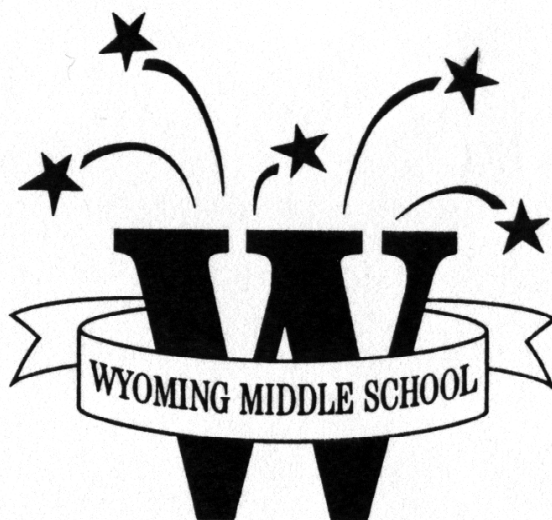




WYOMING MIDDLE SCHOOL PARENT GUIDE

A MANUAL FOR PARENTS AND MENTORS OF
WYOMING MIDDLE SCHOOL YOUTH



Commitment To Excellence

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MISSION STATEMENT

Wyoming Middle School is a safe and respectful community that values individual differences while engaging in creative educational opportunities to inspire a lifetime of learning and excellence.

VISION STATEMENT

In our commitment to a lifetime of learning and excellence, Wyoming Middle School

- Cultivates character through respect, responsibility, and pride.
- Develops organizational skills.
- Differentiates curriculum and uses a variety of creative instructional strategies.
- Maximizes collaboration.
- Provides numerous and varied opportunities for involvement.

CONTACT INFORMATION

Telephone

Middle School Main Office: 206-7170, 7:45am – 3:45pm

Attendance Office: 206-7181 voice mail available 24 hours

Also may report future absences.

Guidance Office: 206-7177, 7:45am – 3:45pm

Faculty and Staff Voice Mail

Dial the M.S. number, option 9 and follow the prompt.

Automated System Announcements

Telephone Calls

Automated phone calls are made to the phone number listed on school enrollment information.

To add or remove numbers from the list contact the Middle School Office.

Listserv- Email

Wyoming Schools have three separate Listserv for the Primary, Middle, and High schools. By subscribing, you will receive information by email from authorized school administrators, including the MS Weekly Bulletin.

To Subscribe to the MS list send an email to: WMSList-On@lists.wyomingcityschools.org Within minutes, you will receive a Confirmation Request to join the Listserv. Once you reply to that email, you will receive a Welcome email from the listserv. It does not matter what is in the email; just the act of sending the email will sign you up for the list.

To Subscribe to other school lists or to Unsubscribe see Information Resources Section.

Internet

District Website: www.wyomingcityschools.org

Faculty and Staff Email Addresses:

lastnamefirstinitial@wyomingcityschools.org

All Middle School faculty and staff have email addresses and routinely check for email.

Progress Book

Progress Book is the attendance/grade book program for the Middle School. It contains a student's grades, homework, attendance and more. You must have a user name and password to access this. For information and user name/ password, email Debbie Shaw at shawd@wyomingcityschools.org.

Blackboard: <http://bb.wyomingcityschools.org>

Although relatively new, Blackboard is expected to become a significant communication vehicle between the school, parents and students. Parents can access Blackboard for information including daily announcements, school events, specific class or student information.

Hours

School: 8:15 a.m. - 3:10 p.m. Supervision Does Not Begin Until 7:55 a.m.

Tardy bell rings at 8:15 a.m. Students have access to their lockers from 8:05 a.m. – 3:30 p.m. Locker areas are locked during most extra-curricular activities for security reasons.

Main Office: 7:45 a.m. - 3:45 p.m.

Learning Center: 8:00 a.m. - 3:30 p.m.

Also available to students during lunch. Located on 1st floor.

Computer Lab: 3:15 a.m. - 4:45 p.m. Monday - Thursday

Located at East end of 1st floor.

Administration Center: 420 Springfield Pike, 206-7000, 8:00 a.m. – 4:00 p.m.

Bell Schedule for 2010-2011

HR 8:15-8:20

| | | |
|---|-------------|----------------|
| 1 | 8:20-9:05 | |
| 2 | 9:09-9:52 | |
| 3 | 9:56-10:39 | |
| 4 | 10:43-11:26 | |
| 5 | 11:30-12:13 | (Grade 8 only) |
| 6 | 12:01-12:44 | (Grade 7 only) |
| 7 | 12:48-1:31 | |
| 8 | 1:35-2:18 | |
| 9 | 2:23-3:10 | |

LUNCH

GRADE:

| | |
|---|-------------|
| 5 | 10:58-11:43 |
| 6 | 11:12-11:57 |
| 7 | 11:26-11:57 |
| 8 | 12:13-12:44 |

Inclement Weather

School closing information is now available in numerous ways.

- Automated phone calls are made to the phone number listed on school enrollment information
- Announcements are **posted on the District Website.**
- Announcements are on radio (WLW, WGRR, WEBN, WVXU) and TV beginning at 6 a.m.

Wyoming School's status is reported as a **Delayed Opening** or as **Closed**. If there is a delayed opening, the school day runs on a modified bell schedule with dismissal at 3:10 as usual. If necessary, an announced delay will be changed to Closed. Please **DO NOT** call the School, Police, Administrative Center, or Board of Education so telephone lines can remain open.

SECURITY

Public Access

Public access into the school is limited to the front door until 3:30 pm. You must ring the button on the wall next to the front door to be buzzed in, and report to the Main Office.

Visitor Pass

All visitors to the Middle School are to report to the Main Office immediately upon arrival to sign in and receive a visitor's pass.

Student Sign In and Out

Students who enter school any time of day after the tardy bell are to sign in at the Attendance Office, or the Main Office if the Attendance Office is unmanned. Students leaving school any time before dismissal time must be signed out in the Main Office by a parent or guardian.

Parent Visits

Parents wishing to visit their student's classroom should call the Principal to make arrangements with the teachers involved. A visitor's pass needs to be obtained from the Main Office.

Student Lockers

All lockers in the school buildings of this school district are school property and are subject to search at any time. This includes the contents of the lockers.

Red Alert

If a Red Alert is issued for Hamilton County before or after school hours, all schools will be closed and all activities will be cancelled until further notice. If a Red Alert is issued during school hours, all buildings will go into lockdown mode. The district will follow directives issued by governmental agencies, including Hamilton County Emergency Management Dept. and the Ohio Board of Education. If an Alert is called in another area of the country, schools will follow governmental directives as to whether our schools will remain open. If the schools are able to dismiss students, the emergency dismissal procedure for the Middle School will be followed.

Lockdown Mode

The district will follow directives issued by governmental agencies, including Hamilton County Emergency Management Dept., and the Ohio Board of Education. When in lockdown, schools will not be allowed to dismiss students until the controlling authority deems it is safe to do so. A Lockdown drill is required before December 1st every year.

Emergency Dismissal Procedure

In an emergency dismissal situation students may leave the building with their parents, or with persons listed on the **School Building Emergency Authorization Form** which parents fill out at the beginning of each school year. Students will be dismissed from school when the controlling authority deems it is safe to do so. Parents should report to the Marble Hallway to receive pick up instructions.

Technology

The District's internet provider provides a firewall for all World Wide Web searches. The firewall blocks access to specific sites that have been deemed inappropriate and that list is updated regularly. However, there always exists the possibility that a student might choose to access material that is questionable.

Student Information

District policy concerning access to student information is published in the Opening School Newsletter every year. If you have any concerns or questions about student record information, directory information, or publicity, contact the District's Public Information Office at 206-7000.

Student ID's

Issued to all students ASAP after school pictures are taken. These may be needed for student admission price at out of district sporting events.

Records

All Student records are confidential and may not be released without written consent of parents or legal guardians.

Security Cameras

Security Cameras are located inside and outside the Middle School Building in potential high risk areas.

ARRIVAL PROCEDURES

Arrival Time

Students are asked to not arrive at school before 7:55 a.m. as supervision does not begin until 7:55 a.m. The tardy bell rings at 8:15 a.m. Students are to be in their homerooms at that time.

Student Entrances

- **Fifth Grade: Northwest entrance.**
- **Sixth Grade: Northeast entrance.**
- **Seventh Grade: Southwest entrance adjacent to the band room.**
- **Eighth Grade: Southwest entrance adjacent to the band room.**
- **Orchestra and Band students:**
Enter fifth grade entrance to put their instruments in the orchestra or band room, and then leave the building by the same door to join their class at their designated entrance.

Student Drop Off / Pick-up

Bus drop off and pick-up is behind the school on Worthington Ave. Parental drop off and pick-up is in front of the school. Be sure your student uses the crosswalk if you drop him/her on the north side of Wyoming Ave. **Please do not park illegally, or use the parking lot, driveway, or Administration Center driveway to drop off or pick-up students.** Students should not walk through the parking lot due to safety issues. Students leaving school prior to dismissal time must be picked up and signed out in the Main Office by a parent or legal guardian.

Bus Transportation

Bus transportation is free for all M.S. students residing two miles or more from school through the Board of Education. It is available on a pay basis for other students through Wyoming Student Transportation Inc. A Seat Reservation Request and Invoice form is sent to all students; it can also be found on the district website under 'Transportation.' Reservations are on a first-come, first-served basis. Rates are discounted (considerably) if contract and payment is received before July 1st (firm). For information, contact Pam Seitz at First Student Bus Service at 761-6100 x121 or seitzp@wyomingcityschools.org

Delivering Materials to Students

Items your student forgot should be dropped off in the Main Office, not the classroom. If your student is aware you are dropping something off for them, they need to check the office for it, a call to the student will not be made. If your student is not aware please deliver the items to the office as early in the day as possible, and the office will do their best to get it to the student on time, however, to avoid disruption of the classroom students will not be called out of class to get supplies.

Delivering Messages to Your Student

If you must give your student a message during school, call before 2:15 p.m. Once announcements are made and it is close to the final bell, the office is not able to guarantee your student will get a message.

ATTENDANCE POLICIES

(Full policy is in the Student Hand Book/Assignment Book)

Telephone: 206-7181

Student Absence

State Law permits students to be absent from school for personal illness of the student, illness in the family, death in the family, quarantine for contagious disease, observance of religious holidays, emergency, or set of circumstances which, in the judgment of the Superintendent of Schools, or his designee, constitutes a good or sufficient cause for absence from school.

Excused

Absence due to any of the above.

Unexcused

Absence due to reasons other than those above without approval from the administration.

Parental Request - Pre-Planned Absence

This is for parents requesting that their student be excused from school for reasons that are not permitted by school law. The Parental Request - Pre-Planned Absence is designed to be a non-punitive policy for the student and a “little extra work policy” for the teacher. You must follow this procedure to obtain make-up privileges for your student even though the absence must be recorded as unexcused by state law. If not followed your student may lose make-up privileges.

THE RULES that apply to Parental Request - Pre-Planned Absence are described below and in the Student Handbook/Assignment Notebook.

Reporting Parental Request - Pre-Planned Absence:

ONE WEEK PRIOR to the dates of absence, a note signed by the parent, indicating the reason for the absence and the dates of the absence is to be brought in to the Attendance Office, who will forward it on to the Assistant Principal. Once approved by the Assistant Principal, teachers will be notified in writing to provide the student with make-up work. Your student is responsible for work BEFORE leaving, so be sure to plan ahead and make sure your student knows all the consequences (see Student Handbook).

Attendance Reporting Procedures

Attendance Line: 206-7181 Phone access is available 24 hours.

Use this number to report absence and to request make-up work for students absent more than two days. Call as soon as you know your student will not be in school.

WRITTEN NOTICE REQUIRED

Even though you call to report the absence, you must also send written notice.

Following every absence a note signed by the parent must be brought to the Attendance Office. Compliance with this policy is required by the State.

Illness

A parent or guardian must call the school Attendance Office (206-7181) before 8:00 a.m. or earlier (Voice mail access is on 24 hours/day) any day a student will not be at school in

time for the tardy bell at 8:15. Notes sent to school announcing a future absence should be given to the Attendance Office. All teachers affected by the absence will then be notified. If no call is received, the school will try to contact the student's parents or guardian. If this is unsuccessful, it is required that a note, signed by the parent or guardian, be turned in to the Attendance Office before the absence is marked excused. If this is not received within two days, the absence is marked unexcused.

Appointments Before School

If an appointment is before school, call the Attendance Office so they know your student will be attending later, and the school will not call you unnecessarily or mark your student incorrectly. They will notify all affected teachers. Your student is to sign in at the Attendance Office or Main Office if the Attendance Office is closed, with a note before reporting to class.

Appointments During School

If a student needs to be dismissed from school for an appointment, a note should be sent to school with the student. Students are to take the note to the Attendance Office. Your student will then receive a pass to leave class and can meet you in the Main Office at the designated time. Students must be picked up in the Main Office and signed out by a parent or guardian as a safety precaution.

Parental Requested-Pre-Planned

See Above under Student Absence

Attendance Expectations

Returning from Illness

School policy states that a student should be without fever, vomiting, or diarrhea for at least 24 hours before returning to school.

Attendance and Extra-Curricular Participation

In order to participate in an extra-curricular activity on a school day, a student must attend school for at least half of that day. A half day is defined as: Start of school till 11:30, or 11:30 till the end of school. Questions regarding this should be directed to the Assistant Principal.

Partial Absence

Partial Absences are recorded on report cards. These absences include any absence from school that lasted less than $\frac{1}{2}$ of the day. Included are times students are tardy, as well as doctor appointments, etc.

Make Up Work

For each day of excused absence, a student has one day to make up work unless other arrangements are made with each teacher. If your student is out of school **FOR MORE THAN TWO DAYS**, you may call the Attendance Office and request assignments from your student's teachers. Please call before 10:00 a.m., so the attendance office can put homework requests into teachers' mailboxes. Teachers will put assignments for your student on the homework pick-up table by 3:30 p.m. The table is located at the top of the stairs on the right side of the front entrance. Even if assignments are obtained, it is the

student's responsibility to check with all teachers upon return concerning missed work while absent.

If your student is out for **1-2 days** the fastest way to get homework is to call someone in his/her class or check the teacher's internet homework posting site.

ACADEMIC INFORMATION

Class Scheduling

Class Lists

Class Lists and schedules for the next school year are prepared starting in April.

Notification is as follows:

- Grades 5 and 6
Teacher assignments are mailed home in Mid August.
- Grades 7 and 8
Generally, schedule pickup will occur the week prior to the beginning of school.

Course Selection

Students that will be entering 7th grade next year, select their courses in February for the following year. This is done following a meeting for parents of current sixth graders held in mid February to explain the selection process (see School Calendar).

Schedule Requests

Administration will try to honor schedule requests; however due to student numbers and needs, they cannot make any promises in regards to scheduling students. After course selections are finalized; teacher, facility, and budget commitments are made for the next year, and the ability to make changes becomes limited. **Therefore, if you should have a request, please send it to the Main Office, in writing, by May 15.**

Educational Opportunity

College Preparatory Education

All core courses offered at WMS are considered “college preparatory”. Students who take what is referred to as “Regular” math are on a college preparatory tract. By the end of high school, all students will have completed all courses needed to meet college admissions requirements.

Accelerated Courses

WMS offers accelerated classes in math only. Students are admitted to these courses based on testing results and teacher evaluation. Letters are sent to parents informing them of these recommendations before the end of the year. Questions or concerns should be directed to your student’s math teacher. Students will receive HS credit for Algebra, Geometry and Foreign Languages unless the student opts out by October 1 of their 9th grade year.

Advanced Process Skills (APS)

Our identified gifted students are eligible to participate in the APS program in the fifth and sixth grades. Classes are designed to meet the needs of students who demonstrate high ability and high academic achievement, and are able to have their curriculum compacted. Students in APS are served through their Language Arts block.

Academic Support

WMS provides courses for students who require and are recommended for assistance in math, language Arts or general study skills. See Math 7-2 and 8-2, Language Arts 7-2 and 8-2 and Academic Assistance Class under Academic Support Services.

Adviser Advisee Program

Through regularly scheduled adviser meetings, students participate in various activities that encourage growth and development. Some topics discussed in this program are character education, goal-setting, career planning, diversity, and academic and social challenges (See Rachel's Challenge below). The program is delivered by the guidance counselor in the 5th grade, and in health classes in the 7th and 8th grades. The 6th grade participates in the TAP program.

Teen Advisory Program (TAP)

This program for 6th graders covers such topics as self-esteem, peer relationships, responsibility and consequences, and how to better serve others (See Rachel's Challenge below). Volunteer High School seniors come twice a month during extended lunch to work with the students in small groups. The High school students involved have been recommended for the program, attend training sessions prior to the program, and are supervised by sixth grade teachers. This program is offered instead of Advisor Advisee during 6th grade.

Choosing Positive Influences

This is a 7th grade project that is a part of a nationwide program called **Rachel's Challenge**, which is a positive school program that focuses on bringing kindness, respect and compassion for others into the school atmosphere. In the CPI project, students write speeches about someone who has positively influenced their life and then that person is invited in for a reception at school.

Computer Technology

Computer Technology education is incorporated into classroom curriculum in a vast and ever expanding variety of ways. Students learn word processing, website development, video programming, computer art, desktop publishing, etc. A Technology Team assists teachers in designing and implementing computer applications into their curriculum.

Foreign Language

Beginning in the 7th grade students may elect a two-year foreign language program (French, Spanish, Latin, or Chinese). Completion of two years at the middle school level equals one year at the high school level and will permit the student to enter the second year of that language in the ninth grade. Students may drop a language at the end of 7th grade, but not add one in 8th grade. Students will receive High School credit for one year of a foreign language after completing two years of a language in the Middle School unless the student opts out by October 1st of their 9th grade year.

Fine Arts

WMS Art Program at all grade levels involves looking at and responding to art, creating art and investigating various techniques. Students enter the high school prepared to make informed art course selections. Students take regular art classes in all grades. In addition, WMS offers elective classes in art in the 7th and 8th grades.

Music

For students interested in playing a musical instrument, string and band instruction continues through the middle school years. Choral instruction begins in the 4th grade. Students usually decide in fourth grade, with guidance from the music department and parents, which class they would like to take. They are only allowed to take one of the three options. In 7th and 8th grade, students who do not want a performance based Music course may select General Music. Assistance in obtaining an instrument is available; contact the Program Director. See the Student Handbook for more information on the music curriculum.

Field Trips

Field trips are an integral part of the 5th and 6th grades curriculum. However, all are **dependent on yearly funding**. For a listing of annual trips by grade level, see Appendix I.

Career Education

This program begins in Kindergarten and continues through high school. The process involves education in Career Awareness (K-4), Exploration, Planning (5-8), and Preparation (9-12).

Camp Kern

This program provides 6th grade students the opportunity to participate in a 3-day, 2-night, resident outdoor school camp. Students are immersed in hands-on experiences that foster personal growth and improve social skill, compassion, and a deep sense of Earth stewardship. The program is also supported by PSA and family sponsorships in order to assure total participation by all students. Contact the Main Office for information.

Life Skills Class (LSC)

Offered through a partnership with Wyoming Youth Services, the LSC seeks to prevent tobacco, alcohol, and drug use by explaining risk factors associated with the use of these substances. Since most research shows that use usually begins in the middle school years, LST is provided in grade 6; the program is offered in the regular classroom. The program looks to motivate students to make healthy lifestyle decisions. It provides them with training in resisting peer and media pressures, in developing a positive self image, in making decisions and solving problems, in managing anxiety, in communicating effectively, in building healthy relationships with others, and in handling social situations with confidence.

Academic Records

Report Cards

Issued at the end of each quarter and mailed home with a newsletter (See Calendar). These are your student's grades for that quarter. These are part of their permanent record. **All Questions concerning grades should be directed to the teacher of the subject of concern.**

Interim Reports / Progress Reports

Issued in the middle of each quarter, these provide you with notice of your student's current grade or progress for the first half of the quarter. These grades are not part of the permanent record.

Academic Expectations

Assignment Books

All students are supplied with an Assignment Book by the school in which to record assignments. They are expected to use this every day as part of study skills training. If your student is having difficulty with this task, contact with the teachers or counselor is recommended. New books are available in the Main Office at cost, approx \$5.00.

Notebook Organization

All **7th and 8th grade students** are supplied with 3 ring notebooks by the school in order to enhance organization skill development (they are color coded for a.m. and p.m. classes). A common organizational method is used in each subject by all students and teachers, providing students with a consistent and easily evaluated organizational strategy. Students are expected to maintain their notebook according to this common method. Funding for these is included in your student fees and replacement binders are available from the Main Office at cost (\$4.00 in 2008).

Homework / Study Time

Expected amounts of homework/ study time are:

- Grade 5: 45-60 min. per night
- Grade 6: 60-90 min per night
- Grade 7: 90-120 min per night
- Grade 8: 90-120 min per night

If your student is spending considerably more or less time than this on homework, contact with the teacher is recommended.

Tests

No student shall be expected to prepare for more than two major tests (does not include quizzes) on a given day. If your student realizes he/she is scheduled for more than two tests in a day the student should contact the teachers involved so changes can be made.

Summer Reading Lists

A summer reading list is provided to 8th grade students during the last weeks of school. This is required reading for Ninth Grade, and is to be completed before school begins. If you need a list, contact your student's English teacher or the Guidance Office. For 5th - 7th graders lists of recommended reading may also be available from your student's English teacher, and posted on the MS Library online resources.

Testing

Curriculum Tests

Curriculum Tests are administered in math, science, social studies, and language arts in grades 5-8. These tests are used to evaluate how effectively students are grasping and retaining the objectives outlined in individual courses of study.

Achievement Testing

As part of the No Child Left Behind legislation the State of Ohio requires all districts to take part in State Achievement Tests. The goal of the tests is to measure what students

have learned and insure academic growth. Tests given change every year. Updated information will be sent to you for coming years, look for this information in the Principal's newsletters that are mailed home throughout the year. Information on state testing is also available at the State of Ohio Department of Education website at <http://www.ode.state.oh.us>

Academic Recognition

Honor Roll

An Honor Roll is determined for each grading period for the 7th and 8th grades. Students who earn a GPA of 3.21 and higher will receive an Honor Roll ribbon.

Foreign Language National Exams

Students in 8th grade participate in the National Language Exams in French and Latin. Awards are granted to students who rank in the top 20% of the State.

Eighth Grade Ceremony

It is held at the Pendery Center at the high school and is scheduled the last week of school. Boys should wear a shirt and tie. Girls should wear dresses with some sort of strap (spaghetti straps are fine, but no strapless dresses). Formal wear and very short dresses are not appropriate. Flip flops and tennis shoes are also not appropriate.

ACADEMIC SUPPORT SERVICES

Services

Guidance Counselor

The M.S. has one Guidance Counselor. The Guidance Counselor serves as counselor, consultant, and facilitator. Some of the services include:

- Advocating for students and collaborating with teachers;
- Providing short-term personal and crisis counseling;
- Conducting group guidance activities;
- Coordinating parent conferences and serving as a liaison between the school and home;
- Implementing the school-testing program;
- Providing consultation and referral services; collaborating with outside agencies.

Teacher Conferences

Formal conferences are scheduled after 1st quarter. Conferences are scheduled by teacher or parent request. Toward the end of 1st quarter, a letter is sent home informing parents of whether a teacher has requested a conference. If they have, OR if you want a conference, you are asked to call the Main Office at the time specified in the letter to make an appointment. At other times of the year (including prior to formal conferences if you have a need) parents wanting individual conferences should contact the teacher or the counselor.

Homeroom

For 5th and 6th Grade: Homeroom is scheduled at the beginning and end of the day. The purpose of the afternoon homeroom is to assure all students are prepared to go home with assignments and materials needed for homework in hand. If you feel your student needs extra assistance with this, contact with their homeroom teacher is encouraged.

For 7th and 8th Grade: Homeroom is the first bell of the student's schedule.

Before and After School Help

Most teachers are available either before or after school or both to help students. Have your student set up an appointment if help is needed.

Homework Place

Homework place provides all students with a safe, teacher supervised place to go after school to begin their homework. This program runs Monday through Thursday after school until 4:30 p.m. in room 302 which has an attached computer lab for students to use. Students sign in, are offered a snack and are expected to sit down and quietly do their school work. Teachers inquire whether the student's parents know where they are, and the student is allowed to call parents when needed. Although students may be encouraged to attend by parents or teachers, they come and stay voluntarily. They are allowed to leave whenever they want. They are allowed to work in groups as long as it is not disruptive to other students and are allowed access to the computers. Tutoring is not available through Homework Place. If tutoring is needed, see below.

Homework Posting

Teachers are required to post homework on the internet and are expected to update the information every week. The most likely places for posting homework are on Progress Book and/or Blackboard.

Progress Book

Progress Book is the attendance/grade book program for the Middle School. It contains a student's grades, homework, attendance and more. You must have a user name and password to access this. For information and user name/ password, email Debbie Shaw at shawd@wyoingcityschools.org.

Blackboard: <http://bb.wyoingcityschools.org>

An online learning management software which allows for greater communication between staff and students. Search for classes using class search module by teacher or by class.

Student Research Resources

The District website and individual Teacher's websites contain many links to safe, reliable and age appropriate resource sites. See Information Resource Section.

Math Intervention

Provides services to students who have been referred. The Math Intervention teacher and classroom teacher work closely to arrange time within the school day to insure the student receives appropriate and timely assistance. Students are scheduled for 1 to 5 periods per week each quarter. Students who are in accelerated math classes are not eligible for Math Intervention. For more information, contact your student's math teacher.

Language Arts Intervention

Provides services to students who have been referred. The Language Arts Intervention teacher and classroom teacher work closely to arrange time within the school day to insure the student receives appropriate and timely assistance. Students are scheduled for 1 to 5 periods per week each quarter. For more information, contact your student's language arts teacher.

Academic Assistance Class

Open to students in 7th and 8th grades who are recommended by a teacher. This class provides assistance with study and organizational skills while offering content area support. Students receive both individual and group instruction. Note: This class replaces your student's elective selection. Questions should be directed to the Guidance Counselor.

Tutor Access

There may be tutors available through community organizations that have provided a list of volunteers to the Guidance Office. Contact the Guidance Office if you would like assistance in locating a tutor.

Wyoming Youth Services After School Program (Tutoring)

The After School Program, provided by the Wyoming Youth Services, is geared toward helping students in need of homework and tutoring assistance. In addition to educational support, they provide educational enrichment activities such as field trips, arts and crafts, recreational and social skills group. To participate, a referral/recommendation from a

Middle School teacher or counselor is needed. They also offer support and counseling for other types of issues (see After School Program.

Friday Reports

Friday reports may be requested by parents to provide an update on a student's progress (test grades, homework, behavior...) for the week. The student must pick these up in the Guidance Office and have them filled out in each class on Fridays. If this system does not work for your student contact the Guidance Office, there are several other options/methods available to accomplish this task.

Homework Checks

Provided on an individual basis.

Intervention Assistance Team (IAT)

IAT serves the needs of students who are encountering difficulties socially, emotionally, academically, or physically. Teachers and/or parents can refer a student to the team. The Middle School counselor chairs this committee. The team consists of teachers, counselors, school psychologist, and often the student's parents. See Department of Special Services Section (next section) for more information or contact the Middle School Counselor for more information.

504 Plan

This plan is developed for students who qualify for federally mandated assistance due to documented physical or mental handicaps that impair one or more of life's activities, but do not qualify the student for an IEP under the Individuals with Disability Education Act. This plan is developed by the counselor, parents, and teachers. It allows alteration in instruction within the classroom. It is part of the official school record since it results from a handicap, and may require alteration in curriculum. For example, a student with a heart problem would have his/her Physical Education curriculum altered.

Special Education Needs: See Department of Special Services.

Individual Education Plan (IEP)

A student must qualify as disabled under the State criteria in order to receive an IEP. See IEP under Department of Special Services

Academic Intervention

Incidence

The middle school years are often the most difficult for students and almost all have problems or challenges at some point during their middle school years. It is not uncommon for disabilities and/or need for supplemental intervention to be initially

identified in middle school. This increased incidence of need is due to several complex factors:

- The middle school years are a very dynamic period in children's lives: physically, emotionally, and psychologically;
- Immense change occurs during this age;
- With the transition from Primary School to Middle School, the structure of school changes, the demands of schoolwork increase, and expectations of independence and responsibility increase;
- At this developmental stage, social issues become increasingly important and complex.
- Managing these factors produce many challenges for middle school students, their parents, and teachers. The challenge for parents and teachers is to identify and understand the issues students encounter and recognize when they need additional help in dealing with them.

Identifying Students

In learning to deal with the challenges they face, it is not uncommon to encounter for the first time or see an escalation in the following characteristic signs for concern.

Signs for Concern

- Grades decrease or student has to work much harder to achieve the same grades;
- Students struggle to complete assignments despite great effort and increased time spent;
- Students take longer to acquire skills or need the information repeated multiple times to obtain mastery;
- Students once eager to please and to do well appear to be lazy, not to care about school or try anymore;
- Student's grades show a large discrepancy in performance, they earn high grades in one subject and poor grades in another, or test grades do not correlate with class work or expectations;
- Students have difficulty with organization evidenced by failing to use or keep track of assignment book, writing incomplete information or assignments, forgetting materials needed to complete assignments or bringing their entire locker home in order to not forget something, failing to turn in completed homework;
- Students have difficulty focusing in the classroom as evidenced by an increase in disruptive behavior, excessive leaving of their seat to sharpen pencils or use the bathroom, fidgeting or continually playing with objects on their desk, frequently daydreaming or not following directions and instructions either written or verbal.
- Students have difficulty adjusting to the social demands of this age group demonstrated by difficulty forming or maintaining friendships and establishing themselves in a social group, eating disorders, substance abuse, or significant emotional /behavioral problems.

When to Intervene

When students are exhibiting signs of difficulty, the need for intervention is generally determined by the severity or length of time involved. For most students, it is temporary and the situation resolves before any intervention by adults is needed. However, parents and teachers need to become proactive in order to help the student obtain assistance if the problem has become:

- Long-term
- More pronounced
- More complex
- And/or significantly effects the student's learning or well being

Who Initiates Assistance

Parents, teachers and administrator can all be involved in initiating services. Parents can request any service at any time as long as that student qualifies for the service.

How to Initiate Assistance

- When your child is experiencing difficulties, contact the teacher first. The vast majority of problems can be resolved at this level. If you suspect that the problem may be complex, there may be a need for more than one conference, involvement with more than one teacher, and/or the inclusion of the guidance counselor.
- After attempting to resolve issues directly with the teachers and counselor, it may be helpful for either the teachers or the parent to initiate a referral to the Intervention Assistance Team (see IAT under Department of Special Services below). Persist with increasing levels of assistance until you are satisfied that the problem is being addressed.
- Be aware that a collaborative, problem-solving process is imperative in determining exactly what your child needs to be successful (see evaluation process under Department of Special Services below). The time it takes can be frustrating, but it is necessary to gather information as we design successful interventions. Labeling the problems is an important part of our ability to assist your child, but that alone will not directly prescribe successful interventions for him/her. We must try interventions in the most inclusive environments possible and then note the student's responses to them, developing productive working relationships with all the adults in the process. The process is critical and we cannot skip through it. However, understanding what services are available and how the system works will hopefully diminish the frustrations. Wyoming School District sets high expectations for our students but also provides high levels of assistance to support our students.

DEPARTMENT OF SPECIAL SERVICES (206-7021)

The main mission of this department, under the Board of Education, is to provide services to students who are identified as requiring instruction beyond that given in the regular curriculum and in accordance with State and Federal laws.

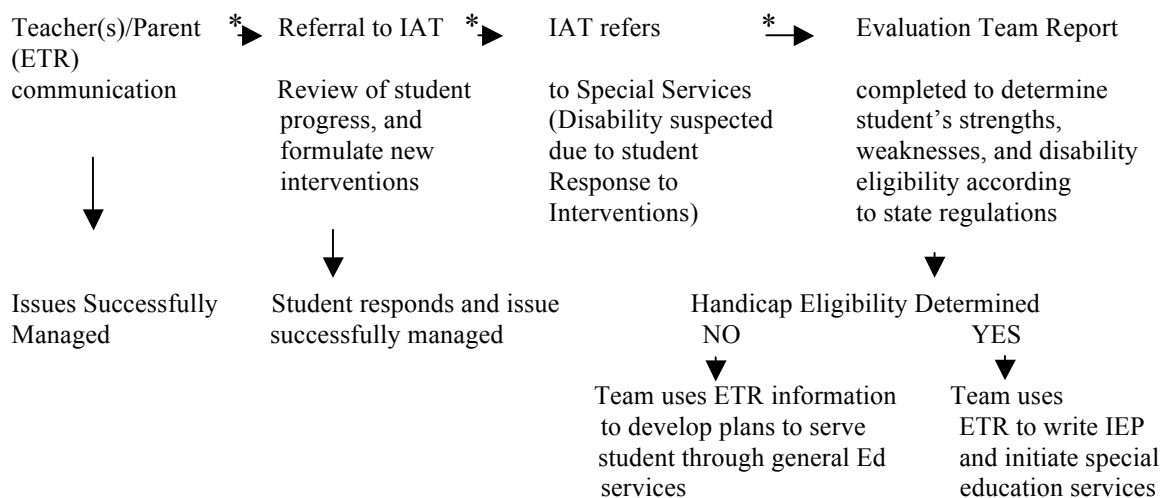
Special Education Services

Special education services cover an array of disabilities: physical, sensory, mental, emotional, learning, and multiple disabilities. It is important to understand that even if your student is not identified as disabled under the law, WMS has other services that can be instituted to help your student which do not involve Special Services.

Evaluation Process

The following traces the evaluation process for the identification of disabilities.

When a student experiences significant educational issues these steps are followed:



* = Problem persists and is educationally handicapping

Intervention Assistance Team (IAT)

IAT serves the needs of students who are encountering difficulties socially, emotionally, academically, or physically. The Middle School counselor chairs this committee. The team consists of teachers, counselors, school psychologist, and often the student's parents. The team's objectives are to:

- Review the student's current performance and try to determine the underlying issues affecting the student's functioning;
- Brainstorm ideas to determine possible changes in the student's program or function;
- Implement the selected proposals;
- Monitor progress and evaluate;
- Review and revise as the need arises;
- Evaluate the need for additional assessment. Make recommendation for assessment when deemed necessary;

- With parental permission, contact outside agencies for help.

Evaluation Team Report) (ETR)

Previously referred to as Multi-Factored Evaluation (MFE)

Special Services conduct an Evaluation Team Report (ETR) to determine whether a student meets the criteria of disabled under Federal Law.

Psychological, educational, and medical professionals conduct the ETR with input from parents. The ETR assesses the student's functioning in a wide range of areas.

If a student qualifies as disabled, an Individual Education Plan (IEP) is developed and implemented, according to State and Federal regulations.

504 Plan

This plan is developed for students who qualify for accommodation due to documented physical or mental handicaps that impair one or more of life's activities, but do not qualify the student for an IEP under the Individuals with Disability Education Act. The counselor, parents, and teachers develop this plan. It allows alteration in instruction within the classroom. It is part of the official school record since it results from a handicap, and may require alteration in curriculum. For example, a student with a heart problem would have his/her Physical Education curriculum altered.

Individual Education Plan (IEP)

In a team process, with parents as key members, goals for learning, and plans for education services to meet those goals are developed. The IEP is developed in a manner that supports the school's belief that the needs of most students are best met within the regular classroom environment with the assistance of specialists. The IEP is evaluated and revised periodically, according to regulatory guidelines.

Gifted Services

Students in WMS may be identified "gifted" as defined by State Law in areas of superior cognitive ability, specific academic, creativity and visual and performing arts. WMS meets gifted students' needs through the following:

- Differentiation of instruction within the classroom;
- Accelerated course options;
- Advanced Process Skills Course;
- Classroom extension options for individuals, groups, and classes;
- Voluntary enrichment activities both in and out of the regular classroom;
- Recognized Fine Arts Programs;
- Array of co-curricular and extra-curricular opportunities in academics, fine arts, community service, and athletics.

For information on Gifted Services, contact the Department of Special Services.

English Language Learner Program (ELL)

An ELL instructor provides services to students in both the regular classroom and in a "pull out" environment. The ELL teacher acts as a consultant and advocate for the student in all areas of adjustment into a new culture.

For more information on any of the above services, contact the Department of Special Services.

MEDICAL AND HEALTH PROCEDURES

Required Medical Information

Student Information Sheet and Emergency Medical Authorization Form

- **NOTE: This form is also used for security procedures in an emergency dismissal situation, so consider this when filling it out and keep it current.**

This form is sent home every fall to be filled out and **returned the first day of school**. It is kept on file in the nurse's office and the Main Office, for use in an emergency. Please keep these up to date and inform the school in writing any time information changes and/or an alternate procedure is needed (i.e. when you are going to be out of town, phone numbers or work changes). In addition, the nursing staff requests that you **pay special attention to the Medical Information section**. Please provide any information that would help the nurse accurately assess the causes of, and/or determine the proper treatment of your student's health needs. This would include everyday medications, allergies, propensity for migraines or menstrual cramps, common ailments, treatments you know help, etc.

School Physicals

A health physical is required of all **5th graders** to be on file by the end of the school year. All **7th grade students** are now required by state law to have a Tetanus booster (Tdap) on file to prevent being excluded from school. For **students new to Wyoming City Schools District** a recent physical and a record of immunizations are required for admission to school and must be turned in within two weeks of entering school. For those entering from outside the U.S., a TB skin test, done within 90 days prior to the start of school or 2 weeks after starting school is also required.

Athletic Physicals

Students who plan to participate in sports or cheerleading during the year are required to complete a sports physical every year and must submit the "**Ohio High School Athletic Association Pre-Participation Physical Form**" to the coach or school nurse. (See Athletic Section) This is a different form than the school physical. This must be scheduled after May 1st but before tryouts for the first sport activity. The front page of the sports physical requires a parent or guardian signature. The physical covers your student for all sports for that school year, however, **it is suggested that you keep a copy for your records**. All Middle School sports physicals are kept on file in the nurse's office.

Dispensing of Medications at School

All Medications including prescriptions and over the counter meds such as Tylenol, cold medicine, cough drops, etc. that need to be taken during school require:

- **A Physician's order**
- **Medication Order from Physician Form:**
Parents must submit a signed (by parent and physician) "Medication Order from Physician Form" available from the Main Office, ON-LINE from the District website under the Parents Tab, and is included with the opening of school newsletter in the fall.
- **Original Container**

Medication must be in the **Original Container** with the student's name and directions for administration (dosage and time).

- **A new form must be submitted every year.**
- The nurse (or designated administrator) must be the person to dispense the medication. Students are not permitted to carry with them or take any medications unsupervised, except inhalers if an order is on file with the nurse for that school year. Special arrangements can be made for Epi-pens. Contact the school nurse to make these arrangements and complete the necessary paper work. **Students may face serious consequences for having medication in their possession**, which is a violation of the drug-free schools law, so please follow these policies.
- If there is no order on file, the parent or legal guardian must come to school to administer the medication.

Dispensing of Medications on School Trips

The above policy also applies when your child goes on any school-sponsored trip (Camp Kern, Chicago, etc.). You may want to be prepared with a spare prescription bottle, and medication request form at home to be used if your student will need medication on a school trip.

Hearing and Vision Screening

All 5th graders and new students to the building are provided vision and hearing testing. Vision testing is repeated in 7th grade. Parents receive a referral from the nurse if the screening determines a need for further testing.

Health Services

The purpose of School Health Services is to enhance the educational process by maximizing the health and well being of students. Services include:

- Screening programs;
- Health counseling and education;
- Communicable disease control;
- First aid for illness or injury.

This program is designed to supplement but not replace parental responsibility for basic and essential medical evaluation by a health care provider. Physicals, required by the end of the 5th grade, are to be on file with the school. Sport physicals for athletic participation are required each year before the start of practice. School health policies are in the student handbook which is in the planner every student receives at the beginning of each school year.

SCHOOL RULES

(Full listing and consequences are in the Student Assignment Book.)

Code of Conduct

This is available in the Assignment Book and on the district website under Student Handbook. There are four Codes of Conduct. The General School Code applies to all students during all school activities. The Bus Conduct Code applies whenever a student rides a school bus. Students who participate in extra-curricular and athletic activities must

adhere to additional codes that apply to their behavior not only during school hours but beyond the school day as well. They must adhere to these codes at all times.

Consequences of violation are specific to that activity. Parents and students need to review these, and make appropriate choices at all times.

Discipline Point System

WMS uses a point system as the basis for its disciplinary action. This system is thoroughly explained to students: behaviors that warrant points; the consequences of the points; and how students may earn a reduction of points. A full listing of the Code is in your student's Assignment Book and is available from the Main Office. Discipline records in the middle school are not permanent.

Student Dress Code

Students are expected to dress in a manner appropriate for school and conducive to a healthy, safe, and orderly environment. Inappropriate dress is deemed such because it: (1) interferes with the student's safety, health, and welfare, or that of other students; (2) causes disruption or interferes with the educational process; (3) is excessively revealing or distracting (i.e. Too tight, shows undergarments) or expresses suggestive or inappropriate language, symbols, or messages; or (4) promotes, advertises, etc. the use of tobacco, drugs, alcohol, or similar substances.

The following examples of student dress have been determined to be unacceptable;

- Exposed midriffs
- Any hats, sunglasses
- Open mesh or sleeveless jerseys, cut-off tee shirts, muscle shirts
- Heavy coats being worn during class time
- Sagging, bagging pants are not permitted. Oversized pants must be belted
- Spaghetti straps/off the shoulder tops
- Shorts that are cut excessively high or too tight
- Skirts, dresses, skirt-shorts that do not reach mid-thigh
- Exposed underwear

Students arriving at school dressed inappropriately will be required to use alternative clothing or call home to arrange for suitable clothing.

Band Program Dress Code

Band students are required to wear:

Girls

- White blouse
- Black skirt/pants
- Black hose and black dress shoes

Boys

- White button down shirt
- Black dress pants
- Black dress shoes and socks

Choral Program Dress Code

Choral students are required to wear:

Girls

- White blouse or choir shirt
- Black skirt/pants (skirts must be knee length or longer)
- Black shoes

- Hair accessories (if worn) should be black, white, gold or silver

Boys

- White button down shirt or choir shirt
- Black dress pants
- Black dress shoes and socks

Strings Program Dress Code

Students participating in the Middle School Strings programs are required to wear the concert uniform which is explained in an information sheet that goes home with the student at the beginning of the year.

Physical Education Dress Code

All Students are to wear (to be worn to school or stored in their hall locker):

- Shorts, nylon pants or sweatpants
- Athletic shoes
- Optional shirt to change into for PE class

Students will be graded down for improper attire.

Student Backpacks

Students are not allowed to have backpacks in the hallways or in the classrooms during the school day. Students may bring backpacks to and from school and store them in their lockers.

Electronic Handheld Equipment

Students may not have cell phones, beepers, radios, tape/CD or MP3 players, ipods, TV sets, pocket video games, etc. in class or in the hallways. All electronic equipment must be turned off and in lockers during school hours. Violation will result in confiscation, and the device will be given to the administration to be returned at their discretion.

Technology Use

The School District believes access to technology greatly benefits students and educators. The use of this technology is a privilege and the student must accept the responsibility that comes with using this resource. Students will be expected to maintain a high standard of conduct online. Abuse of this privilege will be dealt with like any other violation of school rules.

FINANCIAL ITEMS

It is the philosophy of the Wyoming City Schools, the Wyoming Parent School Association, and the Wyoming Community at-large, that no student's educational experience be compromised due to financial concerns. Please contact the Principal if any of the following items cause a financial hardship.

Student Fees

Annually, the Board of Education approves student fees for M.S. classes. These fees are used to pay for items and materials consumed by students during the school year in their selected courses. Students and parents are advised of fee amounts in September. Fees are collected in Homeroom during the first week of October. Report cards will be held if student fees are not paid. Make checks payable to Wyoming School Fund or LunchPrepay.com now offers payment processing for student school fees. Each school building accounts for their students' fees, so please send fees to the appropriate building. You may combine fees for students in the same building.

Lunch: Cost in 2010: \$2.50 per day or \$12.50 per week. Milk is \$.40.

Lunch menus and prices are on the district website under the Parent Tab. Parents are encouraged to set up a Lunch Account as this speeds up the lunch line and allows more free time for the student to eat. An account is set up by submitting a check (in any amount) to the cafeteria or by applying funds directly to your student's account online by visiting LunchPrepay.com. Accounts will be deducted as students go through the lunch line and can be used for plate lunches and a la carte items; students are encouraged to keep their spending at \$2.50 per day. Students are not allowed to "Charge" anything. If a student does not have lunch money or if they forgot their lunch, the school provides them with a peanut butter sandwich and milk, free of charge. Be sure your student knows to inform a lunch supervisor if they do not have lunch, they do not have to go hungry. Make checks payable to Wyoming Food Service. Financial assistance is available. Applications are available at the Administration Center and the M.S. Main Office.

School Supplies

- 5th and 6th graders receive a list of needed school supplies in a letter from their teacher at the beginning of August.
- 7th and 8th graders will be supplied with 3 ring binders by the school to enhance the teaching of organization skills at this level (they are color coded for a.m. and p.m. classes). They receive these the first day of school along with their assignment notebook. Funding for these are included in your student fees and replacement binders (approx. \$4.00) and assignment books (approx \$5.00) are available from the Main Office at cost.
- Students will also receive supply lists from individual teachers on the first day of school. They will not be expected to have all these supplies until the Monday after school begins.

Pictures

All students have their picture taken in the FIRST OR SECOND WEEK OF SCHOOL. Check your calendar right away and be ready! Order packets are sent home in the August mailing and cost depends on what you order.

Library Fines

Students are assessed fines for overdue books. Slips are sent home with the student informing parents of the amount of the fine. Report cards are held if fines are over \$1.00 or overdue books have not been returned. If your student has lost a book, you are assessed the amount to replace it. Contact the Library if you have questions.

Physical Education

Students are required to wear shorts, nylon pants or sweatpants, and athletic shoes for P.E. class. A change of shirt is optional. These may be stored in their hall lockers or worn to school on P.E. day. Students will be graded down for improper attire.

Musical Instruments

Students who elect to participate in Orchestra or Band must supply their own instrument. The program director will give you information on where to rent or purchase instruments. Financial assistance in obtaining an instrument is available; contact the Program Director (see Appendix II).

Textbook Purchasing

The school supplies all textbooks for all classes. However, if you wish to purchase a textbook for home for any reason, contact the textbook publisher, or find the ISBN number on the back of the textbook and order it on line, or contact the teacher to assist you in finding out how to order the book. Note: some text books are now accessible on-line; your teacher will know if theirs are.

Assignment Book/Student Handbook Replacement

Lost assignment books can be replaced in the Main Office at cost (\$5.00 in 2009). These contain more than just a calendar, and teachers use these to reinforce organizational skills training.

Notebook Replacement

The color coded 7th and 8th grade notebooks are available from the Main Office at cost (\$4.00 in 2009). The size and color are hard to find in stores, so this is a good option.

Yearbook

Jostens mails yearbook order forms directly to your home. Yearbooks are received in the spring. Questions should be directed to the Yearbook sponsor, see Appendix II.

Field Trips

Curricular related field trips are scheduled during the year. Permission slips are required to be signed by parents before a student can participate. Fees for admission may be charged for some trips. Cost is usually a few dollars and lunch is usually packed from home. Financial assistance is available. See Appendix I for a list of regularly scheduled field trips by grade.

Camp Kern

This program, for 6th graders, occurs in the late fall. The cost varies each year as student fundraising defers some of the cost. This program is also supported by PSA and family sponsorships in order to assure total participation by all students. Contact the Main Office for information.

Chicago Trip

Each year 8th grade students are given the option of participating in this school-sponsored trip chaperoned by teachers. The trip occurs over Presidents' Day weekend and includes various museums. The cost is approximately \$400. Total participation is desired. Financial assistance is available; contact the Principal.

Lost and Found

It is located in the Main Office for valuable items and in the gym hallway for other items. Unclaimed items are cleared out at the end of each quarter and donated to Valley Interfaith Food and Clothing.

Snack Attack

After school on Monday - Thursday from 3:10 - 3:30 p.m., students may purchase a healthy snack, at a very reasonable price. It is located on the First Floor, Main Hall across from the Nurse's Office. The monies collected are used to finance special activities or items for Middle School students. Snack attack is staffed by parent volunteers, which are recruited at the Open Houses.

Athletic Activity Passes

This pass costs \$60.00 and will allow admission to all home Wyoming athletic events for the entire year. They are available from the Assistant Principal. This is different from the Super Booster Pass available through the Booster Association.

SOCIAL ACTIVITIES

Classroom Celebrations

Each individual homeroom (not grade) determines the number and type of classroom parties it will hold. This information is usually given out at Open House. Questions should be directed to your Homeroom Parent listed in the Student Directory.

Spirit Days and "Dress-up" Days

Some days during the year are designated Spirit Day (usually the last Friday of the month), where students are invited to dress in Wyoming School colors (blue and white). On "Dress-up days" i.e. hat day, college sweatshirt day, tie day, students are invited to dress appropriately in the mode of the day. This is not required dress.

Dances

The school sponsors 2-3 dances for 7th and 8th graders, during the year. Dates are listed on the district calendar. These are informal, held in the gym, and provide a safe, chaperoned, drug and alcohol free atmosphere for our students. The school dress code is in effect at the dances and will be enforced. No guests are allowed and once you leave the dance you may not re-enter. Students are expected to display only appropriate and acceptable "dance" styles. Inappropriate dancing as defined by the chaperones will not be allowed. Dances cost approximately \$5 each.

Eighth Grade Dance

Sponsored and planned by the Wyoming Police Association, it is a long-standing Wyoming tradition. It is not a school-sponsored dance. This event generates many questions and concerns each year. See Police Association under Community Support Services for a summary of the history and traditions. **All questions should be directed to the Police Association at 821-0141.**

ATHLETICS

Athletic Director(beginning in August 2011): Scott Kaufmann 206-7057

Open to students in the 7th and 8th grades. For younger students and those not involved in school sports, see Wyoming Recreation Department under Community Support Organizations.

Athletic Department Website: www.wyomingcityschools.org under High School then Extracurricular Activities then Athletic Department. Website has code of conduct, directions, Links to Ohio High School Athletic Association, Participation Forms, and much more!

Schedules: Each May a Wyoming District sports information handout is available giving specific dates for fall sports conditioning, tryouts, and practices. The chart below gives approximate dates to help you plan.

Directions to Events: Printout is available in H.S. Main Office, on the Athletic Department Website (listed above) or at <http://highschoolsports.net>

Sports Information

- chlsports.com, Cincinnati Hills League news, schedules, stats and standings
- <http://highschoolsports.net>, All Sports Schedules and directions to schools.
- Wyoroundup.blogspot.com. Blog brought to you by the Wyoming Athletic Boosters. Provides up to date news on Wyoming sports.
- The Ohio High School Athletic Association at www.ohssa.org

Academic Eligibility:

Student must pass 5 classes each quarter.

Participation Packet

Contains all required forms needed for athletic participation. New forms are required for each sport except the physical (see below). All are available from the High School Main Office or on the district website under High School, Extracurricular Activities, Athletic Dept Website.

The forms are:

- Release Form
- Athletic Medical Information Form
- Code of Conduct Form
- Emergency Medical Information Form
- Ohio High School Athletic Association Authorization Form
- Ohio High School Athletic Association Eligibility and Authorization Statement Form
- Ohio High School Athletic Association Physical Form
- Track and Cross Country Road Running Release (required for these sports)

Participation Requirements:

Before tryouts and/or beginning practice in any sport, the following **must be done**:

- Physicals must be completed and an “Ohio High School Athletic Association Participation Physical Form”, signed by the student’s physician and parents must be on file. The date of the physical must be after May 1st. A new physical is required every year and covers your student for all sports for that school year. If your student participates in more than one sport it is suggested that you also keep a copy of their physical. **In early June, the athletic department will offer athletic physicals at the high school for high school and middle school students. These physicals are good for one year and cost \$15.**

NOTE: Be aware that these physical forms are kept in the athletic department and are not shared with other departments (the nurse) unless you supply a copy to the nurse's office. Therefore, if something shows up on an athletic physical that you feel the nurse should also be aware of, you must inform her.

- Emergency Medical Authorization must be completed. You must complete a new one for each sport to insure information is correct.
- Student must adhere to the Code of Conduct and both student and parent must sign the form.

Medical Insurance

The school does not provide medical insurance for athletes.

If you have a student participating in interscholastic sports, we recommend you investigate the following:

- Check with your own health insurance carrier to determine the nature and extent of coverage available to you in the event of an injury;
- If athletic injuries are not covered or are only partially covered through your current health plan, consider purchasing a rider on that plan.

Vacation Considerations

Sport activities occur during all school vacations (see table below).

All coaches are allowed 7-10 days to coach their athletes in every sport during June and July. Fall Sports have early August commitments. Family vacations work best during June/early July.

Winter sports have Winter break commitments.

Spring sports have Spring break commitments.

Check with the coach for attendance requirements.

Code of Conduct

Available in the Student Handbook/Assignment Notebook and on the Athletic Department website (listed above). Athletes must adhere to the code at all times. The code applies to athletes not only during school hours but beyond the school day as well. Parents and students need to review this and make appropriate choices at all times.

Attendance and Sports Participation

In order to participate in a sport (extra-curricular) activity on a school day, a student must attend school for at least half of that day. A half day is defined as start of school until 11:30am or 11:30am to the end of school.

Awards

A recognition assembly occurs in June for all sports. See Calendar.

Boosters

Meet four times a year and everyone is welcome (see School Calendar). They sell the Wyoming Super Booster Passes that allow admission to home athletic events for your family. In 2010, this pass was \$225 and a lifetime membership sold for \$2,000.

Summer Camps

Some teams offer camps at the High School for various age groups during the summer. Schedules are available in May. Call the Athletic Director for information.

Sport Information List

| Sport | Tryouts* | Season | Practice time | Vacation Consideration** |
|--|--|--|---|---------------------------------------|
| Basketball Boys 7 th & 8 th | 1 st of November Cuts are made | Winter Nov-Feb | Everyday After School | Winter Vacation Possible Practices |
| Basketball Girls 7 th & 8 th | Mid October Cuts are made | Winter Nov-Feb | Everyday After School | Winter Vacation Possible Practices |
| Cheerleading 7 th & 8 th | Mid April Cuts are made | Fall & Winter Attend all Football & Home Basketball Games | 2 times/ week during seasons | Summer Camp |
| Cross Country Girls & Boys 7 th & 8 th | Mid August No Cuts | Fall Aug-Oct | Everyday After School | 1-2 weeks before school starts |
| Football Boys 7 th & 8 th | Mid August No Cuts | Fall Aug-Nov | Everyday After School | 1-2 weeks before school starts |
| Swimming /Diving Girls & Boys 7 th & 8 th | Mid October No Cuts | Winter Nov-Feb | Evenings at Local Pools Parents Transport students | Winter Break Possible Practice |
| Tennis Boys | Mid March Cuts are made | Spring | Everyday After school or later | Spring Break Possible Practice |
| Tennis Girls | Mid March Cuts are made | Fall | Everyday After school or later | Spring Break Possible Practice |
| Track-Boys 7 th & 8 th | Mid March No Cuts | Spring March-May | Everyday After School at H.S. | Spring Break Possible Practices |
| Track-Girls 7 th & 8 th | Mid March No Cuts | Spring March-May | Everyday After School at H.S. | Spring Break Possible Practices |
| Volleyball 7 th & 8 th | Early Aug Cuts are made | Fall Aug-Oct | Everyday After School | 1-2 weeks before school starts |
| Wrestling 7 th & 8 th | Mid October No Cuts | Winter Nov-Feb | Everyday After School | Winter Break Possible Practices |

*Check with Athletic Dept for specific dates

**Check with coach for attendance requirements

EXTRA CURRICULAR ACTIVITIES

The persons to contact for more information are listed in Appendix II

Academic

Latin Club

Purpose: To encourage among young people an interest and appreciation of classical civilization. The Latin Club also affords the participants an opportunity for leadership on a local, state, and national level because of its affiliation with the National and Ohio Junior Classical Leagues.

Activity: Open to all Latin students. Participate in local Latin competitions and the State and National Conventions. High school and middle school members work together to plan and participate in local service projects, club parties, and group projects for convention.

Time Commitment: Meet all year; after school at least once a month and the 2nd weekend in March for the State Convention.

Math Club

Purpose: To encourage all students 5-8 (although mostly 7th and 8th graders) to enjoy the challenge of problem solving and playing mathematical games. From this group, we choose students to participate in a variety of contests, local, state and nation-wide.

Participation is completely optional and meetings occur before or after school, according to students' schedules. The following are some competitions we have entered in the past:

- **Math Counts**

Purpose: A nation-wide program designed to encourage and reward outstanding effort and achievement in Mathematics. Sponsored by national and local consortiums of corporate and professional organizations.

Activity: Open to all 7th and 8th graders. Students are introduced to "school-level" enrichment activities, provided by the national organization. Emphasis is on problem solving. Trophies, awards, and several scholarships are awarded.

Time Commitment: Beginning in October "Math Counts" meets 1–2 times per week before or after school. All students participate in math activities which prepare them for the team selection process. In early February a school level competition is held to select a team (4 members and 4 alternates). Often, we attend a practice competition at a local school one day after school. The team then prepares for the chapter competition, which is held in late February at UC. Team preparation requires after school time in February.

- **Ohio Math League Contest**

Purpose: To demonstrate mastery of Mathematics and apply problem-solving skills.

Activity: Selected 5th 6th 7th and 8th grade students participate in contest.

Time Commitment: During school hours. Contest is one day in February.

- **Online Mathematics League Competition**

Purpose: A nation-wide online competition that is given in three separate settings: once in the fall and twice in the spring. Competitions are geared towards the level of mathematics taken and demonstrate mastery and application of math knowledge. Students can see how they match up with kids around the nation, and occasionally internationally.

Activity: Open to all levels – Pre-algebra to Calculus.

Time Commitment: This competition is taken in a before/after school setting. Students voluntarily choose which level to compete at and take three tests throughout the year.

National Foreign Language Exams

Purpose: To demonstrate proficiency in a Foreign Language.

Activity: 7th and/or 8th grade Latin and French students sit for the 1st year exam in their Language of study.

Time Commitment: Test date (spring).

Papyrus

Purpose: To create a school wide publication representing the writing talents of our students.

Activity: This middle school literary magazine is open to grades 5-8. Members meet to advertise the magazine, collect submissions, choose and edit entries for publication, and design the layout.

Time Commitment: Every Monday from 3:15-4:00.

Power of the Pen

Purpose: To have a collaborative writing environment and compete against excellent writers at district, regional, and state levels.

Activity: Open to students in 7th and 8th grade. Students participate in impromptu writing exercises and receive feedback on the quality of their written expression. Two teams of eight students each are formed for competitions. Tryouts for the team are in October.

Time Commitment: Meetings are held October – May. Weekly practices after school, 2 Saturday competitions, 1 overnight competition.

Science Olympiad

Purpose: The Science Olympiad Team of Wyoming Middle School is an academic extracurricular activity dedicated to the following:

- Providing students with an opportunity for fun and competitive activities in which they can enhance their interests and expertise in different areas of science,
- Fostering an atmosphere of teamwork and cooperation among students of all skill levels, and
- Challenging students to compete at the local, regional, and state levels to instill a desire for excellence as time, talent, and effort are proportionately exchanged for success.

Activity: Students choose from an assortment of projects, science activities and areas of interest in which to explore that area of science through research, activities, projects, and competition. The events cover such topics as anatomy, aerodynamics, immunology, astronomy, physics, chemistry, architecture, forensics, music, ecology, computer technology, biology and zoology.

During the fall, students are introduced to different events in hands-on, fun activities. From these initial experiences and from the work done by students in previous years, we try to assess the interests and skill levels of the middle school team (grades 5-9) and try to pair strengths as the students begin to tackle the 23 events in which they can research and compete. The teams then prepare for invitational events in January and February, regional competition in March, and state competition in April.

Time Commitment: Full team meetings occur once a week (exact time and day will be announced in the fall).

Spelling Bee

Purpose: To provide students with an opportunity to demonstrate mastery in spelling and participate in an academic competition.

Activity: Students participate in class spell-offs. Winners advance to the school spell-off, and then to the city.

Camp Kern

Purpose: To provide the sixth grade student the opportunity to participate in a resident outdoor school camp. Students are immersed in hands-on experiences that foster personal growth, improve social skill, compassion, and a deep sense of Earth stewardship.

Activity: 3-day, 2-night residential outdoor educational camp experience.

Time Commitment: Wednesday - Friday of the first full week in November.

Cost: Cost was \$88 in 2010. However, this amount was substantially less after a sixth grade fundraiser. Also, funding is available to assure no student is left behind.

Wyoming After School Enrichment Program

Purpose: To provide activities and learning experiences at a low cost to primary and middle school students on Saturdays during the winter months.

Activities: Short-term courses on Saturdays. Watch the PSA newsletter for courses. This program is run based on the amount of community interest.

Cost: There is a charge associated with the weekend program, watch for information.

Foreign Language Fun Program

Purpose: To teach the basic language skills in French, Spanish and Chinese.

Activities: The year-long program is available to Wyoming students, grades 1-6.

Cost: Contact PSA Chair for additional information on registration, cost and curriculum.

Fine Arts

Art Competitions, Exhibits, and Shows

- **Wyoming Art Show:**
Occurs in mid May. Open to all students. Students are encouraged to submit artwork to be exhibited in the Student Art Tent at the annual Wyoming Art Show. Awards are given in several categories.
- **Scholastic Art:**
Occurs in February. It is a highly competitive Regional competition. Work can be submitted from students in 7th and 8th grade. Gold, silver, and honorable mention awards are given. Gold winners are then invited to compete for a place in the national competition.
- **Pendery Center Art Exhibit:**
Middle School student art is displayed at the High School in the lobby of the Pendery Center in conjunction with the spring musical.
- **Pinhole Photo Book Art Opening:**
Parents are invited to view the 8th grade pinhole photography projects. The projects combine writing, technology, graphic design, and photography. Scheduled in the evening at the completion of the assignment.
- **Contact: Your student's art teacher or department head for more information.**

Drama

Purpose: To introduce drama to middle school students and thereby provide opportunities for achievement, commitment, discipline, teamwork, and creativity.

Activity: Open to all students. Students participate in all aspects of play production including acting, singing, dancing, sound, lights, props, and sets.

Time Commitment: Musical in fall, dramatic play in winter open to 7th and 8th grade performers, and the Variety Show in spring. These require a significant after school time commitment for each production.

Parent Volunteer Opportunities: Set building, ticket sales, rehearsal and performance aides, costumes, and props.

Chamber Music Experience

Purpose: To provide students with the opportunity to learn, play, and perform in a small group.

Activity: Open to students in the 6th, 7th, and 8th grades who have earned a B+ or higher in Strings. They perform at various community and school events during the year.

Time Commitment: All year after school.

Fiddlin' Cowboys

Purpose: To introduce students to Blue Grass and Celtic fiddling.

Activity: Open to Strings students in 5th - 8th grade with teacher recommendation.

Time Commitment: One rehearsal per week after school for the year.

Jazz Band

Purpose: To provide students with the opportunity to learn, play, and perform in a small group.

Activity: Open to students in 7th and 8th grade. Students and Band Director choose music and perform at various events during the year.

Time Commitment: All year before school 1 day a week.

Ohio Federation of Music Clubs

Purpose: To provide students with the opportunity to play solo with piano accompaniment.

Activity: Open to Strings students in 5th - 8th grade. Students prepare and perform two solos.

Time Commitment: Performance occurs in the spring. Preparation is on students' own time usually with the help of a private teacher.

OMEA (Ohio Music Education Association Jr. High Solo & Ensemble Contest)

Purpose: To demonstrate their mastery of a musical instrument and experience competition.

Activity: Open to 7th and 8th grade students. Students perform a piece of their choosing either as a solo or in groups up to 4. They are judged on a predetermined set of criteria and ribbons are awarded.

Time Commitment: Competition is on one Saturday in late March or early April. Students prepare on their own time.

Other Clubs and Activities

Chess Club

Purpose: To teach students the game of chess and help those who already know how to play learn new skills to improve their play.

Activity: The club is open to students in grades 5-8. It is currently noncompetitive in that students only compete against other members of the club. Each meeting consists of a lesson followed by games among members.

Time Commitment: Once a week after school from 3:10 - 4:30. There is also an optional meeting on Thursdays at 7:30am.

Flag Corp

Purpose: To provide students with an opportunity to develop and demonstrate responsibility through active participation.

Activity: Open to 5th graders. Students are responsible for raising and lowering the flags before and after school, and participate in periodic celebrations and on-going orientation.

Time Commitment: All year, before and after school.

Girls on the Run

Purpose: To discover the benefits of consistent physical exercise, to learn the advantages of positive peer support, to learn to stand up for yourself in a healthy manner, to strengthen self identity and to participate in a 5K run/walk event.

Activity: Open to 6th grade girls with the ultimate goal to feel good about oneself and to run/walk a 5K. Healthy snacks, running shoes, t-shirt, and registration for a 5K are included. Cost is \$150, but on a sliding scale. NO girl is turned away due to money issues.

Time Commitment: It is a 10-12 week course that meets on Monday and Wednesday from 3:30-4:45. (spring and fall)

Make It Happen

Purpose: In collaboration with Wyoming Youth Services, this group helps students learn about making a difference in their school, community, and the world.

Activity: The service club is open to 5th-8th graders. Activities vary, but projects have included: Nuttin' but Nets to raise money for mosquito nets, a walk for juvenile diabetes research; helping the homeless, the elderly, the environment, and animals.

Time Commitment: Twice a month on Mondays from 3:15-4pm.

Student Ambassador Program

Purpose: Open to all students in all grades. Ambassadors welcome new students to WMS.

Activity: Vary each year, but their primary involvement is meeting and greeting new students and orientating them to the building.

Time Commitment: During school day. Need to attend a 2-hour new student orientation the week before school begins.

Student Council

Purpose: To improve the quality of student life, to promote communication among students, teachers, and administrators, and to provide opportunities to develop leadership and cooperation skills within students of Wyoming Middle School.

Activity: The 7th and 8th grade student body elects a President, Vice President and 12 Representatives. The Council is involved with community outreach projects, sponsors pep assemblies and dances, and organizes other special projects throughout the year.

Time Commitment: Elections are in the spring for the following year. Meetings are before school. Other times vary depending on projects selected.

Yearbook

Purpose: To provide an opportunity to gain experience in the production of a yearbook.

Activity: Open to students in 5th and 8th grade. Students learn fundamentals of layout and photography.

Time Commitment: Meetings are held September-March, 1 afternoon per week.

INFORMATION RESOURCES

Student Research Resources

The District website and individual Teacher's websites contain many links to safe, reliable and age appropriate resource sites. Instead of using Google (or other search engines) encourage your student to use this easy and time saving way to research information. You can also search other teacher's sites in the same subject area for additional information resources.

SCHOOL PACKAGES

All can be accessed through the District Website> High School or Middle School>Students Tab>Library/online Resources

- **Congressional Quarterly:** References on politics, policy, current issues **HS**
- **Infoho:** Students Tab>Library/online Resources
State funded resource free to all Ohio students and teachers. Choose Core Collection and Other Resources. Explanations are listed next to each icon describing what the database contains. The databases are great for parent use as well. When accessing from home students will need a password. **PS MS HS**
- **Newsbank:** Deluxe database that includes magazines, newspapers, historical & government documents, radio and TV transcripts, maps, and statistics. The TCR collection is most useful and comprehensive, although sections exist for business, Spanish, statistics, UN documents, and newspapers. **PS MS HS**
- **Gale Virtual Reference:** A database of eBooks that include encyclopedias and specialized reference sources for multidisciplinary research. These reference materials once were accessible only in the library, but now you can access them online from the library or remotely 24/7. Password required. **MS HS**
- **Online Catalog:** The library catalog is available 24/7 to all students and parents. Each school currently has their own catalog. No password required. **PS MS HS**

WEBSITES You can access these without a password

- **Wyoming Teacher's Web Pages:** Contain many links to safe, reliable and age appropriate sites.
- **Bartleby.com:** Passages, phrases, and proverbs traced to their source
- **Cincinnati Public Library:** User name: Your Library card number. Pin: Last four digits of your phone number. At the Homepage choose Research and Homework. Follow the links as desired to online databases and homework help sources. The Public Library staffs a homework help service most evenings.
- **Dictionary.com:** Dictionary and Thesaurus
- **Infoplease.com:** Provides extra examples, self-check quizzes, chapter test practice, and vocabulary reviews.
- **Purdue Online Writing Lab:** All purpose general resource includes almanacs, dictionaries, encyclopedias, and atlases.

- **Refdesk.com:** Source for MLA format citation information.
- **Glencoe Math Books:** The web address for your student's textbook is at the bottom of the pages of the textbook.
- **Search Engine Watch:** www.searchenginewatch.com On the left side of page click on Search Marketing Topics. See refining Internet Searches below.
- **Citation Machine:** Interactive tool to help create reference citations.
- **The World Factbook:** Geography, People, Government, Economy, Communications, Transportation, and Military information.
- **MLA Style Guidelines for Documenting Sources** Excellent source for MLA format citation information.
Excellent source for MLA format citation information.

Obtaining Passwords and User ID

User ID codes and Passwords are required to access some internet sites. The following tells you how to obtain these.

- Progress Book: Distributed to students every fall, or contact Debbie Shaw at shawd@wyomingcityschools.org
- Study Island: User name and password is available from their teacher.
- Student Research Data Bases: Handout is available from the School Librarian
- Student ID Number: On student ID card, report card or from the Guidance Office.

Refining Internet Searches

If you use the major search engines (i.e. Google) to research a topic there are simple techniques that will greatly improve your success in locating what you are looking for. Go to www.searchenginewatch.com, on the left side of page click on Search Marketing Topics.

Information Sources for Parents

Annual Informational Meetings

See School Calendar for Exact Dates

- **Open House**
Held in September and divided in two with 5th and 6th grades one night, and 7th and 8th grades another night. Parents start in their student's homeroom and then follow their student's schedule. Teachers prepare extensively for these nights. Open House is an invaluable source of information (see School Calendar).
- **Teacher Conferences**
Formal conferences are scheduled after 1st quarter. Conferences are scheduled by teacher or parent request. Toward the end of 1st quarter, a letter is sent home informing parents of whether a teacher has requested a conference. If they have, OR if you want a conference, you are asked to call the Main Office at the time specified in the letter to make an appointment. At other times of the year (including prior to formal conferences if you have a need) parents wanting individual conferences should contact the teacher or the counselor.
- **Eighth Grade Parent Meeting**
Held in September at the Open House to discuss the Presidents weekend Chicago Trip.

- **Sixth Grade Camp Kern Meeting**
Held in fall during the school day; meeting is student focused, parents are invited to attend
- **Sixth Grade Course Selection Meeting**
This is for parents of all 6th graders to assist in the selection of elective courses to be taken in the seventh grade. It is held in early February.
- **Eighth Grade Course Selection Meeting**
This is for parents of all 8th graders to assist in the selection of elective courses to be taken in the ninth grade. It is held in early February at the high school.
- **Eighth Grade Parent Meeting and Student Tour**
Held at the High School; parents and students are given an overview of High School with a question and answer period. Students are then given a tour of the High School while Administrators discuss parental issues.
- **Fourth Grade Parent Meeting**
This evening meeting coincides with the fourth graders visit to the Middle School in the spring. Parents receive an overview of 5th grade.
- **P.E.G. (Parent Education Groups)**
Sponsored by PSA, and coordinated by the Middle School at-large PAC representative. They organize discussion groups, speakers, and programs on current issues for interested parents on an “as needed” basis. PEG discussions are open to everyone, and announced in The Lariat and electronic weekly school bulletin.
- **Principal Coffees**
These casual gatherings provide additional access to the Middle School Principal. The discussions are typically held in the school’s library twice a year, and gives parents the opportunity to ask questions, receive updated information and exchange ideas over light refreshments. Event details are listed on the school calendar.

Internet Materials

- **Blackboard:** <http://bb.wyomingcityschools.org>. Daily announcements are posted here.
- **Passwords and User ID**
User ID codes and Passwords are required to access some internet sites. The following tells you how to obtain these.
 - Progress Book: Distributed to students every fall, or contact Debbie Shaw at shawd@wyomingcityschools.org.
 - Study Island: User name and password is available from their teacher.
 - Student Research Data Bases: Handout is available from the School Librarian
 - Student ID Number: On student ID card, report card or from the Guidance Office.
- **Parent Guide**
This Guide is available on the district website under the Parents Tab.

- **Listserv**

A Listserv is a program that distributes email to a large number of people that are all subscribers to the same list. Wyoming Schools have three separate Listserv for the Primary, Middle, and High schools. By subscribing, you will receive information by email from authorized school administrators.

To Subscribe send email to:

- High School list, WHSList-On@lists.wyomingcityschools.org
- Middle School list, WMSList-On@lists.wyomingcityschools.org
- Primary School list, wyomingprimarylistserv-on@lists.wyomingcityschools.org

To Unsubscribe send email to:

- High School list, WHSList-Off@lists.wyomingcityschools.org
- Middle School list, WMSList-Off@lists.wyomingcityschools.org
- Primary School list, wyomingprimarylistserv-off@lists.wyomingcityschools.org

- **Weekly Bulletin**

This electronic weekly bulletin is emailed to everyone subscribed to the Middle School Listserv (see above) and outlines all the upcoming activities and events at the Middle School and in the district.

- LunchPrepay.com, Allows online payment for lunch and School Fees

- **Bus Transportation:** seitzp@wyomingcityschools.org

- **School Chatter**

This electronic newsletter is put out by the Wyoming City Schools Board Office which contains current information and announcements about the district. The Board Office distributes the quarterly newsletter through emails provided in the PSA Student Directory. Contact the Board Office (206-7000) if you wish to be added or deleted from the mailing.

- **The Lariat**

This monthly PSA newsletter contains up-to-date information and announcements from each of the schools. Contact names and phone numbers for every PSA activity are included in every issue. The newsletter is sent electronically; to receive it, an email address must be provided on the Student Directory Information form at the beginning of the school year. To add or delete your name from the distribution list, or to receive a copy by regular mail, contact the Lariat Newsletter Editor, as listed in the Student Directory or on the PSA Link on the District's website or at www.WyomingPSA.org.

- **Department of Education:**

www.ode.state.oh.us Provides information on a wide variety of topics including Diagnostic and Achievement tests required by the state.

- **Surviving the Teens: Cincinnati Children's Hospital.**

www.cincinnatichildrens.org/surviving-teens

Mental Health Curriculum presented in 10th grade health class is provided through this program. Lots of info on teens and parenting to keep kids safe.

- **Sports Information**

- chlsports.com, Cincinnati Hills League news
- <http://highschoolsports.net>, All Sports Schedules and directions to schools.

- Wyoroundup.blogspot.com. Blog brought to you by the Wyoming Athletic Boosters. Provides up to date news on Wyoming sports.
- The Ohio High School Athletic Association at www.ohssa.org

Printed Information Materials

- **Principal's Newsletter**
Published at the beginning of the school year. It is full of important information on guidelines, calendar, events, etc... Keep for reference.
- **Interim/Grade Report Newsletter**
A mini-newsletter mailed home every 4-5 weeks with interim and quarter grade reports. It contains timely school information.
- **Student Assignment Book/Student Handbook**
Provided and reviewed with all students by the school at the start of the school year. Contains daily planner, code of conduct, discipline code, point system, attendance policy, promotion/retention criteria, make-up work policies, activities (also on Web page).
- **School Calendar**
Sent to all residents of the City of Wyoming and posted on district website.
- **PSA Student Directory**
This is a valuable resource to all parents and proceeds directly benefit the current Sophomore Class. This annual directory includes contact information on Wyoming students and parents as well as the City of Wyoming, Board of Education, all PSA committees; teacher emails/phone numbers and school administrators. Orders are placed at the beginning of the school year using the form in your student's registration packet, and directories are delivered in the fall.
- **PSA Newsletter - The Lariat**
The Lariat is available monthly, either by mail or email, and contains up-to-date happenings and information about each of the schools. *Also see Internet Materials*
- **Directions to Sporting Events**
Booklet is available in H.S. and M.S. Main Offices and on the Web page.
- **Plan for the Identification of and Services for Students who are Gifted**
Contains Wyoming's Policy on gifted services. It is available from the Department of Special Services located in the Administration Center.
- **Laws Which Apply to Minors**
Outlines curfew laws, keg laws, tobacco laws, etc., that are most frequently violated in Wyoming and the consequences. It is available from the Wyoming Youth Services.
- **Student Health Handbook**
Available from the MS Main Office.
- **Wyoming City Schools Policy Handbook**
Available from the Administration Center and posted on the district website.
- **Know Your Schools**
Board of Education publication sent quarterly to all residents and posted on district website.
- **Wyoming City Schools Annual Report**
Mailed to all residents and posted on district website.
- **Parent Library**

In the MS Main Office they have books available for check out covering a wide array of relevant topics.

Contact People

- **Parent School Association (PSA)**

PSA is a non-profit organization dedicated to fostering a closer relationship between parents and the Wyoming City Schools. PSA provides support to the schools through direct volunteerism as well as fundraising. Monthly newsletters, meetings and special programs are held throughout the year and there is a nominal membership fee of \$10 per year. Detailed information regarding PSA contacts, Membership, Volunteer Opportunities, Programs & Services, and Fundraising can be found at www.WyomingPSA.org or in the Student Directory.

- **Parent Advisory Council (PAC)**

Parent Advisory Council (PAC) is a division of PSA and is a liaison between parents and our administrators. Topical issues and parental concerns are discussed in monthly meetings. PAC exists at the Primary, Middle School and High School level. Each level consists of 1-2 representatives per grade, a PAC Chair, the PSA President, and the President-elect. You may call your grade representative (listed in the student directory) with any questions, concerns or issues you have regarding your student's school experience. They will communicate your concerns (anonymously unless otherwise instructed) at the next scheduled PAC meeting and communicate follow up actions. Specific teacher concerns should be discussed with the teacher and is not a responsibility of PAC.

- **New Family Liaison**

This PSA committee was created specifically for families new to the Wyoming School District. They welcome all new students and families moving into the Wyoming City School district, and provide the information needed to feel comfortable in their new community. The contact person is listed on the PSA link on the district website and in the PSA Student Directory.

- **Homeroom Parents**

Each homeroom has at least one Homeroom Parent. They are listed in the Student Directory.

VOLUNTEER OPPORTUNITIES FOR PARENTS

Contact information in (). PAC Reps and PSA Reps can be found in the Student Directory.

- Camp Kern “Nightcrawlers” (dads only) (6th grade PAC Rep)
- Classroom Parties (Homeroom Parent)
- Eighth Grade Ceremony (8th grade PAC Rep)
- Eighth Grade Chicago Trip luggage check monitor (8th grade PAC Rep)
- Extra-curricular Activities. See listings under this section in this Guide and contact the Sponsor (Appendix II) of that activity
- Homeroom Parent (Grade Level PAC Rep)
- Learning Center Lunch Time Volunteers
- Playground duty (5th grade PAC Rep)
- PSA Magazine Sale (PSA Rep)
- PSA May Fete Volunteer (May Fete Chairs)
- PSA Newsletter Mailing (Times listed in School Calendar)
- PSA Volunteers for fundraisers and committees (PSA President)
- Readers for testing (PSA President)
- Scholastic Book Fair (5th grade Language Arts department)
- Snack Attack (MS Office)
- Staff Appreciation Dinner (PSA Rep)
- Tutors (PSA President)
- Wyoming Booster Association (Booster President, see Student Directory)
- Wyoming School Foundation (See under Community Support Organizations)
- Wyoming School Music Association (See Student Directory)
- Wyoming Theater Arts (See Student Directory)
- Wyoming Youth Services (See under Community Support Organizations)
- Year-End Picnics (Grade PAC Rep)

COMMUNITY SUPPORT ORGANIZATIONS

Before and After School Care (206-7010)

- **Sunrise Special:** Held at Hilltop School, the Before School Care program opens at 6:30 a.m. This is a drop in program that does not require days of attendance to be declared. Cards of twenty days are purchased for \$85 and kept on file at the site. Children attending Vermont and Elm Schools are bussed to their schools via First Student bus service. If we have a delayed school opening, the program will open at 6:30 and those children attending will be billed for the additional hours at a rate of \$2.25 per hour. There are no minimum days required for the morning care program. Since it is a drop off program there is no need to call when not attending.
- **After School Care (ASC):** This program provides a safe place for students in the K -8th grades while parents are at work. Students are provided a snack, a quiet area in which to do home work, middle school students have access to the Computer Lab, quiet games and physical activities.
Participation Requirements: Students must be scheduled to attend at least two days a week, drop-ins are not allowed. For those who are enrolled and need more flexibility in scheduling, (ADC) additional day cards are available. Cost of an ADC card is \$42.50 for five days of care. See Program Director.
Hours ASC: 3:00 p.m.-6:00 p.m. Cost: \$7.75 daily

For more information about the programs, visit the district website under the Parents tab, or contact Director Jan Fresh at 513-206-7010 or 513-227-7773 during the summer months or email freshj@wyomingcityschools.org.

The Parent School Association (PSA)

PSA is a non-profit organization dedicated to fostering a closer relationship between parents and the Wyoming City Schools. PSA provides support to the schools through direct volunteerism as well as fundraising. Monthly newsletters, meetings and special programs are held throughout the year and there is a nominal membership fee of \$10 per year. Detailed information regarding PSA contacts, Membership, Volunteer Opportunities, Programs & Services, and Fundraising can be found at www.WyomingPSA.org or in the Student Directory.

Wyoming Alumni Association

The Alumni Association was formed to provide a way for alumni to communicate with one another and to support programs of the Wyoming Schools system. They publish a newsletter, the Echo, twice a year and provide scholarships to graduating seniors every year. For more information visit www.wyominghighschoolalumni.com .

The Center for the Arts, Wyoming (948-1900)

The Center for the Arts in Wyoming offers classes in a wide variety of areas, at all levels, and for all ages. Call for program information or visit www.thecenter4thearts.org.

Wyoming Recreation Department (821-5200)

The Wyoming Recreation Department provides athletic opportunities for youth in Wyoming. Call for information or visit www.wyomingrecreation.org.

Wyoming Booster Association

The Boosters provide support to all Wyoming Schools Athletic Programs. They typically provide 35% of the funds in the athletic budget through the generosity of the community and the hard work of their members. Their principal fundraising event is the sale of Super Booster passes in August, which allows admission to all home athletic events for your household. Many other activities are sponsored throughout the year. If you are interested in joining the Wyoming Booster Board, contact Tom Horn at thorn21@fuse.net or 821-4646. Look for information on the Boosters in your PSA newsletter, the Student Directory and at www.wyomingboosters.org.

Wyoming Youth Services (WYS)

WYS was established in 1981 as a non-profit, community based program designed to confront juvenile problems. We provide an extensive menu of services, including counseling, and prevention and educational programming, designed to support community youth and their families. Programming is staffed by a team of professionals in the field of mental health and education. Services are provided free of charge to all Wyoming residents.

Individual Counseling: Children, parents and families can receive one on one support for topics including anxiety, depression, academic, social or behavioral issues, divorce/separation and grief. All services are provided free of charge by licensed professionals in the field of mental health.

Group Counseling: We partner with the schools provide in-school counseling on topics such as divorce and grief. In the event of a school or community crisis, we coordinate with the schools to provide emergency counseling services to help our children cope with difficult emotional situations.

Parent Education: We offer speakers, classes and one on one coaching to help strengthen parenting skills and help parents navigate challenging situations.

After School Program (ASP): We provide an opportunity for middle school students to obtain help with homework and participate in enrichment activities and presentations to address the social and emotional needs of early adolescents.

Service Learning: In keeping with Wyoming's strong tradition of volunteerism, we provide opportunities and activities for students of all ages to learn about service to others.

School Break Programs: We offer recreation and enrichment activities to provide structure and supervision to youth during school breaks.

Juvenile Court Liaison: We are present at all Wyoming Juvenile Court sessions to offer families and youth immediate access to counseling and related services with the goal of reducing or eliminating delinquent behaviors.

Special Needs: We offer specialized services to Wyoming youth and their families who have limited financial resources. Services include purchasing winter coats or helping families meet basic needs.

Wyoming School Music Association (WSMA)

WSMA is a group of parents, in partnership with the district's music teachers, committed to providing Wyoming students with opportunities for musical development, enrichment, and enjoyment. Your student automatically benefits from our work in supporting the choral, band and orchestra programs in all Wyoming's schools. WSMA generates funds for musical instruments, sound equipment, student scholarships, performance projects, and guest artists. For information about WSMA, including membership and contact people, see the student directory, by visiting www.wyomingmusic.org, follow the link for the District website.

Wyoming School Foundation

The Wyoming School Foundation's mission is to raise funds to support and enhance the strong tradition of EXCELLENCE in education for the Wyoming City Schools in the areas of:

- Student Support and Staff Development
- Arts and Athletics
- Science and Technology
- Humanities

The Foundation raises immediate money to help fund a variety of the District's academic programs, educational needs and enrichment opportunities. In addition, the Foundation's endowment efforts are directed toward creating a permanent investment base that will provide income for generations to come. For more information, call 821-6909 or visit

www.wyomingschoolfoundation.org.

POLICE (821-0141)

LETTS Talk (Law Enforcement Talks To Students)

This program, run by the Wyoming Police Department, provides students with access to Wyoming's Police Officers in order to facilitate Teen/Police relations. Students and officers meet once a month at the Middle School (grades 7&8) and High School to discuss current issues, perceptions, and Police Procedures. If you or your student is interested in more information on this, contact Officer Hahn at the Police Department, 821-0141 or dhahn@wyoming.oh.us.

Laws You Need to Know

Wyoming has certain laws concerning minors that you should be aware of since they are frequently violated. For a full listing of laws that apply to minors, ask for the pamphlet on this from the Wyoming Youth Services.

Curfew

Minors (under 18) are in violation of curfew if they are riding in a car or are in a public place after 11:00 p.m. on Sun-Thurs. or after midnight on Fri-Sat. This does not apply if accompanied by a parent or guardian or when they are on an errand or business directed by a parent. A 30-minute grace period is given following termination of an organized school, church, or civic event and minors are going directly home.

Keg Law

Persons under the age of 21 may not consume alcohol in your residence or on your property, even with their parent's permission. You cannot furnish alcohol to anyone under the age of 21, unless it is your own child and you are with them. You can face a maximum sentence of six months in jail and/or a \$1000.00 fine.

Cigarettes or Tobacco Products

Persons under the age of 18 shall not use, consume, possess, or purchase, or attempt to purchase, cigarettes, or paper products used to roll cigarettes, unless accompanied by a parent or legal guardian. No child shall knowingly furnish false information or identification for the purpose of obtaining items listed above

Zero Tolerance Policy

In an attempt to curb juvenile drug abuse, the Wyoming Police Department has initiated a Zero Tolerance Drug Abuse Police for any drug and alcohol related offence committed by a juvenile. This means that in all cases where our officers come in contact with a juvenile with drugs or alcohol, a referral and documentation will be completed. We sincerely think that juveniles learn by example and if we do not take drugs and alcohol seriously, neither will they. In cases where the offense is minor in nature, we will usually cite the juvenile to appear in front of our own City of Wyoming Juvenile Referee. This court was appointed by the Hamilton County Juvenile Court to hear local, first time misdemeanor offenses. These hearings are classified as Unofficial. Appearance before this court permits a juvenile to be held accountable without resulting in an official juvenile record. Second offenders and or felony offenses are referred to the Hamilton County Juvenile Court System for disposition.

Consequences of Violation of these laws if heard in Wyoming's unofficial juvenile court (the nature of the offense determines if it is heard here or "down town") could be:

| | |
|--|--------------------|
| Community service/work detail | Restitution |
| Written essay | Apology |
| Driver's privileges revoked | Probation |
| Attendance at a drug/alcohol education/assessment program | |

POLICE ASSOCIATION (821-0141)

The Police Association consists of active and retired members of the Wyoming Police Department. As a community service, they sponsor the 8th grade dance.

Eighth Grade Dance

Sponsored and planned by the Police Association, it is a long-standing Wyoming tradition. This event generates many questions and concerns each year. Many of these concerns have evolved over the years irrespective of the Association's intent, and beyond their control. In an attempt to alleviate some of these concerns, and to help parents understand its purpose, the Association has provided us with the history, philosophy, and structure of the dance. If you have further questions, please direct them to the Police Association at 821-0141.

History:

1978 - Began for 7th and 8th graders in connection with May Fete.

1982 - Approach was changed to an 8th grade dance in celebration of the transition to high school.

Philosophy:

The Association feels this is a very important and exciting time in a young person's life as they cross over a threshold into high school and become "young adults".

Adult's expectations change to expect that students begin to "grow up" and assume a higher level of maturity and responsibility for their behavior.

Since expectations have risen, 8th graders should in turn be treated more like young adults, and less like children.

The atmosphere of the dance should reflect this change in expectations. The dance should be a safe, chaperoned, young adult event, where students can celebrate their graduation in a style appropriate for the occasion.

To provide an opportunity for Police Officers to meet young people in a casual and relaxed atmosphere, the event should be chaperoned by the Police Association.

Most importantly, the dance should be fun, age appropriate, and a complete evening for young people, where all feel welcome.

Structure:

The dance is structured with this philosophy in mind.

- Times mirror the times of a typical high school event (8:30 PM – 11:30 PM)
- Appropriate attire is required: This means a shirt and tie for the young men and dresses for the young women. This event was never intended to be "formal" in nature.
- Ample snacks and drinks are provided.
- The Association provides activities, contests, and prizes throughout the evening.

Notes to Parents:

The Police Association maintains that the following concerns are parental in nature and would respectfully refer these issues back to parents for resolution:

- Time: The time was chosen to mirror high school events and to counter the belief of high school students that curfew is inflexible. Curfew is not violated if minors are returning home from a legitimate civic event (see curfew above). Students may be picked up from the dance at whatever time parents deem appropriate.
- Dating: Every 8th grader receives an individual invitation and it is our hope to have the entire 8th grade attend. Some students come with a date, but many do not. Please encourage your student to attend whether he/she has a "date" or not.
- Pre-dance dinners: The event is structured to be a complete evening experience. Dinner out is an individual decision.
- Attire: The dance was never intended to be "formal" or a "Prom". As the Association feels there is ample time and opportunity for this in high school. However, it is a civic function, celebrating an important and memorable event and students are asked to dress appropriately. Appropriate dress means a shirt and a tie for the young men and dresses for the young women. "Prom" dresses are an individual decision, not required dress.

APPENDIX I - REGULARLY SCHEDULED FIELD TRIPS

All are dependant on yearly funding

Fifth Grade:

- Cincinnati Symphony (March)
- Green Acres (March)
- Picnic off Site Location (last day of school)

Sixth Grade

- Camp Kern (first week in November)
- Comparative Religion Trip (Spring)
- Courthouse Visit (May)
- Wyoming Recreation Center (last day of school)

Seventh Grade

- Music Hall (Strings Only, January or February)

Eighth Grade

- Music Hall (Strings Only, January or February)
- Chicago Trip (President's Day weekend)
- Kings Island (end of year)

APPENDIX II - EXTRA - CURRICULAR SPONSORS

| | |
|---------------------------------------|---|
| Art Competitions, Exhibits, and Shows | Laurie Marks |
| Camp Kern | 6 th Grade Teachers |
| Chamber Music Experience | Laura Coomer |
| Chess Club | James Tubbs |
| Drama | Cindy Wilmes |
| Flag Corp | 5 th Grade Teachers |
| Fiddlin' Cowboys | Laura Coomer, Lynn Denney |
| Foreign Language Fun Program | PSA chair in Student Directory |
| Girls on the Run | Jan McGlynn |
| Honor Strings | Laura Coomer |
| Jazz Band | David Kaiser |
| Latin Club | Samantha Sayre |
| Make It Happen | Karen Jordan, Julie Anglim, Angie Reichert-Hester |
| Math Counts | Mike Murray, Stephanie O'Hara |
| National Foreign Language Exams | Language Teacher |
| National Math League Contest | Math Teacher |
| Ohio Federation of Music Clubs | Program Director |
| OMEA Jr. High Solo & Ensemble Contest | Program Director |
| Papyrus | Jenn Sauvey |
| Power of the Pen | Holly Dixon, Jenn Sauvey |
| Science Olympiad | Andrew Felczan |
| Spelling Bee | Language Teacher |
| Student Ambassador Program | Guidance Counselor |
| Student Council | Laura Stevens |
| Yearbook | Teresa Osborne |

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