstown Middle School is very fortunate to offer wide-array of academic and extra-curricular activities for students. Sport events/practices are on the conference athletic website at: **[www.northeasternconferencewi.org](http://www.northeasternconferencewi.org)**. Students are encouraged to participate in such activities as research shows there is an overall correlation between academic success and extra-curricular involvement. Students will be made aware of available activities throughout the school year. Parents are strongly encouraged to get involved and assist as needed.

### **ATHLETIC CODE OF CONDUCT**

A copy of the middle school Athletic Code of Conduct can be found on the middle school webpage under the "Athletics" link. A parent/guardian will be required annually to complete the online code requirements and electronically sign the code for each of their children that participate in middle and high school co-curricular activities. Middle and High School students are also required annually to complete the online code requirements and electronically sign the code. Students must also successfully pass a physical performed by a physician once every two (2) years to participate. **All of this must be completed before a student can participate in any practices.** Questions about athletics can be directed to our Activities Director at 532-0525 Ext. 5010

### **SCHOOL DANCES**

Our middle school dances will be held periodically for our 5th - 8th grade students. Dances are coordinated by Student Leadership as a privilege for students and not a right. The school dress code is in effect at all school dances. Students wishing to leave dances early will not be readmitted and must have signed approval from parents before being allowed to leave early.

### **STUDENT LEADERSHIP (Gr-8)**

Wrightstown Middle School has a very "non-traditional" Student Council, called "Student Leadership." It is open to all students in grade 8 who would like to build their leadership skills by making WMS a better place to learn and grow, by being involved creating a more positive school climate, by promoting community service, and being active improving school spirit.



## FIELD TRIPS

WMS students going on field trips must have a written and signed permission form on file. All school and bus rules are in effect on all field trips. Students attending field trips must ride the school provided bus or other transportation. Students may leave a field trip with a parent, but never with anyone other than a parent and with signed permission. Teachers are expected to make curricular connections for all field trips held.

## INCENTIVE DAYS

WMS offers incentives for students each quarter. These incentives will be unannounced so as to promote consistent responsibility on the part of students. Incentives can be held on site or off site as a field trip. Incentives held at school will be no longer than two and a half hours (2 ½) in length. The teachers will inform students of the criteria to become eligible for incentives.


## GUIDANCE AND COUNSELING

Any students looking for help with personal issues or confidential matters are encouraged to contact our School Counselor who is available to both students and parents during school hours. Our counselor will also be teaching a Guidance class to all fifth grade students. This course will meet throughout the school year. Our sixth, seventh, and eighth graders will receive monthly guidance lessons during the school year. They also arrange group meetings throughout the school year to help students with a variety of social and emotional matters.

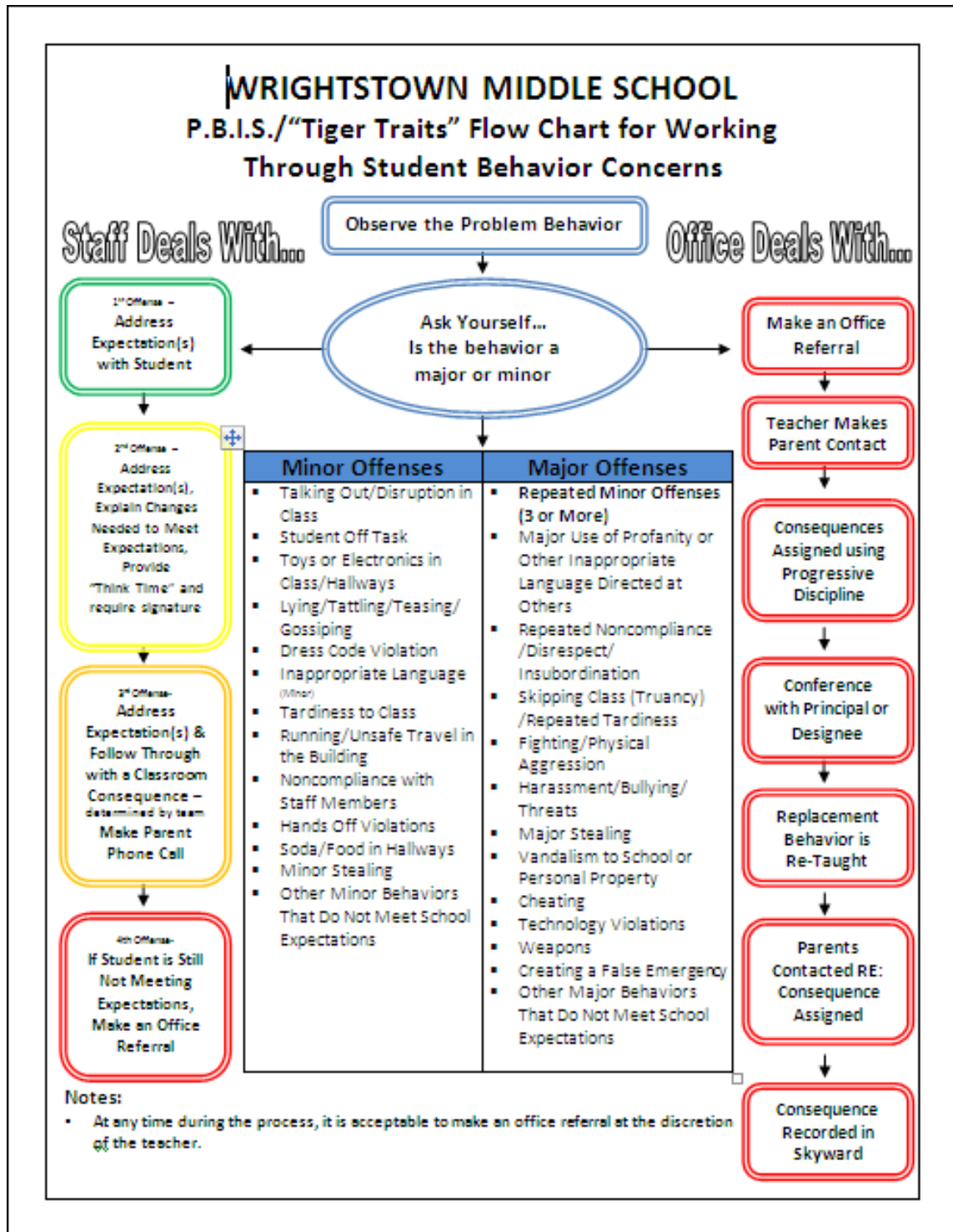
If your child should need assistance of the counselor, they can be contacted at 532-5553 ext. 4103.

## STUDENT BEHAVIOR EXPECTATIONS – “TIGER TRAITS”

The staff and administration have worked extensively over the past school year to develop the WMS “Tiger Traits” for the coming school year. The “Tiger Traits” are the expectations that we have of all students attending our school. The students will be taught all of these expectations at the beginning of the school year. A copy of the “Tiger Traits” can be seen below, full size on the back of this handbook cover, and on the middle school website.

<b>WRIGHTSTOWN MIDDLE SCHOOL “TIGER TRAITS”</b> <i>These are the expectations at WMS. Can you meet the “Tiger” challenge?</i>							
<b>RESPONSIBLE FOR...</b> <ul style="list-style-type: none"> <li>Personal Space / “Hands Off Others”</li> <li>Keeping our School Clean</li> <li>Recycling / Being “Green”</li> <li>Following the Dress Code</li> <li>Voice Level</li> </ul>		<b>RESPECTFUL OF...</b> <ul style="list-style-type: none"> <li>School / Personal Property</li> <li>Personal Differences</li> <li>Directions / Expectations Given</li> <li>Personal Space</li> </ul>		<b>BE YOUR BEST...</b> <ul style="list-style-type: none"> <li>Know, Model, and Exceed Expectations</li> <li>Be a Good Sport / Role Model</li> <li>Be Positive / Positive Conversations</li> <li>Represent WMS in a Positive Manner</li> <li>Report Unsafe / Bullying Behaviors</li> </ul>			
	OUTSIDE	CAFETERIA	HALLWAY	BATHROOM	LIBRARY/ COMPUTER LAB	LOCKER ROOM	BEFORE / AFTER SCHOOL
<b>BE RESPECTFUL</b> - <b>BE RESPONSIBLE</b> - <b>BE SAFE</b> - <b>BE YOUR BEST</b> 	<ul style="list-style-type: none"> <li>Play Without Tackling / Being Rough</li> <li>Follow Agreed Upon Game Rules</li> <li>Dress for the Weather</li> <li>Stay on Black-top if No Boots (Winter)</li> <li>Stay Off Snow Piles</li> <li>Snow Stays on Ground</li> <li>When Whistle Blows, Line-Up/Hold onto Equipment</li> <li>Line-Up Where Told</li> <li>Stay Clear of the Road</li> </ul>	<ul style="list-style-type: none"> <li>“2” Voice Level</li> <li>Bring Coats/Outdoor Wear With You</li> <li>Wait Patiently in Line</li> <li>Be Respectful of Lunch Supervisors and Kitchen Staff.</li> <li>Be Polite to Others</li> <li>Only 8 Per Table w/o Permission</li> <li>Listen to Announcements</li> <li>Raise Your Hand to Be Dismissed</li> <li>Clean Up Your Table</li> <li>Stack Your Chairs (Last Lunch Period)</li> <li>Line Up to Empty and Stack Trays (2 Lines)</li> <li>Place Silverware in Correct Container</li> <li>Go Directly Outside when Dismissed</li> <li>Hall Passes Needed to Other Areas</li> </ul>	<ul style="list-style-type: none"> <li>“1” Voice Level!</li> <li>Walk to the Right Always</li> <li>Locker Clean and Organized</li> <li>Pick-Up Litter</li> <li>Keep Hands Off Walls / Others</li> <li>Line-Up On Right / Left Side of Door</li> <li>Use a Hall Pass</li> <li>Move to Your Destination – Avoid Blocking Traffic</li> <li>Drinks and Food Must be Sealed</li> </ul>	<ul style="list-style-type: none"> <li>“1” Voice</li> <li>Be Timely!</li> <li>Give Privacy to Others</li> <li>Don’t be in a Rush - Always Flush!</li> <li>Wash Hands</li> <li>Keep Bathroom Clean</li> <li>Report Vandalism</li> </ul>	<ul style="list-style-type: none"> <li>“1” Voice</li> <li>Return Books On Time</li> <li>Follow all Posted Rules</li> <li>Follow Acceptable Use Policy</li> <li>Use Computers for School Purposes Only</li> <li>Drinks and Food Must Stay Out of the Library/Lab</li> <li>Be Patient</li> <li>Respect Library Staff and Show Appreciation</li> </ul>	<ul style="list-style-type: none"> <li>“2” Voice</li> <li>Lock-Up Your Belongings!</li> <li>Respect the Property Belonging to Others</li> <li>Give Privacy to Others</li> <li>Use Good Hygiene!</li> <li>Be Timely!</li> <li>Keep Locker Room Clean</li> <li>Report Problems &amp; Vandalism to Teacher/Coach</li> </ul>	<b>BEFORE SCHOOL</b> <ul style="list-style-type: none"> <li>Doors Open – 7:30 AM</li> <li>5<sup>th</sup> in Gr-5 Hall</li> <li>6<sup>th</sup>/7th/8th in Caf./Gym</li> <li>“2” Voice</li> <li>Get Pass or ask Library / See Teachers</li> <li>Eat Breakfast in the Café</li> <li>Clean Up / Push in Chairs</li> </ul> <b>AFTER SCHOOL</b> <ul style="list-style-type: none"> <li>Walk to Bus / Your Ride</li> <li>Wait in Line for the Bus</li> <li>Watch for Cars</li> <li>Walk Bikes to Sidewalk</li> </ul>

The chart below will be used by WMS staff to determine major and minor behavior offenses and how to proceed with each at Wrightstown Middle School. The teachers and administration will do everything possible to notify parents of major behavior concerns as soon as possible (generally within 24-hours).



**OPPORTUNITY ROOM (adjacent to WMS Office)**

Occasionally students need time to reflect upon negative behaviors they may be displaying in the classroom. If this is the case, the teachers of WMS may ask the student to go to the new "Opportunity Room" located in the office to spend some time in reflection. Students sent to this new room will be asked to complete a reflection "Think Sheet" and discuss it with an administrator before being sent back to the classroom for a conference with the classroom teacher. Parents will be contacted if their child is sent to the "Opportunity Room". Students will also be required to complete their "Think Sheet" and return it the next day with a parent signature.

### **APAWZ PROGRAM**

Students, like adults, appreciate being recognized occasionally for the great things they are doing. The APAWZ program is designed to do just that. Throughout the school year, our teachers will be giving the students APAWZ tickets for meeting or exceeding our building-wide expectations. Their tickets can be entered into a drawing by grade-level for a variety of prizes throughout the year.

### **ACADEMIC INTEGRITY POLICY**

WMS has an Academic Integrity Policy in place for any student incidents that involved cheating or plagiarism. The policy reads as follows:

- First Offense:* The student receives a zero on the work they were caught cheating on.
- Second Offense:* The student will receive a zero on the work they were caught cheating on and the student will fail the nine (9) week grading period for the class in which the cheating occurred. Classroom participation, attendance, and homework are still required if the student has intentions of passing the class for the remainder of the school year.
- Third Offense:* The student fails the semester for the class in which the cheating took place. Additional incidents will result in failing the class for the school year.

### **ACCEPTABLE USE OF TECHNOLOGY POLICY**

A complete copy of the Acceptable Use of Technology Policy is available on the district website. This includes some very important information about using technology at WMS. Students must remember that using district computers and the internet is a privilege and not a right. Inappropriate use will result in the cancellation of those privileges and possible school consequences depending on the offense.

*General Misuse Includes:*

- Password sharing
- Action to equipment without purpose (i.e. pounding keys, altering monitor, etc.)
- Student failure to report improper acts of fellow students
- Accessing inappropriate content

Possible Consequence – Detention

*Equipment Tampering:*

- Settings changes
- Password fraud
- Software deletes or installs
- Copyright infringement
- Non-permissible web browsing
- Inappropriate communication

Possible Consequences – **1st Offense** – In-School Suspension and/or loss of computer privileges for up to 30 school days. **2nd Offense** – In-School Suspension and/or loss of computer privileges for up to 60 school days. **3rd Offense** – Loss of privileges for one full school year and/or out of school suspension.

*Serious Infractions:*

- Theft
- Cracking
- Hacking
- Vandalism
- Accessing inappropriate content

Possible Consequences – Suspension from school for up to 5 days and immediate loss of computer privileges for up to one full calendar year. Depending on the circumstances, our School Resource Officer may also become involved.

### **OFFICE DETENTIONS**

The school principal occasionally assigns lunch/recess detentions and after-school detentions. Students assigned lunch/recess detentions are to report to the Opportunity Room with their lunch and should remain in there until the lunch/recess period concludes. After school detentions generally take place until 4:00 pm.

### **SCHOOL RESOURCE OFFICER**

Wrightstown Middle School is very fortunate to have a full-time School Resource Officer on staff. Students and parents are encouraged to contact our SRO at any time if they have a concern and feel he would be of some assistance. At times our SRO may get involved with school discipline at the request of the school principal. Our SRO can be reached at 532-0525 ext. 6111.

## **SCHOOL BUS EXPECTATIONS**

All students are expected to follow the rules established by their bus driver at all times. Bus drivers maintain a log book of student behavior and may assign seats. Failure to follow these rules will result in the following consequences and may also fall under the school discipline plan:

**1st Offense:** Verbal warning and an incident report sent to the principal and parent/guardian. School disciplinary measures may be taken.

**2nd Offense:** Same as first offense plus principal confers with student and bus operator and suspends the student from the bus for three (3) school days.

**3rd Offense:** Same as 2nd offense plus student suspended from the bus for one month.

Subsequent or severe behavior may result in going directly to step 3 and suspension of riding privileges for up to the remainder of the school year.

## **EXPULSION**

Students who are expelled or alternatively placed are not allowed to attend school events or be on school property. If they violate this stipulation, the police will be called and a charge of trespassing will be filed. State law requires schools to expel students for a period of not less than one year who have brought a weapon to school. Also, a referral to the criminal/justice system is required and a report will be submitted to the Department of Public Instruction outlining the reasons for expulsion.

## **HARASSMENT OF AND BY STUDENTS AND EMPLOYEES**

The Board of Education recognizes the need to create and maintain an atmosphere for district employees, students, and others that is free from unsolicited and unwelcome overtones. Wrightstown Schools prohibits the harassment of employees, students, and others engaged in the operation of school programs or activities. Student or employee verbal or physical conduct that creates an intimidating or hostile environment is subject to disciplinary action and referral to the school liaison officer.

## **BULLYING**

Bullying at Wrightstown Middle School is defined as any type of verbal or physical abuse against another student, which is repeated and purposeful. The underlying purpose of this type of behavior is always to humiliate or hurt someone else. A bullied person is one who is repeatedly exposed to negative actions by one or more persons. Bullying can include, but is not necessarily limited to the following categories and specific behaviors:

### ***Verbal Bullying:***

- 1) Name-calling, teasing
- 2) Making fun of or being disrespectful of another person's:
  - a) physical characteristics b) nationality c) religion d) color e) size f) physical disabilities g) family problems (i.e. divorce) h) ability to learn or i) athletic ability
- 3) Using inappropriate language (i.e. swearing)
- 4) Spreading lies or rumors about a person
- 5) Laughing at another's misfortune
- 6) Inciting others to fight or bully someone in any way
- 7) Putting people down

### ***Threatening:***

- 1) Saying that someone will be beaten up if they do not comply with bully's requests
- 2) Using antagonistic language towards someone i.e. saying things like, "I don't like the way you're looking at me."  
Social Exclusion
- 3) Not allowing someone to participate in your group
- 4) Forming a circle or group in the hallways so that another person cannot join in
- 5) Speaking with a group so that one person is excluded either because of the language being used or the slang used by a group
- 6) Ignoring a person
- 7) Refusing to be someone's friend, or a group pressuring others to isolate someone or exclude as a friend
- 8) Refusing to allow someone his or her place in a line or on a bus

### ***Physical Bullying:***

- 1) Pushing or shoving someone, hitting someone, poking or jabbing someone with hands, fingers or objects such as pencils, sticks, etc.
- 2) Grabbing someone's clothes (i.e. taking off someone's hat and throwing it down or to someone else, grabbing a person's clothes with the intent to tear)
- 3) Fighting

**Vandalism:**

- 1) Damaging someone's books or locker
- 2) Breaking someone's pencils, pens or art supplies,
- 3) Writing on someone's notebook or binder

**Extortion/Theft:**

- 1) Taking someone's lunch money
- 2) Taking someone else's lunch
- 3) Taking/hiding something that belongs to someone else.

Wrightstown Middle School strives to create a caring community of learners that is based on mutual respect and acceptance of individual differences. In accordance with this mission, bullying is considered a very serious offense at our school. The staff and administration will address incidents regarding bullying and disciplinary action will be applied accordingly.

**CONSEQUENCES FOR BULLYING INCLUDE (BUT ARE NOT LIMITED TO):**

- Verbal Warning
- Detention Time
- Suspension (In-School or Out-of-School)
- Behavior Contract (disciplinary probation)
- Recommendation for Expulsion

The consequence will be based on the nature and frequency of the behavior and on the student's disciplinary record.

**To report a case of bullying or harassment at Wrightstown Middle School, please contact the school counselor, school principal, school resource officer, or fill out the "Report of Bullying/Harassment Form" available from the office or available on the school webpage.**

## ELECTRONIC DEVICES AT SCHOOL

The Board of Education believes that student use and possession of personal electronic devices during the normal school day are generally disruptive in the educational environment. Therefore, in accordance with state law, Wis. Statutes 118.258 & 120.13, no student shall be permitted to use a personal electronic paging, cell phone, or two-way communication device on school premises. **Students who bring such items to school must store the equipment in their lockers in an off position during regular school hours.** The exceptions in which these devices may be used during regular school hours are with teacher permission or for safety or emergency reasons.

**PARENTS ARE KINDLY ASKED NOT TO CALL THEIR CHILD'S CELLULAR PHONE OR TEXT THEIR CHILD DURING THE SCHOOL DAY. IF YOU NEED TO REACH YOUR CHILD, PLEASE CALL THE SCHOOL OFFICE.**

Under no circumstances may cell phones with photographic capabilities be used in locations where there is an expectation of privacy, such as locker rooms or bathrooms. Students violating this policy shall be disciplined according to established procedures.

Students caught with cellular phones in class without teacher permission will have their phones confiscated until the end of the school day. On a second and subsequent offenses, parents will be asked to come in to pick up a student's cellular phone.

We allow the use of iPods or MP3 players while a student is at lunch recess. Students may not use these electronic devices at any other time during the school day without teacher permission.

Students bringing communication or electronic devices to school bring them at their own risk. The middle school will not be held responsible for lost or stolen items.

## ENERGY DRINKS / BEVERAGES / FOOD IN LOCKERS

These days there seems to be a new high caffeine energy drink on the market every other month. We also acknowledge that many of these drinks are highly popular with some of our students. We would ask that students **DO NOT** bring energy drinks with them to school or drink them before coming to school. Thank you for your cooperation and understanding!

All other soda or beverages should only be consumed in the school cafeteria during designated lunch times. Soda and beverages should be sealed in student lockers during the school day.

Food items must also be sealed in lockers throughout the school day.

## HEALTH CONCERNS AND MEDICATIONS

The Wrightstown Community School District policy requires that a parent or legal guardian have written authorization on file if prescription medication is to be administered to a student by school personnel. Unfortunately, there are no exceptions to this requirement.

When medication prescribed by a physician is to be administered at school, the following information is to be clearly labeled on the bottle:

1. Medication must come in the original prescription.
2. Tylenol, Ibuprofen must come to school in small original container with student name listed.
3. Clear instructions must be printed on the bottle.

Parents must also provide the school with written orders from the physician. Permission forms will be available at Open House and otherwise during the school year from the school office.

*Note – We no longer provide Tylenol, Ibuprofen, or cough drops in the school office for student safety reasons. If you wish for your child to be able to take over-the-counter medications such as these, please supply these items in the school office in the original containers labeled and with specific instructions.*

### **Please Keep Your Student Home If They Are Sick!**

The lists below are some general guidelines for you to use when deciding to keep your student home:

- **Influenza-like illness** – symptoms such as temperature of 100°F or greater, along with respiratory symptoms of cough, runny nose, sore throat, headache, body aches, chills, and fatigue.
- Temperature/fever of 100.0°F or greater.
- Vomiting and diarrhea.
- Contagious illnesses such as chicken pox, strep throat, “pink eye” conjunctivitis, impetigo, scabies, head lice or other determined by healthcare provider.
- Rashes of unknown origin.

Those with questions are welcome to contact our school nurse at 532-4818 ext. 5016.

## ALCOHOL / DRUG / TOBACCO POLICIES

### **TOBACCO USE**

The use/possession of tobacco products is NOT allowed anywhere on school property as outlined in State Statute 101.123. Students caught smoking, chewing or in possession of tobacco products will be referred to the Police School Liaison Officer and will face disciplinary action.

### **ALCOHOL AND DRUG USE**

All incidents dealing with the use or possession of alcohol or other drugs will follow the school board’s AODA policy which is summarized briefly as:

**1st Violation:** Three-Day Out-of-School Suspension / Required Counseling with Outside Agency / Athletic Code of Conduct Violation

**2nd Violation:** Recommendation for Expulsion / Required Counseling with Outside Agency / Athletic Code of Conduct Violation

## TRANSPORTATION INFORMATION

First Student will again be providing transportation for your child if you elect to take advantage of the school bus. If you are new to the district or have a question concerning your child’s bus, pick-up times, etc., please feel free to contact Jim Manlick at First Student at 532-4956.

Busses drop off students at the main entrance in the morning. Parents should not drop-off students at the main entrance. Please see the enclosed map for specific information about student drop-off and pick-up.

### **The doors to the middle school will open for students to enter at 7:30 AM.**

Please avoid dropping off students earlier. When students arrive to school, they should enter the building and report to the cafeteria/commons, gym, or library. If they have choir or band they will report for to the choir/band room by 7:45 am at the start of “Zero Hour.” Otherwise they will remain in the cafeteria/commons, gym, or library until the warning bell sounds at 7:55 AM. Our fifth graders have an area just for them in the fifth grade hallway if they would like to be with just their grade-level peers.

Once a student arrives at the middle school either by bus or by car, they MUST remain at school for liability reasons. They may not walk back home or to Dick’s Family Foods as this is a major liability concern for our school. Students must remain in their assignment hallways/area until the bell sounds at 7:55 AM. At that time students may proceed to their assigned classrooms for an 8:00 AM start to the day.



Students riding bicycles may park their bikes in the bike racks located directly in front of school. For the safety of all of our students, we ask that they **WALK THEIR BIKES** throughout our parking lots. Students riding skateboards or scooters should also **WALK** once on the school campus for safety around cars and buses.

**PM Departure – To ensure the safety of all students, please closely follow our PM departure procedures.** Students will be dismissed at 3:15 PM with the sounding of the final bell. School busses will be available for students directly in front of the middle school. Other vehicle traffic is strictly prohibited in this area. **Parents and family members picking up middle school students are asked to use EXTREME CAUTION while driving in the parking lot during dismissal. The speed limit is no higher than 10 MPH.** Parents and family members picking up students should find a parking spot along the east side of the middle school closest to School Street.

Students riding bicycles or skateboards **MUST WALK** their bikes or skateboards through the school parking lot for safety reasons.

We live in a busy world with many expectations placed upon all of us. Despite these expectations and our busy schedules, **PLEASE USE EXTREME CAUTION WHILE DROPPING OFF AND PICKING UP MIDDLE SCHOOL STUDENTS.** We want to keep all our students safe from injury due to inappropriate and inattentive driving.

## STUDENT SAFETY / SCHOOL CLOSING INFORMATION

### FIRE DRILLS

Fire drills will take place monthly at Wrightstown Middle School as a safety precaution.

### CRISIS RESPONSE LEVELS

In order to enhance the safety and security of the people at WMS, emergency procedures have been adopted to deal with life threatening situations and/or situations that pose a significant threat to the safety of people in the school.

If there should be a crisis at school, parents will be notified as soon as possible. Media are welcome to contact the District Office with questions; however, may not be on the middle school campus during a crisis situation.

### DISASTER/TORNADO

In the event of a tornado or other disaster, students will be given specific instructions over the school public address system.

### EMERGENCY SCHOOL CLOSINGS

In case of severe/inclement weather, students and parents/guardians should listen to local radio or watch area television stations. In most cases you will learn that school has either been (1.) closed for the day, (2.) delayed and will be dismissed at the regular dismissal time, or (3.) dismissed early for the day. If there is no announcement made on the radio or TV stations, it will mean schools will be open and the buses will be running.

## Tiger Paw Pledge

**“As a Wrightstown Tiger, I pledge to be RESPECTFUL of myself and others, be RESPONSIBLE for my actions, be SAFE, and strive to BE MY BEST.”**





## STUDENT PROMOTION AND RETENTION POLICY

The primary responsibility of the Wrightstown Community School District is to achieve the vision of “excellence in student achievement” and the mission of a “quality education for every student.” The District is committed to the success of all students. Students, teachers, the home, and the school share responsibility in that success.

The promotion or retention of students shall be based upon the student’s achievement according to his/her aptitudes and abilities. A student who meets the Primary Criteria listed in numbers 1, 2, and 3 will be promoted to the next grade level. Those who do not meet the Primary Criteria must continue to the Secondary Criteria for promotion eligibility.

### **PRIMARY CRITERIA FOR PROMOTION**

#### **1. Academic Performance Criteria:**

A student will be considered for promotion if they demonstrate proficiency in grade level curriculum as documented by passing grades in Math and Language Arts / Reading in addition to two of three other areas: Science, Social Studies, and the Encore courses.

#### **2. Wisconsin Knowledge and Concept Exam Criteria:**

A student shall perform at the proficient or advanced level in all areas (math, science, language, social studies, and reading).

#### **3. District Utilized Standardized Assessment Criteria:**

A student shall perform at or above grade level in all areas assessed on the District Utilized Standardized Assessment.

### **SECONDARY CRITERIA FOR PROMOTION**

The classroom teacher, working with building principal, other school personnel and the child’s parents will determine the student’s placement based upon one or more of the following criteria:

1. A student’s Individual Education Plan (IEP)
2. A student’s progress toward proficiency of grade level curriculum and expectations with Response to Intervention (RtI) strategies and support
3. Successful completion of a remedial and / or summer school program as designed / approved by the child’s teacher, principal and parent
4. Student responsibility, personal, academic and social growth and conduct. Based on information gained from the classroom teacher, building principal and other school personnel, the team would make a recommendation to either promote or retain.

Please note that the portion of this policy that pertains to obtaining a high school diploma has been omitted from this handbook.

## WMS COMPRESSED MATH PLACEMENT CRITERIA AND PROCEDURE

### **COMPRESSED MATH**

Compressed Math will combine three years of grades 7, 8, and 9 (Algebra) Math curriculum content into two years. Compressed math students will then start with Geometry-10 when they move over to high school instead of Algebra-9. By compressing instead of skipping an entire grade level, students will not miss any foundational math concepts.

Each Spring, Winter, and Fall Wrightstown Middle School students take the NWEA (Northwest Evaluation Association) MAP (Measure of Academic Progress) assessment in Math. The use of this tool along with other formal and informal sources helps the middle school use data to drive decisions for student placement. State test scores, MAP scores, historical assessment data, as well as teacher recommendation will be considered for student placement in Compressed Math. Students in Compressed Math must maintain a “B” average or better. New students entering Grade 8 will be assessed on an individual basis for appropriate math placement.

Under normal circumstances students will not skip a grade-level in Math curriculum. Missing an entire year of math content foundation causes problems in understanding concepts in subsequent years.

## NON-DISCRIMINATION POLICY

It is the policy of the Wrightstown School District that no person may be discriminated against or denied admission (S.118.13) to any public school in this district or be denied the benefits because of: the person's age, sex, race, religion, national origin, ancestry, discriminatory pre-employment inquiries, creed, pregnancy, military service, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, or handicap condition in any curricular, extra-curricular, public service recreational, or other school program or activities, nor shall they be discriminated in class, programs facility usage, standards and rules of behavior or disciplinary measures, including suspensions and expulsions, bequests, scholarships and other aids, benefits or services to student from private agencies, organizations or persons, methods, practices and materials used for counseling, Testing or evaluating students; grading systems; selection; and evaluation of instructional and library materials, and food service. This policy also prohibits discrimination as defined by Federal law, Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act (handicap), and Americans with Disabilities Act of 1990 (disability).

## WMS RESEARCH GUIDE

The following research guide has been assembled by the teachers of Wrightstown Middle School for quick and easy reference when students are writing any papers for their classes. This research guide is based on the MLA style.

### DEFINITION OF PLAGIARISM

From the Wrightstown High School Research Guide – Plagiarism is stealing! Instead of stealing something tangible, the person who plagiarizes steals ideas and words. To avoid plagiarism, the writer (or speaker) must acknowledge the source of the information being presented.

Writers are guilty of plagiarizing when they:

- Don't use quotation marks to show that something is copied directly from another source.
- Don't tell the source of the ideas they have put into their own words.
- Use someone else's work as if it were their own.
- Don't include a bibliography or Works Cited page.

### WHY WORRY ABOUT PLAGIARISM?

Students often wonder why we have to bother with citing our sources when we do a research paper. They don't understand the need to **cite within the paper (in-text citation)** and at the **end of the paper (works cited page)**.

We need to cite in both places in order to avoid plagiarism. Plagiarism is cheating and a violation of the Academic Integrity Policy (cited within this Handbook). It's important to use other people's work when you write a research paper. That's why it's called a RESEARCH paper...because you are researching facts from a variety of sources. The key is to cite it correctly to give credit to the authors.

### WHAT YOU NEED TO CITE

#### **SUMMARIES...PARAPHRASES...DIRECT QUOTATIONS**

**Summarize** (should be much shorter than the selection you read)

A summary is a brief summary / synopsis of what you have read. You read somewhere between a few pages and a whole chapter/section. Then you **close the book** and write a brief version of what you just read. It needs to be **completely in your own words**.

Do NOT put quotation marks around it.  
DO cite the author and page number in parenthesis.

**Paraphrase** (will be a little shorter than the selection you read)

A paraphrase is a re-wording of what you just read. You read a sentence or two, and then write it in your own words. Then you read another sentence or two and write it in your own words. **Only a few words can be straight from the source**, such as the name of a city or a specific term. Otherwise, it's "patchwork plagiarism."

Do NOT put quotation marks around it.  
DO cite the author and page number in parenthesis.

**Direct Quotation** (usually between a few words and a few sentences)

A direct quotation is when you copy something directly from the source. You copy the sentence or passage **word for word**. Then YOU put quotation marks around it. (note: You do NOT look for something that already has quotation marks around it!) It shouldn't be more than three sentences unless your teacher approves otherwise.

DO put quotation marks around it.  
DO cite the author and page number in parenthesis.

**Note:** Dialogue and famous quotations will already have quotation marks around them. You should only use something that already has quotation marks around it if you talk to your teacher first. He / she will explain how to do this type of direct quotation.

**Sample:** Coach Johnson, “in a half-time speech, said to his team, ‘Winning is everything’” (Anderson 48).

## **REMINDERS**

You need to give credit for EVERYTHING that you summarize, paraphrase, and directly quote. That means anything that you copied word for word AND the parts you re-worded.

In a RESEARCH paper, that will be the majority of your paper! That’s the way it should be because your job is to RESEARCH the topic, not just tell us what you already know about it.

The only information from sources that you don’t have to give credit for is “common knowledge” that the general public knows. If you’re not sure if most people know something, it is always safest to give the author credit.

Suggestion – Do a KWL (Know, Want to Know, Learned) **before** you start your research. Only the information you know before you even open a book is your “common knowledge.” You don’t have to cite what you wrote under KNOW.

You also wouldn’t cite personal experiences. For example, if you’re writing about White Tail Deer, and you mention that you often see a family of four in the corn field behind your house, you don’t have to cite that.

One Last Thing – You also need to be careful with art and music. These can also be plagiarized. If someone draws an art picture for you, and you don’t give them credit, that’s plagiarism.

## **IN-TEXT CITATION – CITING WITHIN YOUR PAPER**

Use parenthesis ( ) after your paraphrase, summary, or direct quotation to give credit to the source you used. Include author - - or title if no author is given - - and page number inside the parentheses. End the sentence with a period after the parentheses.

**Example adapted from the *Write Source 2000*:**

The trouble began in February of 1997 when a fire shut down an oxygen generator in the space station. Then in June of 1997, a shuttle carrying supplies to *Mir* crashed into a solar panel causing more damage (**Chein 97**).

“The astronauts, intensely aware of their impending demise, hastily wrote heart-breaking farewell notes to their loved-ones” (**Certain Death 21**).

**Note:** The first in-text citation contains the **author’s last name**. However, for the second citation, I used the **title of the book** because an author wasn’t given for the source. You don’t have to put “page” or “p” in front of the number. If no page number is given, just include the author’s last name or title.

## **WORKS CITED PAGE – CITING AFTER YOUR PAPER**

### ***WORKS CITED VS. BIBLIOGRAPHY***

Bibliography / References = every source you looked at while researching your topic

Works Cited Page = the sources you used and cited within your paper

**Note:** The WKCE Test uses “Bibliography” to refer to Bibliographies and Work Cited Pages.

### ***Important Information to Record:***

Author  
Title of Source  
Title of Article  
Place of Publication  
Date of Publication  
Volume Number  
Date Accessed  
URL Address  
Page Numbers

**Format of a Works Cited Page:**

Works Cited

\*on the top line, centered, in plain font

\*not bolded, italicized, underlined, or in quotation marks

Each entry is single spaced, with the first line at the left-hand margin and the second line indented.

Double-space in between entries.

Put in alphabetical order.

**Note Before You Start:** If you are not given a piece of information, skip it and go to the next part of the citation. For example, if you don't know the author, start with the title.

**WORKS CITED PAGE (EXAMPLE)**

**Book with One Author:**

Author's Last Name, First Name. *Title of the Book*. Place of Publication: Publisher, Copyright Date. Print.

Jansen, Holly. *How to Cite Sources*. Chicago: Librarian Press, Inc., 2004. Print.

**Book with Two Authors:**

Author's Last Name, First Name and First Last Name. *Title of the Book*. Place of Publication: Publisher, Copyright Date. Print.

Silbaugh, Angela and Gary Roy. *Science Fair Madness*. New York: Scholastic Books, 2011. Print.

**Book with Three or More Authors:**

Author's Last Name, First Name, et al. *Title of the Book*. Place of Publication: Publisher, Copyright Date. Print.

Anderson, Kathryn, et al. *Wonders of the World*. Madison: Penguin Press, Co., 2009. Print.

**Encyclopedia:**

Author's Last Name, First Name. "Name of Article." *Title of Encyclopedia*. Place of Publication: Publisher, Year Published. Print.

Olson, Cory. "Making the Putt." *The Golfer's Encyclopedia*. Vol. 2. Houston: Golfer's Digest Co., 2001. Print.

**Magazine or Newspaper:**

Author's Last Name, First Name. "Name of Article." *Title of Magazine or Newspaper* Day Month Year: Page # - #. Print.

Doe, John. "Being a Dad Is What I Do Best." *Parenting Magazine* August 2003: 21-24. Print.

**Interview:**

Last Name, First Name of Person Interviewed. Personal Interview. Date of Interview.

Jones, John. Personal Interview. 17 February 2011.

**Article from a Website:**

Author's Last Name, First Name. "Name of Article." *Title of Website*. Web. Date Accessed <URL Address>.

Hemker, Jean. "Interior Decorating in the New Century." *Minnesota Decorating Co.* Web. 24 March 2005 <www.idnc.com>.

**Article on a Database:**

Author's Last Name, First Name. "Name of Article." *Title of Magazine or Newspaper* Month Year: Page # - #. Web. Date Accessed.

Johnson, Sam. "Fun with Polynomials." *Math Magazine* November 2008: 78-92. Web. January 2012.

**Image on a Web Site:**

Last Name, First Name of Artist. *Title of Image.* Date of Creation. Institution, City. *Name of Website.* Web. Date Accessed.

Feirer, Deb. *The Willow Tree.* 2010. Museum of Modern Art, New York. *The Artchive.* Web. 3 January 2011.

**CITING YOUR SOURCES**

**Within your paper = In-Text Citation**

**After your paper = Works Cited Page**

**Book Example:**

On Works Cited Page...

Ludtke, Rebecca. *Cooking for Dummies.* Wrightstown, WI: Random House, Inc., 2008. Print.

In-Text Citation=

Everyone can learn to cook healthy meals in three easy steps (**Ludtke 45**).

On Works Cited Page...

Riske, Jill and Melinda Menting. *Becoming a Baby Expert in the New Millennium.* New York, NY: Penguin Book Company, 2010. Print.

In-Text Citation...

Parents must take the time to read to their babies every day (**Riske and Menting 23**).

**Website:**

On Works Cited Page...

Brooks, Betsy. "Female Frontiers." *NASA Quest.* Julie Hubbard. 14 Dec. 2009. Google. Web. 24 Aug. 2010 <www.writesource.com>.

In-Text Citation...

The women of the 19<sup>th</sup> century can be used as positive role models for girls today (**Brooks**).

On Works Cited Page...

"Everything You Need to Know." *Search Engine Watch.* Danny Smith. 13 Apr. 2009. Purdue University. Web. 5 Nov. 2010 <www.purdue.edu>.

In-Text Citation...

No one knows everything, and we need to be wary of people who think they do ("Everything You Need").



