

# Middle School HANDBOOK



2022-2023

# Table of Contents

GENERAL INFORMATION .....	4
Attendance.....	4
Appointments .....	4
Excused/Unexcused Absences .....	4
Morning Meetings.....	4
Electronic Equipment.....	4
The Sokol Store .....	4
Snack Policy.....	4
Lockers .....	4
Lost and Found.....	5
Dress Down Days/Jag Fridays.....	5
Advisory.....	5
School Nurse .....	5
ACADEMICS .....	5
Homework.....	5
The Abbott Family Learning Center .....	5
Extra Help.....	6
Grade Reports .....	6
Grading System .....	6
Willing Learner Metric .....	6
Voracious Learner .....	6
Active Learner .....	6
Willing Learner .....	7
Disengaged Learner .....	7
Distracting Learner.....	7
Academic Watch .....	7
Behavioral Watch.....	7
Physical Education .....	7
DISCIPLINE.....	8
Code of Conduct: Discipline Policy.....	8
RESPONSIBILITIES.....	8
MS Truths .....	8
Level I .....	8

Level II ..... 9

Level III ..... 9

MS Dress Code ..... 10

TECHNOLOGY ..... 11

EXTRACURRICULAR ACTIVITIES ..... 11

    Participation in After School Activities ..... 11

    Middle School Jaguar Athletics ..... 11

        Fall ..... 12

        Winter ..... 12

        Spring ..... 12

    Social Events/Dances ..... 12

AFTER SCHOOL STRUCTURE ..... 12

    Description ..... 12

    Structure ..... 12

        Aftercare ..... 12

    Discipline (After School)..... 13

    Parent Notification..... 13

    Suspension from Middle School Supervision..... 13

MIDDLE SCHOOL CONTACTS..... 13

# GENERAL INFORMATION

## Attendance

Middle school will officially begin with morning meeting at 8:25 a.m. Students are still welcome to arrive earlier to meet with teachers as needed. When a child will be absent, parents are asked to either enter their child's attendance in Veracross or call/email the Middle School's Administrative Assistant by 8:30 a.m. Students must log all late arrivals and/or early dismissals into the school designated attendance system. If they arrive without a note from an adult or the school has not otherwise been notified of their late arrival, their attendance will be marked as an unexcused tardy. It is important to note that students are not permitted to directly notify the school of attendance related concerns.

If a student becomes ill while at school, they must go to the nurse's office. If necessary, the nurse will call the student's parent/guardian to pick them up.

## Appointments

Parents are encouraged to schedule student appointments outside of school hours. If this is not possible, parents must provide documentation explaining the absence. To leave school, students must sign out via the school designated attendance system located in the Middle School office. Upon return, they must sign in.

## Excused/Unexcused Absences

If a long-term absence is necessary, parents must contact the Heads of Middle School in writing prior to the absence to request approval for an excused absence. A Planned Multi-Day Absence form is available in the Middle School office and on Veracross.

## Morning Meetings

The school day will formally begin in the Jag Commons the first and last day of the week with a 5<sup>th</sup> – 8<sup>th</sup> grade meeting. On other days, students meet by grade level or advisory.

## Electronic Equipment

The school cannot guarantee the security of electronic equipment and because those devices are a distraction to students, personal electronic devices are prohibited during the school day. Phones may be used with the permission of a teacher. In addition, 5<sup>th</sup> / 6<sup>th</sup> grade students may not bring personal laptop computers to school unless approved by a teacher.

## The Sokol Store

The Sokol Store is a small store maintained by the Wellington Parents Association. Located near the rotunda, it carries a supply of Wellington logo sportswear. It also stocks a wide range of school supplies. Middle school students may purchase snacks from The Sokol Store before 8:25 and after 3:15 p.m. All profits benefit the school.

## Snack Policy

In the interest of health and cleanliness, we ask that students drink only water and bring a healthy snack to school for morning breaks. Gum chewing is prohibited.

## Lockers

Each student will be assigned a locker. Students should keep all books, coats, etc. inside the locker and keep the door closed. Students may opt to add locks for overnight storage. Students must not access another student's locker. Vandalism of a locker (physical damage, including but not limited to graffiti) will result in a fine.

## Lost and Found

All clothing and personal items should be marked with the student's name. In the event that a labeled item is found, the item will be returned to the student; however, all unclaimed lost and found articles will be donated to a charity.

## Dress Down Days/Jag Fridays

On the first Friday of every month (unless otherwise noted), students are excused from dress code regulations and may wear appropriate clothing that is in good repair. Other dress down days occur throughout the year at the discretion of the Heads of Middle School. (See dress code guidelines.)

## Advisory

All students are assigned to a faculty member who serves as their advisor for the year. The common goals of advisory are the following:

- 1) To help students develop their maximum physical, emotional, social, and academic potential;
- 2) To foster a positive school environment for students and staff;
- 3) To enhance communication among students, peers, home, and school;
- 4) To provide opportunities for students to serve others through organized service projects.

If a parent is concerned about issues related to their child, they are encouraged to talk to the child's advisor. If there is a concern about a specific subject area, the parent should contact the teacher of that subject.

## School Nurse

A full-time nurse is available on campus every day. If a student becomes sick, they must report to the nurse who will determine an appropriate action. If the nurse is unavailable, the student should report to the Middle School office. A student must obtain permission from their teacher to visit the nurse/Middle School office during class time.

State law mandates that medications be dispensed by a professional; therefore, if it is necessary to send medication to school, please send it in the original container, labeled for the student with brief directions. A permission form will be given to the student and must be signed by the parent and returned the next day. A student on long-term medications must also have a form signed by their physician. Students are not allowed to self-medicate.

# ACADEMICS

## Homework

Students complete assignments at different rates of speed so predicting completion time is difficult. General guidelines include 5<sup>th</sup> grade students averaging 10 minutes in each subject; 6<sup>th</sup> grade students averaging 15 minutes in each subject; and students in grades 7<sup>th</sup> and 8<sup>th</sup> averaging 20 minutes in each subject. Reading assignments, particularly in history and literature, may require additional time. Long-term projects will require advanced planning. Our intent is to give meaningful homework and not just busy work. Homework assignments may be accessed through Google Classroom and/or Veracross. Students are also encouraged to have a "homework buddy" in their classes who can give specific class expectations for a day that they are absent.

Teachers make every effort to encourage students to plan ahead and to pace themselves in completing projects. Homework will not be assigned over breaks; however, students are responsible for completing work by their due dates. Questions concerning homework or projects should be directed to the assigning teacher.

## The Abbott Family Learning Center

The learning center has both a print and digital collection available for student use. Materials may be borrowed for four (4) weeks. The Wellington librarians are eager to assist students with their library needs.

## Extra Help

Teachers are available to work with students before and after school and during supervised study. Students are encouraged to take advantage of additional help if they are having academic difficulty.

## Grade Reports

All interim and trimester reports must be accessed through Veracross.

## Grading System

### Letter Grades

- A** Superior
  - Outstanding achievement resulting from consistent, exceptional work.
- B** Good
  - A level of achievement above average and of a consistent nature.
- C** Satisfactory
  - Indicates average growth and sufficient mastery of subject matter to provide a foundation for further learning.
- D** Marginal
  - Indicates questionable mastery of the subject and should be considered as an indicator of potential problem areas.
- F** Failing
  - Indicates that the student is not attaining sufficient mastery of the subject for further growth.

## Willing Learner Metric

At the middle and end of each trimester, middle school students in grades 5 - 8 will receive a rating based on this metric. The goal of the Willing Learner Metric is to promote reflection and ultimately, greater student engagement.

Voracious Learner: A student who is actively engaged in class and brings energy and optimism to new learning, while being a positive presence in the classroom.

- Consistently participates productively
- Makes insightful, meaningful, and relevant comments (verbally or non-verbally)
- Makes connections
- Asks questions to deepen understanding
- Is helpful to peers and teachers
- Listens purposefully
- Is more focused on personal growth/knowledge rather than the letter grade
- Takes initiative

Active Learner A student who is proactive with their learning and with classroom responsibilities and seeks extra help voluntarily while approaching new learning opportunities with openness.

- Participates productively
- Is excited and open about new ideas/concepts
- Asks questions for clarification when needed
- Listens actively and respectfully
- Has a growth mindset

Willing Learner A student who is open to learning and generally completes assignments but may not seek extra help or challenge themselves to grow beyond meeting those fundamental classroom expectations.

- Understands student responsibility
- Participates occasionally
- Is a “safe” learner; does not typically take risks
- Accomplishes assigned tasks, but does not extend beyond those tasks

Disengaged Learner A student who is typically not contributing to the learning atmosphere voluntarily and is reluctantly productive, requiring specific prompting or direct guidance to engage with the material or complete assignments.

- Is consistently unprepared for class (in terms of materials, homework assignments, and test preparation)
- Is often off-task (or distracted) but not disruptive to others
- When called upon, is often not able to respond appropriately
- Completes tasks reluctantly

Distracting Learner: A student who is sometimes negative or dismissive of learning activities and may have a negative impact on learning atmosphere and others' work.

- Often intentionally absent or tardy to class
- Disrupts others
- Is negative (through words, actions, etc.)
- Is unresponsive to teacher prompting/redirection

## **Academic Watch**

Any student who earns two D grades or one F in one trimester will be placed on academic watch for a period of time to be determined by the Heads of Middle School and the Deans of Students. Every effort will be made to help the student improve. In the event that grades do not improve, the student's continued enrollment at Wellington will be reviewed.

## **Behavioral Watch**

Students who consistently violate the school discipline policy will be placed on behavioral watch. In the event that behavior does not improve, the student's continued enrollment at Wellington will be reviewed.

## **Physical Education**

All students must participate in the physical education program. In 5<sup>th</sup> grade, the program is intramural in nature with emphasis on basic skill development. Grades 6, 7 and 8 participate in physical education and interscholastic sports.

Please reference the list below for appropriate physical education attire, which can be purchased at The Sokol Store. All clothing should be marked with the child's name.

### Grades 5-8:

- Athletic shorts, any color, mid-thigh in length; sweatpants in cooler weather
- Wellington branded t-shirts in blue, white, or gray; sweatshirts in cooler weather
- Athletic shoes with non-marking soles
- All general policies apply

The same guidelines for dress down days apply (i.e., shorts must be of appropriate length, clothing must fit correctly, no ripped or torn clothing, etc.).

# DISCIPLINE

## Code of Conduct: Discipline Policy

### RESPONSIBILITIES

Wellington students are expected to demonstrate responsibility in the following areas:

- Responsibility for their time
- Responsibility for their belongings
- Responsibility for their words
- Responsibility for their actions

### MS Truths

- Take care of your business
- Be kind
- Be safe
- Honesty is everything

If students maintain their responsibilities, their time in the middle school will be productive and positive. We, as a faculty, are committed to helping students as they work toward self-improvement. As a community, parents and faculty must work together to build a responsible environment thereby upholding the mission, policies, and consequences by which we function.

In the middle school, we have disciplinary guidelines in place for inappropriate behavior. Since each situation is unique, these consequences serve as guidelines for us, and we use them as a means to hold students accountable for their actions while helping them learn from their misbehavior.

The Middle School Discipline Policy:

- strengthens students and builds character.
- is a way of teaching personal and social responsibility.
- is an approach that builds and improves relationships.
- provides students with a restorative justice option.
- is a proactive process that provides students with a voice and choice.

Level I action that may lead to a concern or reflection:

- Rudeness
- Gum chewing/snack policy violation
- Dress code violation
- Class disruption
- Hall disturbance
- Playing games/using social networks on Chromebooks/Netbooks without permission
- Insubordination (e.g., multiple warnings about gum-chewing/dress code violation)
- Intentional abuse or neglect of school property
- Disrespect/Defiance/Incivility to students and faculty (through inappropriate words or body language)



The student and teacher will discuss the student's behavior and why a concern or reflection has been issued. Reflections require the student to reflect on their behavior in writing. After the student completes a reflection, follow up with the teacher will occur.

- One or two reflections – Follow up with student and teacher
- Three reflections – Follow up with student, peer council and dean; parents informed
- Four or Five reflections – Follow up with student, peer council, dean and advisor; parents informed

Level II actions that may lead to a reflection with peer council, and/or the dean and parents informed:

- Kicking/Pushing/Other aggressive physical contact
- Bus disruption
- Field trip misbehavior
- Failure to be under supervision
- Taking materials without specific permission
- Improper sexual comments or actions
- Profanity and inappropriate gesturing
- Disrespect towards classmates
- Intentional abuse, misuse, or neglect of school-issued Chromebooks or other school property

Level III actions that may lead to a suspension or expulsion and/or parents informed:

- Repeated offenses
- Skipping class or a scheduled activity
- Fighting
- Bullying words and/or actions, spitting, etc. (even in jest)
- Hazing
- Disrespect toward staff or faculty members
- Property damage
- Computer abuse (going to inappropriate chat rooms, web sites, sending vulgar emails, etc.)
- Gambling
- Cheating
- Lying
- Plagiarism
- Theft
- Sexual misconduct
- Use of drugs or alcohol (See Alcohol and Other Drugs (AOD) policy)

If a student repeatedly violates the rules or if their misconduct is severe in nature, they will be suspended for a period of time. In most cases involving a suspension, a conference with the Heads of Middle School and/or Dean must be held prior to a student's return.

Suspension may be served in or out of school, depending on the decision reached by the administrative team. Threats, overt violent acts, or excessive harassment may result in a suspension with a return to school pending documentation of a risk assessment from an outside mental health professional. Comments about harming others or oneself (even in jest) will be taken seriously, and the student may be asked to remain home until a risk assessment can be made.

Note: The absence of a specific behavior from these lists does not mean the absence of consequences. The school reserves the right to discipline in response to any behavior deemed unsafe, unethical, inappropriate, or contrary to the mission of the institution or good practice.

# MS Dress Code

The intent of the dress code is to help establish and maintain an inclusive school environment, conducive to learning. By maintaining basic guidelines and standards, more of each student's cognitive energy can go toward new academic challenges and social emotional growth, rather than their daily outfit choices. We think that is a good thing!

## Shirts/Sweatshirts/Sweaters/Fleeces

- Students may wear any Wellington-branded shirt/sweatshirt/sweater/fleece in blue, white, or gray. No other colors, even if purchased at The Sokol Store or athletic team stores.
- All non-Wellington sweatshirts/hoodies/ sweaters/fleece need to be solid color in navy blue, white or light gray. T-shirts must be navy. Polos can be white or navy. Small non-Wellington clothing brand logos are permitted.

## Footwear

- Footwear must be reasonably clean, in good repair, grip feet, and allow for easy movement.
- No crocs, soccer slides, flip flops, etc.
- Classes may require a specific shoe (e.g., science labs).

## Shorts

- Tan or navy, no cargo or denim.
- Mid-thigh in length.

## Skirts/Skorts

- MacEwen plaid\* and mid-thigh in length.
- Tights/leggings/jeggings (not sweatpants) may be worn under skirt.

## Pants

- Tan or navy, no cargo or denim.
- No jeggings/leggings/sweatpants.

## **Athletic Dress**

- Athletes are encouraged to promote home games and post-season tournament games by wearing their athletic uniform, team shirt, or dressy casual attire. All general policies apply.

## **Dress Down**

- Any graphics or messaging must be school appropriate.
- Jag Friday is the first Friday of each month. Students may dress down or wear the school dress code.

## **General Policies**

- Student clothing must fit properly.
- Tops must cover shoulders, collarbone, and midriff.
- Clothing must be free of rips and tears.
- Hats are not permitted.
- School reserves the right to ask students to remove piercings and to cover tattoos at any time deemed necessary.

## **Physical Education Classes**

- Athletic shorts, any color, mid-thigh in length; sweatpants in cooler weather.
- Wellington branded t-shirt in blue, white, or gray; sweatshirts in cooler weather.
- Athletic shoes with non-marking soles.
- All general policies apply.

## **Wellington Items may be found at:**

- The Sokol Store – [order online](#)
- WPA Pre-Loved Apparel Sales

## **\*Skirt/Skort may be found at:**

- Educational Apparel ([www.educationalapparel.com](http://www.educationalapparel.com))
- Schoolbelles ([www.schoolbelles.com](http://www.schoolbelles.com))
- School Closet & School Days ([www.schoolcloset.com](http://www.schoolcloset.com))

## TECHNOLOGY

### Chromebooks (Grades 5 and 6)

The Wellington School currently provides Chromebooks at no cost to students in Grades 5 and 6. Google Apps for Education (GAFE) is used heavily for documents, spreadsheets and presentations in the Middle School in most of the students' classes. GAFE allows a student to complete homework at home on any device with internet access without needing specific software or operating systems. Chromebooks must be kept on the school premises at all times and are to be returned to the locked cart by 3:30 p.m. on a daily basis. Personal electronic devices are not permitted during the school day without a teacher's permission. All students must provide headphones or earbuds for use with the Chromebooks.

### Bring Your Own Device (BYOD) Program (Grades 7 and 8)

The Bring Your Own Device (BYOD) program allows students and families to express personal choice in device selection. Our minimum device specifications are changing to reflect the growing use of more sophisticated software by our 7<sup>th</sup> and 8<sup>th</sup> graders. Many students are now exploring Adobe Creative Cloud applications that go well beyond the Chromebooks. The new specifications for devices listed below also aligns the 7<sup>th</sup> and 8<sup>th</sup> grade BYOD program with the 9<sup>th</sup> through 12<sup>th</sup> grade program. All students must provide headphones or earbuds for use at school.

- Fall 2022:

7<sup>th</sup> grade students are required to bring a laptop to school. The laptop must run either the Microsoft Windows or the Apple OSX operating system. This change is being made to align the 7<sup>th</sup> and 8<sup>th</sup> grade program with the 9<sup>th</sup> through 12<sup>th</sup> grade program. Moderately priced laptops are perfectly acceptable.

8<sup>th</sup> grade students are included under the old Chromebook policy and may elect to bring an existing Chromebook or laptop to school. Note, if you are purchasing a new computer for an 8<sup>th</sup> grade student, you should ensure it meets the newer Windows or OSX requirement.

- 2023-2024 School Year Onward:

All 7<sup>th</sup> and 8<sup>th</sup> grade students are required to bring a laptop to school. The laptop must run either the Microsoft Windows or the Apple OSX operating system. This change is being made to align the 7<sup>th</sup> and 8<sup>th</sup> grade program with the 9<sup>th</sup> through 12<sup>th</sup> grade program. Moderately priced laptops are perfectly acceptable.

## EXTRACURRICULAR ACTIVITIES

### Participation in After School Activities

In order to participate in extracurricular activities such as athletic practices or contests, musical and dramatic performances or rehearsals, or other school programs, a student must be present by 9 a.m. Exceptions will be made for doctor's appointments (with documented doctor's note) and family emergencies. Students must be picked up immediately following the activity or they will be sent to Aftercare.

### Middle School Jaguar Athletics

The main goal of the athletic program at Wellington is to promote the physical, mental, and social growth and development of our athletes. Participation on a Wellington sports team should provide an opportunity for our athletes not only to improve their athletic skills, but also life skills that will benefit them outside of sports.

Students subject to disciplinary action affecting their practice/game schedule will have limited participation in the subsequent game.

Middle School team options (subject to change):

Fall:

- Cross Country (boys and girls)
- Golf (boys and girls)
- Tennis (girls)
- Soccer (girls and boys)

Winter:

- Basketball (girls and boys)
- Swimming (girls and boys)

Spring:

- Lacrosse (girls)
- Baseball (boys)
- Tennis (boys)
- Softball (girls)
- Track and Field (girls and boys)

Participation is a privilege, and students must maintain good academic and disciplinary standing to participate.

## **Social Events/Dances**

Throughout the year 7<sup>th</sup> and 8<sup>th</sup> grade students will have opportunities to attend social events and dances at The Wellington School, Columbus School for Girls, and Columbus Academy (7-9:00 p.m.). Faculty chaperones will attend each dance.

Once a student arrives at a school function, they must remain at the event until it has concluded or until the student is picked-up by a parent. Any student who behaves in a manner which could cause harm to themselves, other students or property will be removed from the event. Any student who appears to be under the influence of any mind-altering substance will be taken aside to wait for a parent to come and get them. They will also face disciplinary action, as outlined in the Alcohol and Other Drugs (AOD) Policy section of the Student Policy Handbook. Students are expected to behave in an appropriate manner.

## **AFTER SCHOOL STRUCTURE**

### **Description**

Students in grades 5-8 are given the privilege of a supervised after school structure that provides safety and a relaxed time for those who need to stay at Wellington after the school day ends. Middle School Supervision hours are from 3:30 – 6 p.m.

### **Structure**

Aftercare

All students who remain after school will check in with Aftercare teachers at the end of the school day at a designated area. The students will begin Aftercare with a small snack and recess time. Afterwards, they will head to a classroom for supervision and light homework help. The cost of Aftercare is \$10 per day.

Students must sign-in by 3:30 p.m. to Middle School Supervision. They will be required to sign in and out each time they leave the area.

Parents who arrive after 6 p.m. to pick up their child will be assessed a \$15 fee for each 15-minute increment that they arrive late. Repeated late pick-ups may result in the student's suspension from Middle School Supervision.

## Discipline (After School)

### Parent Notification

- Disrespect or incivility to students or faculty (through inappropriate words or body language)
- Abuse or neglect of school property
- Failure to be under supervision
- Inappropriate use of social networking sites and/or games

After one or two warnings (dependent upon the severity of the misconduct), parents will be called to inform them of their child's infraction(s). The Dean of Middle School will be advised of the discipline issue as well as the parent notification.

### Suspension from Middle School Supervision

If a student continues to engage in inappropriate behavior after repeated warnings and discussion with parents, the Dean of Middle School, the Heads of Middle School (if deemed necessary), and the Aftercare Director will determine whether to suspend the student from Aftercare/Middle School Supervision.

## MIDDLE SCHOOL CONTACTS

### Attendance/Forms

Attendance Notifications, Forms, Planned Absences, etc.	Brenda Porter, <i>Middle School Admin. Assistant</i>	(614) 324-1659 porter@wellington.org
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### Curriculum

Teachers' email addresses are generally (lastname)@wellington.org. Email communications typically receive the timeliest response; however, if a response is not received within 24 hours, please contact Coheads of Middle School. If you are unsure of the email address, please contact Brenda Porter.

Scheduling	Cristen Geary, <i>Cohead for Academics</i>	(614) 754-4259 geary@wellington.org
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### Student Life

Disciplinary Concerns	<i>Middle School Dean of Students</i>	
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### Guidance

Student Support and Guidance	Emily Crema, <i>Counselor</i>	(614) 324.8895 crema@wellington.org
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### Inquiries

Student Progress, Student Concerns	Advisor	(lastname)@wellington.org
Specific Classroom Concern	Classroom Teacher	(lastname)@wellington.org
Broad Division Issues, Unresolved Concerns	Lissa Wade, <i>Cohead for Student Life</i>	(614) 884.4498 wade@wellington.org

## WELLINGTON COMMUNITY CONTACTS

### Athletics

Policy and Guidelines	Lindsey Smith, <i>Athletic Director</i>	(614) 324-1649 smith2@wellington.org
Schedules	Artie Taylor, <i>Assistant Athletic Director</i>	taylor@wellington.org
Specific Team	Athletic Coach	

### Business

Tuition and Billing	Vanessa Wolfe, <i>Accounts Receivable Manager</i>	(614) 324-1643 wolfe@wellington.org
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### Medical

Prescriptions, Communicable Diseases, etc.	Danielle Goldfarb, <i>School Nurse</i>	(614) 324-1661 goldfarb@wellington.org
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### Options

Summer Programming	Brian Pacifico, <i>Director of Summer Program</i>	pacifico@wellington.org
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### Technology

Technology Questions and Concerns		(614) 754-4239 technology@wellington.org
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### Transportation

Wellington Route	Willie Gage	(614) 884-4517 transportation@wellington.org
Local School Districts	(Please contact the local school district's transportation office.)	

### Uniforms

Hilliard	Educational Apparel	(614) 876-3030
Dublin	Schoolbelles	(614) 336-2040
Clintonville	School Closet & School Days	(614) 262-6016
Gahanna	School Closet & School Days	(614) 476-4104