

**The School District of Philadelphia  
General Louis Wagner Middle School  
1701 W. Cheltenham Avenue  
Philadelphia, PA 19126**

**Telephone Number 215.400.3560**

**Fax Number 215-400.3561**

**Student/Parent Handbook  
2022-2023 School Year**



**“Children have to be educated, but they also have to be left to educate themselves.” – Abbe Dimnet,  
Art of Thinking, 1928**

## **WELCOME TO THE GENERAL LOUIS WAGNER MIDDLE SCHOOL**

### **History**

Wagner Middle School was named after General Louis Wagner, who served his country during the Civil War. In 1863 Wagner took command of Camp William Penn, the first and largest Federal training facility for African-American soldiers. Not only was he an outstanding leader in the military, he also was an educator. He served as a member of the Board of Education. Louis Wagner was a compassionate man who took an active interest in the education of fatherless boys. We salute General Louis Wagner.

### **Welcome From The Principal**

We are pleased to issue the General Louis Wagner Middle School Handbook to all of our families. This handbook was developed to provide important information in regard to specific district and school rules and policies. We will work together as a community to assure our scholars are learning in an environment that is safe and nurturing in order to develop critical thinkers and lifelong learners.

If you have any questions or concerns, feel free to ask questions of teachers, staff and administration. We look forward to your engagement. A copy of this handbook will be available on the student and parent pages of our website: [wagner.philasd.org](http://wagner.philasd.org) and in the school's main office. Further, the school district's website [www.philasd.org](http://www.philasd.org) has a parent information portal that provides up to date District information.

You are encouraged to follow us on social media:

Twitter - @PHLWagnerMS

Instagram - @wagnerms1701

Looking forward to an excellent year.

Respectfully,

Principal Grier  
#JusticeAlways

### **Our Vision**

At Wagner, our vision is to create an environment that fosters the whole child's academic, social, and emotional well-being. Our community encourages and challenges our students to be self-confident, to develop resilience through support, and to become empathetic agents of change in their community and beyond.

### **Our Mission**

The mission of the Wagner Middle School is to provide a safe, nurturing, and academically stimulating learning environment where students are encouraged to be ambassadors of peace, justice and joy in pursuit of academic excellence. Standard-based instructional practices will equip students to lead, develop critical thinking skills, and be accountable for their decisions as lifelong learners. We will produce students that will gain and utilize strategies to cope with and challenge obstacles that may impact their daily lives as they become productive citizens in our evolving global economy.

### *Wagner Middle School Equity Imperative Statement*

Wagner Middle School is committed to creating a community of positive individuals that work together to recognize and affirm the diverse experiences and backgrounds that all students and stakeholders possess. We seek the fair and equitable support of each of our community members regardless of age, race, social identity, sexual orientation, religion or cultural background. We also hope to foster an open community where we understand the range of needs and learning styles that our students possess. We will continually strive to support staff in being trauma-informed and foster a mindset that encourages growth, inclusion and fairness.



## SCHOOL INFORMATION



Middle school students are at a critical stage in their lives. Middle school is a special time, but a challenging time for students as they begin the transition from childhood to adolescence. They are rapidly changing physically, mentally, socially and emotionally.

The middle school community must be unique. Wagner Middle School aims to provide students with an inspiring learning environment where all students are empowered to reach their potential. A dedicated faculty with high expectations who are focused on the academic and emotional needs of middle school learners by differentiating instruction are at the heart of our educational program.

### VISITORS AND VOLUNTEERS

The doors to the school are locked every day until 8:00 AM. If you need to enter the school, please use the doors by the main office on the Cheltenham Avenue side of the building. You will need to show your ID at the camera of the front door, after which you will check in with the front desk attendant and show valid state identification before proceeding to the main office. Please enter your name in the Visitors Sign-In Book and pick up a Visitor's Pass that must be carried at all times while in the building. **Please note if you do not have valid identification you will not be permitted in the building.**

**Student visitors are only permitted under special circumstances pre approved by a building administrator.**

Volunteers who provide direct services to students or may reasonably be expected to have unsupervised contact with students are considered "independent volunteers" and are required to submit the following three clearances:

1. Pennsylvania State Criminal Background Check (Act 34) - Online: <https://epatch.state.pa.us/Home.jsp>
2. Pennsylvania Child Abuse History Clearance from the PA Department of Child Welfare (Act 151)
3. FBI Fingerprinting - Information on volunteer procedures are available on the district website <http://www.ucfsd.org/clearances/index.html>

Information on volunteer procedures are available on the district website [www.philasd.org](http://www.philasd.org).



# Bell Schedule

Period	Time	Information
Advisory	7:30 am - 7:54 am	
1 <sup>st</sup>	7:56 am - 9:26 am	<p>Science &amp; Social Studies PREP  <b>Science &amp; Social Studies PLC Tuesday &amp; Thursday</b>  <b>(8:15 am - 9:00 am)</b></p>
2 <sup>nd</sup>	9:28 am - 10:58 am	<p>ELA PREP  <b>ELA PLC Tuesday &amp; Thursday</b>  <b>(9:45 am - 10:30 am)</b></p>
3 <sup>rd</sup> /4 <sup>th</sup>	11:00 am - 1:02 pm	<p>Students with Math Advisory Lunch            (11:00 am -11:30 am)</p> <p>Math PREP            (11:32 am - 1:02 pm)  <b>Math PLC Tuesday &amp; Thursday</b>  <b>(11:45 am - 12:30 pm)</b></p> <p>Students with ELA Advisory Lunch            (11:45 am -12:15 am)</p> <p>Science/Social Studies Advisory Lunch            (12:32 pm -1:02 pm)</p>
5 <sup>th</sup>	1:04 pm - 2:34 pm	<p>Expressive Arts PREP (teach complex needs twice a week)</p> <p>Complex Needs Teacher PREP</p>



2022-2023

Wagner Middle School  
Early Dismissal Schedule

Period	Time
Advisory Room	7:30am - 7:55am
1st	7:55am - 8:50am
2nd	8:50am - 9:45am
3rd/4th	9:45am - 10:40am
5th	10:40am - 11:34am

\* ALL students will have a walk through lunch.

2022-2023

Late Arrival Schedule  
(2 hour Delay)

Advisory Math Teachers

Sections: 163, 164, 270, 274, 383

Period	Time	Class
Advisory	9:30 am - 10:00 am	
1 <sup>st</sup>	10:00 am - 11:00 am	
2 <sup>nd</sup>	11:00 am - 12:00 pm	
3 <sup>rd</sup>	12:00 pm - 12:30 pm	Lunch
4 <sup>th</sup>	12:30 pm - 1:30 pm	Prep/Expressive Arts
5 <sup>th</sup>	1:30 pm - 2:34 pm	

**Advisory ELA Teachers  
Sections: 161, 162, 272, 381, 383**

Period	Time	Class
Advisory	9:30 am – 10:00 am	
1 <sup>st</sup>	10:00 am – 11:00 am	
2 <sup>nd</sup>	11:00 am – 12:00 pm	Prep/Expressive Arts
3 <sup>rd</sup>	12:00 pm – 12:30 pm	
4 <sup>th</sup>	12:30 pm – 1:00 pm	Lunch
3 <sup>rd</sup>	1:00 pm - 1:30 pm	
5 <sup>th</sup>	1:30 pm – 2:34 pm	

**Advisory Science & Social Studies Teachers  
Sections: 160, 271, 273, 380, 384**

Period	Time	Class
Advisory	9:30 am – 10:00 am	
1 <sup>st</sup>	10:00 am – 11:00 am	Prep/Expressive Arts
2 <sup>nd</sup>	11:00 am – 12:00 pm	
3 <sup>rd</sup>	12:00 pm – 1:00 pm	
4 <sup>th</sup>	1:00 pm – 1:30 pm	Lunch
5 <sup>th</sup>	1:30 pm – 2:34 pm	

**Complex Needs  
Sections: 166 & 322**

Period	Time	Class
Advisory	9:30 am – 10:45 am	
1 <sup>st</sup>	10:45 am – 11:35 am	
2 <sup>nd</sup>	11:35 am – 12:25 pm	
3 <sup>rd</sup>	12:25 pm – 12:55 pm	
4 <sup>th</sup>	12:55 pm – 1:35 pm	Lunch
5 <sup>th</sup>	1:45 pm – 2:34 pm	Prep/Expressive Arts

## **ATTENDANCE**

General Louis Wagner Middle School is in session from 7:30 AM to 2:34 PM. It is important that children come to school every day prepared to learn. Regular attendance is critical to academic success. Student attendance has become a high priority throughout the School District of Philadelphia. Each time that your child is absent from school, it is important that you send your son/daughter to school with a note explaining the reason for the absence.

Absence notes should be turned into the advisory teacher. When a note is received, the absence is coded appropriately. An unexcused absence is recorded whenever a child returns to school without a note from the parent/guardian or when the student's absence cannot be excused based on the reason stated in the letter. All absences of three (3) or more consecutive school days shall be supported by a physician's statement verifying the illness. Please be advised that a letter from the parent/guardian may not excuse all absences as determined by the School District of Philadelphia guidelines.

Good attendance is important for success in middle school. If a student is absent from school for any reason, a written excuse must be brought to school no later than three days after returning to classes; otherwise, the absence will be considered illegal/unexcused. An accumulation of three illegal absences may result in citations being filed with District Court. Excuses should be turned into the advisory teacher.

Students who acquire eight or more unexcused absences during the school year will be summoned to appear in Truancy Court. Students may also be summoned to appear in court for excessive lateness to school. Parents/guardians will be notified by mail and given a time and date to report to court with the student. Please be aware that a student's attendance records are forwarded to the new school if a child transfers during the school year.

It is important that our students are present in school everyday on time! We are here to support you and to provide your son and/or daughter with opportunities to be successful.

### **The SRC made the following changes to the Attendance Policy 204:**

"There are two substantive changes in the Attendance Policy. The first proposal is that if students arrive in school after 10:00 am without a note or leave before 1:00 pm without a note, they will be marked half a day unexcused absence. The half-day unexcused absences will accrue to full days. The trigger for a truancy referral remains ten (10) unexcused days. The second proposed change is that after



eight (8) cumulative absences for illness, the parent must secure a doctor's note for any future absences for illness.”

**The School District of Philadelphia specifies the following as valid reasons for absence from school:**

1. Illness.
2. Quarantine.
3. Recovery from an accident.
4. Required court attendance.
5. Death in the family.
6. Educational tours and trips, with prior approval.
7. Authorized school activities.
8. Excused Lateness or Dismissal

**Excused Tardy**

**Illness** – with a note from a parent or doctor. A doctor's note may be required.

**Appointments** – with a note from the office involved (i.e. dental or medical, legal or other professional appointment) or a parent.

In order to participate in any after school activity, the student must be in school with a written excuse by 11:00 AM.

**LATENESS POLICY**

Classroom instruction begins as soon as school starts so it is important for children to arrive on time. When a student is not able to arrive on time, the student must fill out a late slip, and then go to the classroom. Excessive lateness will result in disciplinary and/or truancy action. Any student arriving after the daily morning entrance into the building is considered late.

**EARLY DISMISSAL**

Parents/Guardians must come to the main lobby to pick students up for early dismissal, by 1:45pm. When picking up students, parents should enter the school office through the main entrance. Parents/ Guardians requesting early dismissals will be asked to provide photo ID, state the relationship to the student, give reason for dismissal, and give their signature. Children will be dismissed only to those listed on the emergency contact form.

Parents are asked **not** to schedule doctor and dental appointments during school hours whenever possible. All early dismissals will be recorded in the district's Attendance Monitoring System. **Habitual early dismissals adversely affect student learning and may affect student grades.**

Any child who leaves school prior to 10:00 a.m. will be charged with an entire day of absence. There will be no early dismissals prior to 10:00 a.m. or after 1:45 p.m. Notes will be required for doctor's visits. These may be brought to the school the next day. On scheduled early dismissal days there will be no early dismissal given, except for emergencies.

### **LEGAL CUSTODY**

Parents/Guardians are asked to inform the main office and the child's teacher when legal custody of a child resides with one parent. School personnel can only make decisions about the child (e.g., permission to pick up a child from school) based on official legal documents. It is important for the school to have a copy of the custody decree. Custodial parents/guardians likewise are asked to supply the school with copies of restraining orders.

### **RELEASE OF A CHILD**

A child will not be released to a parent/guardian who does not have physical custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. The court order/custodial agreement is placed in a confidential file.

### **Inclement Weather**

### **EMERGENCY CLOSINGS AND DISMISSALS**

*School Closings* will be officially announced on KYW-1060 AM and on the school district website.. The announcement will state that “All Philadelphia public schools are closed.” A specific school will be named only in the event that there is a problem at that school.

*Early dismissals and late arrivals* will be announced on KYW-1060 AM and on the school district website. Listen to this radio station for current information. Our school will also send a text alert via the Remind application.

Please discuss with your child the possibility of an emergency school closing. Your child should know the name, address, and telephone number of the person you have designated as the emergency contact. Please make sure the emergency contact lives as near to the school as possible. Keep all directory information current; home address, home phone number, work phone number, cell number, email address, and emergency contacts.

### **TWO-HOUR DELAYED OPENING PROCEDURES**

Please review the delayed opening procedures in the event of inclement weather or an emergency. It is important to remember the following:

- Student Arrival: 9:30 am
- Student Dismissal: 2:34 pm



### **FOOD SERVICES**

The middle school participates in the National School Breakfast and the National School Lunch Programs. Breakfast is available from 7:30 am – 7:50 am each school day. Bagels, cereal, breakfast bars, muffins, fruit and a variety of other breakfast items are available. Lunch is also available daily with a variety of entrée choices such as pizza, deli sandwiches, garden salads and chicken entrees. Students must take either a fruit or vegetable with their lunch to comply with the United States Department of Agriculture (USDA) guidelines. Menus are posted on the district website and posted in the school cafeteria. Due to COVID-19 restrictions, students should remain in designated cohorts to minimize transmission of infection and to facilitate accurate contact tracing. Strict use of seating charts is required.

### **HEALTH**

All parents/guardians will be required to conduct a daily Pre-Arrival Screening of their children at home, before their children leave for school, which involves taking

temperatures daily and monitoring for symptoms of COVID-19 listed on page 2. If *any* of the symptoms are present, the parent/guardian must keep the student at home and contact the school nurse for further instructions.

Parents/guardians, students, are required to conduct a daily self-screen at home before reporting to school or work. Students who exhibit COVID-like symptoms must not go to a school.

**Symptoms of a COVID-like illness**

- |                      |   |
|----------------------|---|
| Fever or chills      | Nausea or vomiting                          |
| Muscle or body aches | Diarrhea                                    |
| Headache             | New or persistent cough                     |
| Sore throat          | New loss of taste or smell                  |
| Nasal congestion     | Shortness of breath or difficulty breathing |
| Fatigue              |   |



Student Health Services have been developed in accordance with the School Laws of the Commonwealth of Pennsylvania to help all children as they develop physically, mentally, and emotionally. Please contact the school nurse anytime you have a question or concern.

**Ill or Injured Students** should report to the school nurse. Parents or emergency contacts will be called if it is necessary for a student to be excused from school or if treatment is needed. In the event of a severe illness or injury, emergency services will be called and the student will be transported to the nearest hospital.

**STUDENT WHO DEVELOPS SYMPTOMS WHILE AT SCHOOL**

**Flow Chart: [COVID-19 Testing of A Symptomatic Student](#)**

If a student develops symptoms of a Covid-19 illness while at school, the following will occur:

**Teacher's Role**

- Teacher will call the Health Room prior to sending the student and notify the nurse of the reason for the visit.
- Teacher will assign an adult to accompany the student to the Healthroom if age warrants accompaniment. Adult will present student to nurse and leave the healthroom.

**Nurse's Role**

- Based on the teacher's description, the nurse will determine the area of treatment; Healthroom or Medical Waiting Room.

- Students will be assessed in the Medical Waiting Room if they exhibit symptoms of COVID-9 illness
  - Nurse will perform prompt and appropriate assessment and documentation as per protocol.
- BinaxNOW Testing
- If student meets the criteria for COVID-19 testing as per protocol, and the student's family has consented to COVID-1 testing, the nurse will administer BinaxNOW test adhering to training provided by CHOP/SHS.
  - If a student tests positive,
    - Place student in Medical Waiting Room if testing performed elsewhere
    - Notify the building administrator and Student Health Services.
    - School Nurse will notify [covid.schools@phila.gov](mailto:covid.schools@phila.gov) via email and cc nurse coordinator at [studenthealth@philasd.org](mailto:studenthealth@philasd.org).
    - Letters will be distributed by school administration to school staff and families as per PDPH guidance.
    - The positive student will not be allowed to ride school district transportation home, they must be picked up by the parent or guardian.
  - Nurse will notify parent/guardian to pick up student
  - Student will be escorted to designated entrance to meet parent/guardian
  - Student may not take school transportation home
  - Parents/guardians will be given instructions for further care dependent on the results of COVID-19 testing If a student receives transportation services, the office of transportation will be notified of the student's absence from school.

**These symptoms indicate that a student should not attend school:**

- Fever in the last 24 hours (100 degrees or above)
- Vomiting in the last 24 hours
- Diarrhea in the last 24 hours
- Red or draining eye/eyes
- Persistent coughing

**Documentation** from a healthcare provider should be given to the school nurse following illnesses or injuries causing limitations to physical activities.

**Screenings** for vision, hearing and growth are completed throughout the school year and anytime on request. Sixth and seventh graders are screened for scoliosis, and seventh graders receive hearing screenings. Referrals are sent home when any possible problem is found.

**Physical and Dental Exams** are required in grades as explained below and forms are available in all schools or downloaded from the school district website. After completion, the examination forms must be submitted to the school nurse.

- A physical examination is required for all **sixth graders** and **all students new to Pennsylvania schools**. This exam can be completed by your private health care provider.
- Pennsylvania requires a dental examination for all **seventh graders** and **all students new to Pennsylvania schools**. This exam can be completed by your family dentist.



**Immunization requirements** must be met for children to attend school. Please provide updates to the school nurse's office whenever your child receives a new immunization. Exceptions can be made for certain medical or religious reasons. Written requests for exceptions must be on file in the nurse's office. State legislation makes it mandatory for children attending school to have the following immunizations:

- Diphtheria – 4 doses
- Tetanus – 4 doses
- Polio – 3 doses
- Rubella – 1 doses
- Measles – 2 doses
- Mumps – 2 doses
- Hepatitis B – 3 doses properly spaced
- Varicella (Chicken pox) – 2 doses or history of disease



Children attending 7<sup>th</sup> grade need these additional immunizations: Tetanus, diphtheria, acellular pertussis (Tdap) – 1 dose if five years have elapsed since last tetanus

Meningococcal conjugate vaccine (MCV) – 1 dose

**Medications** may not be carried in school and must be stored in the nurse's office. Exceptions: Epipens and inhalers are considered emergency medications and may be carried if a physician's written request is on file in the nurse's office. **Non-prescription medication and prescription** should be in the original container accompanied by written parent permission and physician permission. **Acetaminophen is the only medication that does not require physician permission.** A parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications to the school. No more than a 30-school day supply for any one medication should be stored at school.

**Field trip medications** should be supplied from home in the original container and carried by the trip chaperone or nurse. When a nurse is not on a trip, medication will be self-administered under supervision of a chaperone.

## **ACADEMICS**

### **GRADING SYSTEM**

Each marking period grade will be reported as a percentage. Year-end grades will be calculated based on percentages. Year-end grades will be reported on the report card as a letter grade. Pluses (+) and minuses (-) will be used to indicate the student's standing within each letter grade range.

Achievement standards for grades 6 – 8:

100-90 = A

89-80 = B

79-70 = C

69-60 = D

59-50 = F

### **REPORT CARDS**

The report card is a way of documenting student progress throughout the school year. Report cards provide marks for all of the major subject areas, specialty areas, behavior, and effort, as well as an attendance report. Parents will have access to report cards each marking period via the parent portal. The final report card is sent home with students on the last day of school in June. You can access the parent portal using the link below.

<https://www.philasd.org/face/fr/parent-and-family-portal/>

### **Parent-Teacher Conferences**

Communication among parents/guardians, teachers, and school personnel is essential to a successful educational program. Conferences are of prime importance in sharing information about a child's progress during the school year. They provide opportunities for the exchange of information between parents/guardians, and the child's teacher regarding academic and emotional growth.

Presently, Report Card Conferences will be held in person at Wagne.. If the SDP/Wagner experiences heavy schoolwide absenteeism to COVID-19, report card conferences will be held virtually, involving the parents/guardians and teacher, held at the end of the first, second, and third marking periods, at which time report cards will be accessible via the parent portal. These conferences are usually conducted for 10 minutes via Zoom, or Google Meet. If a longer conference is needed to address particular issues, a separate appointment should be made with the teacher.

In addition to the regularly scheduled conferences, a parent/guardian may arrange a virtual conference at any time during the school year. Virtual appointments can be made either by sending a note to the teacher, email or leaving a phone message for the teacher. The teacher will return the call so that a mutually convenient time can be arranged.

## **COMMUNICATION**

Every month starting in September the school calendar is sent home with every student. It contains news about Wagner school events, school closures, and other important information. Please look for this calendar each month. Occasionally, additional flyers will be sent home to remind families of special events.

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### **COMMUNICATION WITH TEACHERS**

*To contact a teacher, you may:*

- Email your child's teacher on his/her school district email (preferred).
- Send a note with your child asking the teacher to write to you or call you. Tell the teacher when you will be available at work or home.
- Send a note with your child asking the teacher for an appointment. Specify the times when you can meet – before school, during the day, etc.
- Ask the school secretary to leave a note in the teacher's mailbox. Teachers will not be called to the phone during class time.

### **Communication With The Principal/Assistant Principals**

***Administration has an open door policy and is always willing to meet with you to discuss your concerns. There is an effective procedural chain that is followed where the adult closest to the concern supports to the best of their ability. Once they have exhausted their capabilities, ALL adults at Wagner stand ready to serve.***

***In an effort to make certain that concerns are given to the appropriate party and followed through in a timely manner, parents will be asked to complete a "Parent Concern" form prior to being seen by the principal.***

*To contact the principal, you may:*

- Send a note with your child asking the principal to call you. Tell the principal when you will be available at work or home.
- Stop at the front desk and complete a parent concern form. If the principal is available, she will see you upon completing the parent concern form.



- Call the school office and leave a message with the secretary. Please specify the purpose of your call.



***At Back to School Night***, the teachers will share how they would like you to communicate with them. Our teachers welcome parent interest in their child's education and are responsive to your questions and concerns.

***Academic interim reports*** are distributed 4 to 6 weeks before a report card is issued. All children in danger of failing will get a report. Behavioral interim reports may be issued at any time.

### **HONOR ROLL**



Each marking period students who attain the following grade point averages are eligible for the honor roll: Distinguished Honor straight A; High Honors A and B;

### **PERFECT ATTENDANCE**

A student must have **no** absences, **no** disciplinary exclusions, **no more than two** excused lateness and **no** unexcused lateness per school year to qualify for perfect attendance. Students attending "Take Your Child to Work" will be granted an exception as long as the school has prior notification.

### **STUDENT COUNCIL**



Student Council elections are held in November each school year. Offices for Student Council are President, Vice President, Treasurer, Public Relations and Secretary. Eighth graders may run for all offices, while seventh and sixth graders may be members. Student Council sponsors Wagner Cares activities, which includes a breast cancer walk, can food drives, toys for tots and various other community service events.

### **MISCELLANEOUS**

## **TEXTBOOKS AND MATERIALS**

Students will be assigned textbook. Textbooks will be issued by code numbers. Lost textbooks or books damaged beyond normal usage will be the financial responsibility of the student's family. It is not wise to loan texts to other students. A book contract will be issued for record keeping. Students are expected to always have the appropriate text and notebook in class.

This year, students will be given the supplies needed to remove some "barriers" to learning. The supplies include: pens, pencils, notebooks, highlighters, and folders for core subjects (4).



## **TECHNOLOGY AT WAGNER MIDDLE SCHOOL**

Every student at Wagner Middle School will have their own SDP-issued Chromebook. Chromebooks are to be taken home and returned to school daily to be prepared for learning. **ANY** damage or loss must be reported to the advisory teacher immediately.

## **LOCKERS**

Students are assigned an advisory locker and lock at the beginning of the school year. Lockers are to be kept clean at all times. For personal safety and school security all lockers must remain locked when not in use, and combinations **must not** be shared with other students. If a student brings a combination lock from home, the combination **must** be registered with the office.

School lockers and desks are property lent to students for their convenience and remain school property. School authorities may search a student's locker or desk without prior warning in seeking contraband because, standing in "loco parentis," school authorities are charged with the safety of all students under their care and supervision. Any illegal materials found will be seized and such materials may be used as evidence in disciplinary, juvenile, or criminal proceedings. Also, students are not to place stickers in or on lockers. Students may use lockers at the beginning and end of each day.



## **LOST AND FOUND**

The "Lost and Found" is located in each Dean's office, which are rooms 223, 225 and 314. Toward the end of each marking period, reminder announcements will be shared with students leading up to the last day of the quarter. Articles of clothing remaining after the marking period ends will be given to organizations that provide clothing to those in need.

### **CELL PHONES**



Unless a student has permission from a staff member, **cell phones are to be OFF and AWAY during instructional time, no exceptions.** They should **NOT** be used and should be turned **OFF** during instructional hours and stored in the student's locker or bookbag. Students can use their phones at lunch. Text messaging is not allowed during instructional hours.

**\*\*This policy also applies to iPods, iPads, \*\***

**\*\*MP3 players, personal laptop computers, etc\*\***

**In any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with the situation by using a school telephone.**

## DRESS AND GROOMING GUIDELINES



Clothing is to be worn appropriately and in the manner for which it was designed. Students are responsible for dressing appropriately at all times while at Wagner Middle School or while involved in a school or district sponsored event/activity. Students must wear a Wagner School shirt (spirit wear) or a light blue collar shirt, and bottoms that are at the waist and free of rips, tears, or holes.

### SECTION I - TOPS

The proper uniform top is a light blue Wagner polo shirt purchased from the school for \$15.00. Wagner t-shirts are available for 12.00. The following items are unacceptable:

- Hooded tops or hooded sweatshirts
- Muscle shirts
- Spaghetti strap/halter/mesh tops
- Tank tops
- See-through blouses or shirts
- Tube tops or crop tops

Tops should completely cover undergarments. Any top that is skin-tight, or allows the midriff, cleavage, undergarments, or bare back to be exposed is **not permitted**.

### SECTION II - PANTS, SHORTS, SKIRTS, SKORTS

Students are allowed to wear **navy blue or black bottoms**. Please adhere to the guidelines below:

- Pants, shorts, skirts and skorts must be secured and worn no lower than the hip (at waist level).
- Clothing with rips, tears, holes, low riding, or sag style is **not permitted**.
- Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor, to a point of being unsafe.
- Pajama or loungewear is not permitted.
- Bottoms that you can see-through.
- Tear-away pants, boxer shorts worn as outerwear are not permitted.
- All shorts, skirts, skorts, and slits in skirts must be knee length.

### SECTION III - OFFENSIVE DRESS

- Clothing, patches, buttons, pins, jewelry, backpacks are not permitted if they: Have sexually suggestive writing/pictures; advocate violence or gang affiliation, advertise or promote the use of tobacco, alcohol, or drugs; have double meaning wording or obscene language/gestures, disrespectful, prejudicial, or satanic in nature.

- A tattoo must be covered if it: has sexually suggestive writing/pictures, advocates violence or gang affiliation.; advertises or promotes the use of tobacco, alcohol or drugs disrespectful, prejudicial, or satanic in nature.

#### **SECTION IV – FOOTWEAR**

- Appropriate footwear must be worn at all times.
- Any shoe that poses a safety hazard is not permitted
  - Flip flops
  - Crocs without the ankle strap
  - Slides
  - Furry slippers or slides
  - Regular slippers
  - Mules (shoes without a back)
- Shoes with laces must be tied.
- Students are permitted to wear closed toe sandals that strap around the ankle.

#### **SECTION V – JEWELRY**

Spiked jewelry, chains, or any jewelry that could cause injury or constitute a hazard are not permitted.

#### **SECTION VI – HEADWEAR**

Not permitted:

- Hats
- Caps
- Visors
- Bonnets/scarves
- Durags/wave caps
- Hoods

**All staff will support students in their adherence to Wagner’s uniform policy, and support students in rectifying any issues around maintaining the school uniform.**

**The Administration will give consideration to the appropriateness of the above for “Spirit Days”, special events and dress your way days.**



## **STUDENT CODE OF CONDUCT**

The School District of Philadelphia Student Code of Conduct can be found on the school district web site at [www.philasd.org](http://www.philasd.org)

### **SCHOOL RULES**

The following school-wide rules are supported by the School District's Code of Student Conduct:



1. Wearing hats, scarves, sweatbands, and hoods are prohibited in school.
2. Offensive language causes problems and is disrespectful. Profanity will not be tolerated.
3. Students must obtain a hall pass before leaving a room during class time.
4. Students must arrive to school, and class on time each day. (Students have 3 minutes to get to class).
5. Students are not permitted to smoke in the building or on school property.

### **Consequences**

The following consequences may be imposed for non-compliance:

1. Warning (and/or confiscation of equipment)
2. Conference with student to redirect behavior
3. Conference with parent
4. Detention
5. Suspension

### **WEAPONS POLICY**

No weapons of any type are permitted on school grounds or on the bus. This rule includes all types of firearms, explosives, knives (including penknives), martial arts equipment, and any other item that could be classified as a weapon, including any toy replicas. Furthermore, no object may be used to intimidate or threaten other students. Students who violate this rule will be subject to disciplinary action and police arrest.

### **BULLYING/CYBERBULLYING**

Bullying can be exhibited by an intentional physical, psychological, verbal, nonverbal, written, or electronic act or series of acts directed at another student or students which occurs in and/or outside the school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education.

- Creation of a threatening and hostile learning environment.
- Substantial disruption of the orderly operation of school.

Bullying is characterized by the following three (3) criteria:

- It is intentional or deliberate, aggressive behavior or harm doing, and...
- It is carried out repeatedly over time, and..
- It occurs within an interpersonal relationship where there is an imbalance of power.

**Bullying should always be reported to an adult. All allegations of bullying will be investigated and acted upon.**

[248. HARASSMENT AND DISCRIMINATION OF STUDENTS](#)  
[Administrative Procedures for Bullying/Cyberbullying](#)

**Note: Suspension is an automatic consequence for continued misbehavior and all Level II behaviors.**

## Know the Rules



Wagner Middle School's educational experience by participating in the SAC and its activities. There are many wonderful programs for the enrichment of our children.

**School Advisory Councils are charged with responsibility to:**

- Review and approve school Budget and school Action Plan
- Provide input on discretionary spending
- Review and approve school-based policies, including policies governing school safety and discipline, truancy, extracurricular activities, ESL supports, and other
- Review and inform hiring/creation of new positions



- Act as a catalyst to develop a culture of community support and involvement in decision-making for school-based policy
- Play an active role in supporting and promoting the programs and initiatives they approved
- Examine data on the effectiveness of school-based programs and services and periodically review and revise Action Plan strategies and recommendations to ensure continued progress towards reaching school goals.
- Complete Quarterly Reports reflecting the above findings and recommendations

**Additionally, members of every School Advisory Council will be responsible for:**

- Holding regular meetings
- Creating a schedule of meetings for the year and making it available to all stakeholders
- Making sure an agenda for the following meeting is approved at the end of each meeting and shared with designated school staff and the principal the following day
- Maintaining active, two-way communication with stakeholders
- Holding at least 2 community meetings each year to get information out to parents, students, and community members about what is going on at the school, and to get feedback from those stakeholders
- Working with community partners, parents, and school staff to disseminate information on the work of the SAC and solicit input from stakeholders

**Joint Responsibility of the SAC and the Principal:**

- Creating a collaborative, inclusive, and transparent process to inform school-level decisions, including the adoption of the school Action Plan and Budget, and collaborating to address urgent school issues (e.g., truancy, bullying, improving student achievement)
- Fostering a cooperative and collaborative environment at the school
- Rallying parent, staff, student, and community support around school priorities
- Organizing and conducting SAC elections
- Responsibility for Supporting the Work of the SAC
- Each building administrator is responsible for providing the following supports to the School Advisory Council:
- Assistance with parent and student recruitment
- Assistance with disseminating information about the meetings as well as the decisions and initiatives of the SAC
- Providing space where SAC members can meet and work as needed
- Providing access to equipment (computer, copier, etc.)
- Informing SAC about funding, mandates, current metrics, problems, and conditions at the school





- Providing regular updates on the performance of current programs and initiatives
- Providing ongoing support and technical assistance
- Supporting community meetings (opening the building after hours if needed, providing space and personnel as needed)

**Supports from the School District of Philadelphia:**

- Ongoing professional development
- Technical support and other support and assistance as requested.