



**Westlake  
Middle School**

***Principal***  
**Adam Bronstein, Ed.D.**

***Assistant Principal***  
**Christine Parrottino**

***Guidance Team***  
*Mrs. Ilardi, Mr. Keogh*

***Nurse***  
*Mrs. McCarrick, R.N.*  
*Mrs. Feldman, R.N.*

***School Psychologist***  
*Mrs. Sullivan*

***Social Worker***  
*Mrs. Iodice*

***D.A.R.E. (Drug Abuse Resistance Education)***  
*Detective Greenberg, Detective Valentino*  
[www.mppddare.com](http://www.mppddare.com)

**Office Phone Numbers**

Main Office	914-769-8540
Fax	914-769-8550
Nurse/Health Office	914-769-8540 ext. 2700
Guidance	914-769-8540
School Psychologist	914-769-8540 ext. 2640

**Westlake Middle School Website: [wms.mtplcsd.org](http://wms.mtplcsd.org)**

**Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Homeroom:** \_\_\_\_\_

**Locker Number:** \_\_\_\_\_

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**WESTLAKE MIDDLE SCHOOL**  
MT. PLEASANT CENTRAL SCHOOL DISTRICT  
"Committed to Excellence"

Dr. Adam Bronstein, Principal  
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Thornwood, NY 10594  
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Christine Parrottino, Assistant Principal  
Phone: (914) 769-8540  
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September 2016

Dear Westlake Middle School Parent (Guardian):

Following is a copy of the Westlake Middle School Code of Conduct. It is the result of extensive discussions among parents, staff, administrators and students. The Code of Conduct is based on three fundamental concepts – ***be responsible, be respectful and be safe***. These three principles foster an environment that is conducive to learning, teaching, and personal growth.

Please read the Code of Conduct and review and discuss it with your child. Then both you and your child should sign and return this letter to your child's homeroom teacher by **September 16th**. Your signature conveys a strong message to your child that at Westlake Middle School we are all partners in the Westlake Middle School community and that you understand the standards set forth in the Code of Conduct.

Sincerely,



Dr. Adam Bronstein  
Principal



Christine Parrottino  
Assistant Principal

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**CODE OF CONDUCT SIGNED AGREEMENT**

We have read the Code of Conduct, including the Anti-Bullying and extracurricular Eligibility Procedures, and agree to abide by the rules included within. Please sign and return to your child's homeroom teacher by September 16, 2016.

\_\_\_\_\_  
Student's Name (Print)

\_\_\_\_\_  
Parents' (Guardians') Names (Print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parents' (Guardians') Signatures

Date \_\_\_\_\_

# **WESTLAKE MIDDLE SCHOOL CODE OF CONDUCT**

## **“Be Responsible-Be Respectful-Be Safe”**

Our goal at Westlake Middle School is to enable students to become life-long learners, responsible decision-makers, and capable, contributing citizens. To achieve this goal, students need a safe, orderly, and inviting school environment in which teachers can teach and students can learn. The Westlake Middle School Code of Conduct ensures such an environment by fostering a climate of mutual respect, concern for others, and responsible conduct.

The Westlake Middle School community includes students, teachers, support staff, administrators and parents. While we all need to be committed to strengthening the sense of community at Westlake Middle School, each partner has his/her own responsibilities to fulfill.

**STUDENTS** are expected to:

- Exercise respect and tolerance in dealing with others at all times
- Assume responsibility for their behavior and actions
- Be honest
- Accept consequences maturely
- Strengthen the sense of community at Westlake Middle School
- Support peers who are excluded or being bullied

**TEACHERS AND STAFF** are expected to:

- Exercise respect and tolerance in dealing with others at all times
- Promote the spirit of the Westlake Middle School Code of Conduct by acting as role models
- Demonstrate professionalism when interacting with students, parents, and colleagues
- Support one another in upholding the Westlake Middle School Code of Conduct
- Strengthen the sense of community at Westlake Middle School

**ADMINISTRATORS** are expected to:

- Exercise respect and tolerance in dealing with others at all times
- Promote a spirit of shared responsibility in establishing a positive school climate
- Communicate the Westlake Middle School Code of Conduct to students, parents, teachers and support staff
- Support and encourage all community members in the implementation of the Westlake Middle School Code of Conduct
- Enforce as appropriate the consequences outlined in the Westlake Middle School Code of Conduct
- Strengthen the sense of community at Westlake Middle School

**PARENTS** are expected to:

- Exercise respect and tolerance in dealing with others at all times
- Accept responsibility for their child’s behavior and learning
- Encourage regular and prompt attendance at school
- Model respect and courtesy toward all school personnel
- Understand and support the Westlake Middle School Code of Conduct
- Strengthen the sense of community at Westlake Middle School

## **RESPONSIBILITIES**

Members of the Westlake community -- i.e. students, teachers, administrators, parents, cafeteria workers, aides, custodians, field trip chaperones, secretaries, bus drivers -- come to the Westlake campus with the expectation that they will be in a safe environment. Students attend school so that they may develop to their fullest potential. With this in mind, we all have the responsibility to maintain that expectation by:

- Using appropriate language and avoiding racial, ethnic or religious slurs, or any language which might be offensive. This includes harassment, cruel or prolonged teasing, sexual references or contact;
- Attend school on time, be in class on time and be prepared to learn every day unless they are legally excused;
- Proceeding in the hallways and classrooms and on outside grounds in a safe and appropriate manner;
- Being courteous and respectful to one another, including displaying affection towards other students in an appropriate manner, as well as to all members of the school community;
- Treating personal and school property, as well as equipment, with respect;
- Pursuing studies honestly and without interfering with the learning of others;
- Following all local, state and federal laws;
- Keeping the Westlake complex free of drugs, alcohol, tobacco products, weapons (including but not limited to, knives of any kind, BB, pellet or paint guns), firecrackers, matches, lighters, explosives or any other item which could endanger the safety of others;
- Be familiar with and abide by all District policies, rules and regulations dealing with student conduct;
- Work to develop ways to control their anger;
- Ask questions when they do not understand;
- Seek help in solving problems that you are having difficulty with;
- Adhere to the district established student dress code for school and school functions;
- Contribute to maintaining a safe and orderly school environment that is conducive to learning and show respect to other persons and to property;
- Work to the best of our ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;
- React to direction given by teachers, administrators and other school staff in a respectful, positive manner;
- Accept responsibility for our actions;
- Complete class assignments and other school responsibilities by established deadlines;
- Conduct ourselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor and sportsmanship;
- Recognize that teachers assume the role of surrogate parents in matters of behavior and discipline when at school, as well as during any school-sponsored activities.

## **WESTLAKE MIDDLE SCHOOL EXTRACURRICULAR ELIGIBILITY PROCEDURE**

The academic success of all students is a primary goal of the Mount Pleasant Central School District. Extracurricular activities should provide an incentive for students to meet academic requirements. Each teacher, administrator, counselor, and coach has the responsibility to convey to each student the importance of academics and proper behavior in school.

Any student who participates in an extracurricular activity must maintain the established eligibility standards of Westlake Middle School. An extracurricular activity is defined as athletic teams, clubs, performances, and class trips.

The eligibility procedure includes three separate areas: **ACADEMICS, BEHAVIOR, and ATTENDANCE**. Eligibility is earned by compliance with the standards and requirements of each school subject. Non-compliance with the standards and requirements in an area is grounds to declare a student ineligible to participate in any extracurricular activity at Westlake Middle School. Eligibility appeals may be referred in writing to the Westlake Middle School administration.

### **ACADEMIC ELIGIBILITY STANDARD**

If a student receives two grade scores of 65% or lower on their report card or is in danger of failing two or more classes at the mid-point of the quarter, that student will be placed on academic probation. If significant academic improvement has not been achieved as demonstrated in an assessment (not to include extra-credit), the student will become ineligible for any extracurricular activity for the remainder of that marking period or until the mid-point of the next quarter. If significant academic improvement is made to the satisfaction of the instructor via assessment, the student will be removed from academic probation. The students must also maintain satisfactory academic standing in their remaining classes. If in three or more classes, a student's average falls below 65% or is noted to be in danger of failing, at the mid-point of the quarter, the student will be deemed academically ineligible. In such a case a student will not be allowed to participate in any extracurricular activities for the duration of the marking period or until the mid-point of the next quarter.

### **BEHAVIOR ELIGIBILITY STANDARD**

Students who receive a Discipline Referral may become ineligible to participate in any extracurricular activity for the duration of that marking period. At the onset of a new marking period, students may regain eligibility to participate in all extracurricular activities.

### **ATTENDANCE STANDARD**

Students must be in attendance in school for 7 out of the 9 periods to participate in any extracurricular activity for that day. Only documented excuses will be accepted. This procedure has been designed in accordance with the Westlake code of conduct and mission statement to ensure success for all students.

### **DIGNITY FOR ALL STUDENTS ACT**

New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. The Dignity Act also amends existing New York State Education Law regarding instruction in civility, citizenship, and character education by expanding the concepts of tolerance, respect for others and dignity to include: an awareness and sensitivity in the relations of

people, including but not limited to, different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity, and sexes. The Dignity Act was signed into law on September 13, 2010 and takes effect on July 1, 2012. For more information on The Dignity Act please go to:

<http://www.p12.nysed.gov/dignityact/>

(Refer to Board of Education Policy Number 7545)

## BULLYING

For purposes of this Code of Conduct, the term "bullying" among students is defined, in general, as a variety of negative acts carried out repeatedly over time. Bullying involves a real or perceived imbalance of power, with a seemingly more powerful student or group attacking a seemingly less powerful student or group. Bullying can take several forms such as verbal, psychological, physical or electronic. Any acts of bullying are against the School and/or District Code of Conduct and will be subject to appropriate disciplinary action. Each area of bullying is outlined below:

### Verbal

- Mocking, name calling or taunting
- Malicious teasing about appearance, clothing, personal possessions, etc.
- Verbal threats of aggression and/or violence

### Psychological

- Gossiping, embarrassing someone or spreading rumors
- Excluding from group or social rejection
- Manipulating social relationships
- Intimidation

### Physical

- Any physical contact, such as hitting, kicking, pushing, shoving, spitting, tripping, etc.
- Defacing, kicking or stealing personal property
- Demeaning or humiliating acts such as de-panting, placing signs on someone, etc.

### Cyber Bullying

- Inappropriate use of e-mail, text messaging, social media, etc., which interferes and/or infringes on the general health, safety or welfare of another student.

(Refer to Board of Education Policy Number 7552)

## *BYSTANDERS*

Bystanders engage in misconduct when they do not initiate or directly participate in prohibited conduct; but rather by their action and/or inaction they allow damage or injury which could have been prevented and/or encourage prohibited conduct. Students who are found to be wrongful bystanders may be subject to discipline.

## *REPORTING OF VIOLATIONS*

All students are expected to promptly report violations of the Mount Pleasant Central School District's Code of Conduct to a teacher, school counselor, school staff or building administration.



## **DETENTION**

Detentions take place in school during a student's lunch/recess period. They may be assigned by a teacher or an administrator. Parents will be notified when a detention is assigned.

## **DISCIPLINE PROCEDURES/CONSEQUENCES**

We fully expect that all members of the Westlake School Community will assume the responsibility to respect people, property, and school rules. Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than later violations. The repeating of a violation may lead to more serious discipline. In determining the appropriate disciplinary action, school staff authorized to impose disciplinary penalties will consider the following:

- The student's age and grade;
- The type of violation and the circumstances which led to the violation;
- The student's prior disciplinary record;
- The effectiveness of other forms of discipline;
- Information from parents, teachers and/or others, as appropriate;
- Other extenuating circumstances.

Consequences can include, but are not limited to, warnings, parental contacts, apologies, detentions, restitution, denial of bus privileges, removal from extracurricular activities and/or field trips, suspensions and a Superintendent's hearing. If any member of this community becomes the victim of or is witness to disturbing, inappropriate behavior, that behavior should be discussed with an appropriate member of the school staff (i.e. teacher, counselor or administrator).

## **WRITTEN REFERRAL**

Inappropriate behavior often results in a teacher or staff member writing a Discipline Referral which is sent to the principal or assistant principal for disciplinary action. Copies of the referral are mailed home and placed in the student's guidance folder. An accumulation of referrals will result in more severe disciplinary action and may cause a student to be suspended from special trips, school events and activities.

## **SUSPENSION**

Students on in-school suspension are carefully supervised and are expected to complete all class assignments that day. Students on out-of-school suspension are the responsibility of their parents during the suspension time period. Students are responsible for all class work and/or homework assigned during the period of suspension. While on out-of-school suspension, students are not permitted on school property and may not participate in extracurricular activities. (Refer to Board of Education Policy Number 7313).

Students whose conduct threatens the health, safety and welfare of others will be suspended from school and school related activities. In addition, students with serious or repeated incidences of misconduct will not be permitted to participate in field trips and other special school activities.

## **SUPERINTENDENT'S HEARING**

A Superintendent's hearing may result when other methods of discipline have failed to bring about the desired change in a student's behavior. A hearing is guaranteed under Education Law and

governed by guidelines, which are available through the Superintendent's office and the State Education Department.

\* \* \* \* \*

The following actions are subject to disciplinary consequences:

- Leaving campus without permission. Westlake Middle School is a closed campus. Students are expected to be in the location specified on their schedules
- Tampering with equipment, interfering with, or inappropriately using electronic equipment, records and/or materials
- Improper use of computer hardware, software, and services
- Improper use of electronic devices including cell phones
- Physical or verbal threats
- Insubordination (refusing a reasonable request of an adult) that interferes with the health and safety of students or others and/or disrupts the educational process
- Unexcused lateness and/or absences from school
- Cheating and plagiarism:
  - ❖ Plagiarism, academic dishonesty or cheating is not tolerated. Students are encouraged to be collaborative when working on group projects or assignments. However, whenever students engage in research of any kind and include that research in their written papers and projects or oral presentations, they must cite the source(s). When completing regular class work or homework assignments, it is expected that the work the student submits is his or her own.

The community must be aware that the following actions are illegal and therefore subject to the most severe disciplinary consequences:

- Harassment -- Westlake Middle School does not tolerate harassment in any form. A student who has a concern about a harassment incident should see a counselor immediately (Refer to Board of Education Policy Number 3420).
  - Sexual harassment includes sexual remarks or behaviors, which are uninvited, unwelcome, or unpleasant to others. An act of discrimination based on race, color, gender, religion, national origin or disability should be reported to a counselor immediately (Refer to Board of Education Policy Number 7551).
  - Selling, passing, using or possessing alcohol, drugs, tobacco, or other controlled substances or drug paraphernalia on school property. An administrator will notify the parent/guardian, contact the police; the Westlake Middle School Crisis Team will determine the need for a referral to a community agency.
  - Selling, using or possessing dangerous materials or instruments including weapons, fireworks, lighters and/or matches
  - Violent behavior/activity which endangers the health/safety of students on school property
  - Smoking
  - Theft and vandalism
  - Arson, bomb scares, false alarms
-

# MISSION STATEMENT

At Westlake Middle School, we are committed to engage and develop independent, inquisitive, tenacious and open-minded students who think critically, perform innovatively and act ethically in our local and global community.

## My Daily Schedule: 2016 - 2017

7:30 a.m. Warning Bell

Homeroom: 7:35 a.m. - 7:45 a.m. (10 min.)

Period 1: 7:45 a.m. - 8:25 a.m. (40 min.)

Period 2: 8:29 a.m. - 9:10 a.m. (40 min.)

Period 3: 9:14 a.m. - 9:54 a.m. (40 min.)

Period 4: 9:58 a.m. - 10:38 a.m. (40 min.)

Period 5: 10:42 a.m. - 11:22 p.m. (40 min.) Lunch - Grade 8

Period 6: 11:26 p.m. - 12:06 p.m. (40 min.) Lunch - Grade 6

Period 7: 12:10 p.m. - 12:50 p.m. (40 min.) Lunch - Grade 7

Period 8: 12:54 p.m. - 1:34 p.m. (40 min.)

Period 9: 1:38 p.m. - 2:18 p.m. (40 min.)

### ACADEMIC PROGRESS

Any major assignment in which your grade falls below a 65, will be followed by a parent communication. Your parents will also be contacted on a regular basis regarding missing assignments, homework or significant changes in performance.

Within 10 school days following the Mid-Point of the marking period, teachers will notify your parents (and the school counselor, to determine eligibility) if your running average is below a 65 or if your average has fallen 10 or more points since the final average at the end of the previous marking period (i.e. 93 to 80).

### ADVISORY PERIOD

To support a student's sense of belonging and "connectedness" to our middle school, an advisory period is built into our schedule. During this period, students will meet in small groups with a teacher or staff member to discuss community and other important middle school topics. Advisory groups will meet 1-2 times a month, as the calendar allows.

## **ATTENDANCE**

### *ARRIVAL AND DISMISSAL*

The school day begins with Homeroom at 7:35 a.m. For those students who do not ride the bus:

#### **Arrival**

7:15-7:30 am-drop off at the rear bus circle

7:30 am or later-students must enter through the main entrance of the middle school

#### **Dismissal**

2:18 pm-pick up at the rear bus circle

Westlake Middle School is a closed campus, which means that once on campus you may not leave the grounds during school hours without permission. To obtain this permission a parent or guardian must come to the greeter's desk in the front lobby and sign you out. You will be called to the greeter's desk at this time.

### *TARDINESS TO SCHOOL/CLASS*

Success in school begins with consistent attendance and punctual arrival to school and to class. If you arrive late to school, you are required to enter through the middle school front entrance and report to the greeter's desk for a late pass. Excessive tardiness will result in a letter from the school and a meeting with guidance and administration.

### *ABSENCE FROM SCHOOL*

Any request for a student to be absent must be communicated by a parent to the attendance officer at extension 1507. The reason and specific date and time should be stated. Excessive absence will result in a letter from the school and a meeting with guidance and administration. Updated daily attendance records can be viewed on the parent portal.

It is the responsibility of your parent/guardian to ensure that you attend school in accordance with the school district calendar. Excessive absences and/or tardiness will result in your parent meeting with a school administrator to address this concern.

Legal excuses for absence include: sickness, sickness or death in the family, excused absence for part of the day, educational trips, impassable roads or weather, approved religious observations not regularly scheduled in the school calendar, quarantine, court appearance, a doctor's appointment. Illegal absences include: oversleeping, missing the bus, personal - no specific reason, family trip.

## **BOOK BAGS/BACK PACKS**

Students are not permitted to carry backpacks or other heavy bags with them after the school day has begun. Due to safety, weight of the bags and a lack of classroom space, they should be stored in a student's locker. Students are asked to self-regulate the amount of books necessary to carry between classes. As an alternative, students may wish to carry 'spaghetti string bags' or messenger bags. Students who wear a backpack after the school day has begun will first be asked to put it back into their locker, if a second violation occurs, student will then have to retrieve it from an administrator, followed by parent retrieval.

## **BOOK CARE**

Textbooks and library books are the property of the Mt. Pleasant School District; they are lent to you. They must be adequately cared for to protect them from damage. Books are your responsibility and must be replaced and/or paid for if damaged or lost.

## **BUS TRANSPORTATION**

In the district school calendar, you will find information for our bus service. School rules apply on all buses at all times; the bus is considered school property. Refer to the Code of Conduct for consequences regarding misuse of bus privileges.

## **CELL PHONES/ELECTRONIC DEVICES**

**Cell phones must be turned off and put away during school hours.** (For **TELEPHONE USE & MESSAGES** see section below) Cell phones can be turned on and used immediately after dismissal from school. If a student uses a cell phone or electronic device, during the school day, it will be confiscated and returned only to a parent. (Refer to Board of Education Policy No. 7316). Some teachers allow students to bring in electronic devices, to help with class work. Please ask your teachers before bringing in a device for this purpose. Students who use an electronic device without permission after the school day has begun will have to have their parent retrieve the device from the office.

## **CHANGE OF ADDRESS, TELEPHONE NUMBERS OR OTHER INFORMATION**

If you move to a new address, change a home telephone number or any other information, you must inform the District Registrar in the District Office.

## **CLASS PAGE**

All faculty maintain a class page for each course they teach through eChalk: <http://wms.mtplecsd.org>. Each class page includes a brief description of the course and current unit of study. In addition, within the calendar section, class pages list long-term project information and deadlines, upcoming tests and quizzes (as needed), as well as the posting of nightly assignments, no later than 4:00 p.m. on the school day before they are due. Further, teachers will indicate the updated schedule of when they will remain after school to help students (2:18 p.m. - 2:45 p.m.).

## **CLUBS & ACTIVITIES**

Students are encouraged to participate in curriculum related extra-curricular activity clubs and/or organizations. After-school clubs and activities are held Monday through Friday and begin in October. Details will be given to students, and posted on the MS website, at the beginning of the school year. Clubs and activities are subject to cancellation based on enrollment or budgetary considerations.

## **DELAYED OPENINGS/EARLY DISMISSALS**

School closings, delayed openings and emergency/early dismissals due to inclement weather conditions are posted on our website, announced on WFAS 1230 AM, 103.9 FM and Cablevision's News 12.

When there is a two-hour delay in starting the school day or when there's an early dismissal, you will meet all your classes; class periods, however, will be shortened.

## **DRESS CODE**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Clothing must be safe, appropriate and not disrupt or interfere with the educational process and not promote and/or endorse the use of vulgarities, discrimination, violence or illegal drugs. It must be enough to conceal undergarments and extremely brief garments such as shorts, skirts, tank tops, plunging necklines (front and back) and see-through garments are not appropriate. Student's midriffs should be covered at all times. Hats are not permitted in school except for a medical or religious purpose, or a special school activity. Hats may be worn outside of the school building. Safe footwear must also be worn at all times. Students in violation of the dress code will be directed to call home for appropriate clothing to be brought to school or will be given appropriate clothing to wear. Students need to follow these rules at all school sponsored activities, including dances and sporting events.

## **EXTRA HELP**

Teachers provide time to offer academic assistance. Specific dates from 2:18 p.m. - 2:45 p.m. are announced by your teachers and posted on their class page.

## **FIELD TRIPS**

Field trips enhance your learning experience in the classroom. On some field trips, admission charges will be necessary. Signed permission forms with emergency phone numbers for the day(s) of the trip will always be required.

Proper behavior is expected of all students on a field trip. Participation is a privilege that can be denied by the administration for the following reasons: poor behavior during a previous field trip, prior disciplinary referrals, and prior suspensions from school and/or behavior that endangers your safety or the safety of others.

## **HALL PASSES**

Students in the halls during class periods should have hall passes unless they are accompanied by a staff member.

## **HEALTH OFFICE (Nurse's Office)**

A student wishing to see the school nurse should obtain a pass from his/her classroom teacher. Only the nurse can authorize dismissal from school for illness. **Students should not call their parents directly.**

If you are ill, the nurse will contact your parent or the emergency contact person who must then pick you up in the Health Office. That person must come in and sign you out. **You will not be permitted to leave school premises alone.**

Your parent/guardian must obtain a note from your doctor if you are not to participate in Physical Education classes for a certain period of time following an illness or injury. This note should be given to the school nurse as soon as you return to school.

Westlake Middle School is handicapped accessible. The elevator is to be used only by students who are unable to use the stairs. Permission to use the elevator will be given by the school nurse after she receives a note from the student's physician.

## *MEDICATION PROCEDURES*

- Your parent/guardian must provide the school with signed authorization from your physician indicating the name of the medication prescribed, the dosage and time to be given, and a

description of any adverse reactions that might result from the medicine. Long-term medications require a physician's note and a note from a parent/guardian at the beginning of each school year.

- Your parent/guardian must sign a release form giving the school permission to administer the medication prescribed by the physician.
- Your parent/guardian must give the medication to the school nurse in its original bottle from the pharmacy with the label attached. Students may not bring any medication into the building.

## **HOMEWORK**

Each middle school student is provided with an agenda in which to record homework assignments. Teachers also post homework assignments on the class webpage. Most teachers incorporate homework grades into quarter grades. You are responsible for completing assignments missed due to absence. No homework (other than independent reading) will be assigned the day prior to or due the day following the Thanksgiving break, holiday break, winter break or spring break.

### *HOMEWORK: EXCUSED ABSENCES*

On the third day of an excused absence, a parent can place a request with the guidance office to obtain the necessary assignments from his/her child's teachers, if assignments are not available on the teacher's class web page or contact the teacher directly. Your child will be given an amount of time equal to his/her absence to complete the work. If further assistance is needed, please contact your school counselor before 9:00 a.m. for assistance. The absentee is responsible for having the assignments picked-up. For single absences, students should check with a classmate or check the teacher's class web page for missed assignments on eChalk.

### *HOMEWORK: UNEXCUSED ABSENCES*

If a student has an unexcused absence, missed work will be provided when he/she returns to school. Your child will be given an amount of time equal to his/her absence to complete the work. For example, if your child will be absent due to a non-school sponsored event for three days, they will receive the missed work when they return and will be given three days to complete the assignments. If you have further questions, please do not hesitate to contact your child's school counselor.

## **HONOR ROLL**

The honor roll recognizes high student achievement during each marking period. W.M.S. has one honor roll. A student must average 90% or better in all of their classes to achieve honor roll status. In addition, a student must not have any grade less than an 85% in any one class, an Incomplete (I) or a Fail (F) on their report card.

The following weighting scale based on the amount of days a course meets in a six-day cycle will be used in calculating a student's average:

<u>Days</u>	<u>Weight</u>
6	1.0
3	.5

## **INTERNET USE**

Appropriate use of the internet is vital for success in school. You will use internet resources in many of your classes. You are reminded of the agreement you signed about going on-line while in the school complex. It is reprinted here as a reference. **This agreement will be strictly enforced.**

### *Agreement for Student Use of District Computerized Information Resources*

In consideration for the privilege of using the School District's Computer System (DCS), I agree that I have been provided with a copy of the District's policy on student use of computerized information resources and the regulations established in connection with that policy. I agree to adhere to the policy and the regulations and to any changes or additions later adopted by the district.

I understand that failure to comply with these policies and regulations may result in the loss of my access to the DCS, and may in addition result in the imposition of discipline under the District's school conduct and discipline policy and the Student Discipline Code of Conduct. I further understand that the District reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully damage or destroy property of the District. Further, the District may bring suite in civil court pursuant to General Obligations Law Section 3-112 against my parents or legal guardians if I willfully, maliciously or unlawfully damage or destroy District property.

### **LOCKERS**

Every student is issued a school locker. Students should not share his/her lock or locker combination with anyone. Lockers are the property of the school and are subject to random administrative search at any time. The school is not responsible for the loss or theft of articles placed in the lockers. Students are responsible for cleanliness in and around his/her locker. Students are permitted to decorate a locker after school for his/her classmate's birthday, but only with adult supervision. Locker decorations will be removed after ten days. Vandalism to lockers will result in disciplinary action as well as financial liability for any damage caused to school property. Any unauthorized locks will be removed.

### **LOST AND FOUND**

This is located in the Cafeteria and in the gym. Students should turn in any found items and claim lost articles there. If something is lost, please check these spots as soon as possible. Periodically, the lost and found items are gathered and donated to charity. Labeling clothing and personal items help ensure they will be returned.

### **LUNCH/RECESS**

Lunch is scheduled periods 5, 6 and 7. Hot and cold lunches are provided daily. A monthly menu is posted on the school's website. The school uses MY Payment Plus, an online payment system for school lunches, although cash can still be used. More information about this system can be found on the school's website under Parent Resources>Food Service-Lunch.

To keep the Cafeteria orderly and clean, these rules are to be observed:

- Entering and exiting the lunch room and recess quietly.
- Using quiet voices.
- Keeping hands, feet and objects to yourself.
- Leaving your table and floor area clean.
- Accepting direction and requests respectfully from adults.
- Demonstrating self-discipline.
- Playing all games safely and fairly.
- Putting everyone's safety first.
- Use all equipment in a safe manner.
- Seek the help from an adult when needed.
- All food is to remain in the cafeteria except for water



- All equipment must be returned to the equipment bag at the end of recess
- Stand of lunch line respectfully
- Lunch detention proceed to the front of the line

#### **WMS STUDENT RECESS EXPECTATIONS:**

- Always be respectful to all adults and students
- Always follow the directions from the monitors
- Always walk quietly from the cafeteria to recess
- Always leave all food in the cafeteria
- Always play SAFE and FAIR
- Always include everyone on teams and in games
- Always get an adult if help is needed with a conflict
- Always return equipment to monitor at the end of recess
- Always re-enter the building when the whistle blows quietly
- Always have fun!

#### **MODIFIED SPORTS**

Modified sports are available to 7<sup>th</sup> and 8<sup>th</sup> grade students and meet afterschool. Students participating in modified sports must wait in the middle school cafeteria for their coach to pick them up unless they are meeting with a teacher for extra help or working in the library. All students are expected behave appropriately as they wait for their coach to pick them up. Students staying after school may NOT walk off campus or wander the halls before their sport begins. At times, the interest level for a modifiedf team creates the need to maintain a workable team size, resulting in cuts. Any additional questions can be directed to the District’s Athletic Director at 1880.

#### **PARENT COMMUNICATION**

Every Friday, parents will receive a “*Weekly Bulletin*” via email detailing the events for the week ahead including clubs, activities, modified sports, field trips etc.

#### **PARENT CONFERENCES**

Your teachers and counselor will be available for conferences throughout the year to discuss any concerns they may have about your performance or your behavior. Parents can request a conference through their child’s counselor. Please note that there is a formal day set aside for Parent-Teacher conferences in November.

#### **REPORT CARDS & GRADEBOOKS**

Report cards are available four times per year at the end of each marking period and digital gradebooks are visible throughout the year. Every assignment which is part of a child’s running average is documented in the grade book and published to the [Parent Portal](#) within 10 school days following their due date. Parents are encouraged to contact teachers at any point to request an update on his/her child’s academic growth. Teacher contact information can be found on the WMS webpage under *About WMS >Faculty and Staff* tab.

#### **SAFETY DRILLS**

Fire, Evacuation, Lockdown, Severe Weather and other emergency drills are held periodically as required by law and are an important safety precaution. Students are to follow the safety procedures posted in each classroom. During Fire and Evacuation drills, students are required to leave the building quickly, quietly and in an orderly manner. During all drills, students are to remain silent in order to hear directions as needed.

## **SAFETY PROCEDURES**

All doors to the school are locked and once school begins, there is a single point of entry through the main entrance. Students are not permitted to open any exterior door to visitors to the building.

## **SCHOOL COUNSELOR**

Westlake Middle School's school counselors are available to discuss scheduling and to help you with any concerns. Any student or parent wishing to make an appointment should contact their school counselor through e-mail or by phone as follows: Kathy Ilardi at [kilardi@mtplcsd.org](mailto:kilardi@mtplcsd.org) ext. 2602 or Bill Keogh at [wkeogh@mtplcsd.org](mailto:wkeogh@mtplcsd.org) or ext. 2603.

## **SOLICITING**

Students are not permitted to sell candy, cards or other fund-raising items in school or on school premises.

## **STUDENT GOVERNMENT**

Students are encouraged to participate in student council. It is the duty of the student council to establish reasonable standards for qualification of candidates to serve in offices of the council. Elections for student council are conducted at the end of the school for the following year in accordance with the principles of our democracy and elected student representatives shall work with the faculty, administration and student body in identifying those areas of appropriate student responsibility.

## **TEACHER REQUESTS**

Teacher requests are not accepted from parents. However, a parent is permitted one teacher non-request per year, per child if the child or an older sibling has already had a particular teacher. All teacher non-requests should be made through the child's school counselor in writing. Due to scheduling constraints, we cannot guarantee that all teacher non-requests can be honored.

## **TELEPHONE USE & MESSAGES**

If a student is to be contacted at school, please call extension 2502 for the main office. We will communicate the message, but we will not interrupt a class or remove a student from class, except in an emergency situation. If a student wishes to contact his/her family, there is a student phone in the nurse's office that can be used with permission. Students are only permitted to have a cell phone if it is off and in the student's locker. Call phones may only be used before or after school.

## **TESTS**

Every effort is made by teachers to schedule tests in such a way that there are not more than two on any given day for a particular student.

## **VISITORS**

For the safety of everyone at W.M.S., all visitors must sign in at the Greeter's Desk located outside of the Main Office and wear a Daily Visitor Pass. If you see a stranger in the building or on school grounds, notify a teacher immediately or go directly to the Main Office.