



**Westlake
Middle School
Code of Conduct &
Handbook**

Principal
Mr. Anthony Mungoli

Assistant Principal
Christine Parrottino

Guidance Team
Ms. Greco, Mr. Keogh

Nurse
Ms. McCarrick, R.N.

School Psychologist
Ms. Sullivan

Social Worker
Ms. Iodice

School Resource Officers
Lieutenant Greenberg, Detective Valentino
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
School Social Worker	914-769-8540, ext. 1645

Westlake Middle School Website: wms.mtplcsd.org

Name: _____

Grade: _____

Homeroom: _____

Locker Number: _____

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WESTLAKE MIDDLE SCHOOL
MT. PLEASANT CENTRAL SCHOOL DISTRICT

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September 2019

Dear Westlake Middle School Parent (Guardian):

Following is a copy of the Westlake Middle School Code of Conduct and handbook. It is the result of extensive discussions among parents, staff, administrators and students. The Code of Conduct and Handbook are 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 Handbook and review and discuss it with your child. After reading, both you and your child should sign and return this letter to your child’s homeroom teacher by **September 13th**. Your signature conveys a strong message to your child that at Westlake Middle School, we are all partners in the school community and that you understand the standards set forth in the Code of Conduct and Handbook.

Sincerely,

Mr. Anthony Mungioli
Principal

Ms. Christine Parrottino
Assistant Principal

CODE OF CONDUCT & HANDBOOK SIGNED AGREEMENT

We have read the Code of Conduct and Handbook and agree to abide by the rules included within. Please sign by September 13, 2019. Signed agreement will remain in planner.

Student’s Name (Print)

Parents’ (Guardians’) Names (Print)

Student’s Signature

Parents’ (Guardians’) Signatures

Date _____

CODE OF CONDUCT

PHILOSOPHY

The staff, students and community of Westlake Middle School are committed to academic excellence through a program which recognizes the uniqueness of the changing adolescent and fosters the development of self-esteem, **caring** and respect in all our students **within the local and global community**. We seek to develop each student's full potential through a challenging, authentic curriculum and a commitment to intellectual development through **inquiry**. We will provide a foundation for lifelong learning by fostering creativity and developing critical thinking. Our students will be prepared to become ethical and responsible members of society.

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.

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

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

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

RESPONSIBILITIES

Members of the Westlake community -- i.e. students, parents, teachers, administrators, 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 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.

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 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 midpoint 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 midpoint 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 midpoint for 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 took 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
- Degrading or humiliating acts such as de-pantsing, placing signs on someone, etc.

Cyber Bullying

- Inappropriate use of email, 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 actions 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.

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).

ACTIONS POSSIBLY SUBJECT TO CONSEQUENCE

- 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

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.

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.

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).

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.

HANDBOOK

ACADEMIC HONESTY

All WMS students, with the guidance of their parents and teachers, will hold themselves to the highest standards of honesty and integrity in order to become principled, critical thinkers in all aspects of their lives. Students will be confident that all academic work they create is an original product that represents their current level of knowledge and skill, with appropriate citation. If a student is suspected of academic misconduct (all forms of cheating, including plagiarism, collusion, and duplication of work), the WMS Code of Conduct will be upheld consistently and fairly. For additional information see the WMS IB Middle Years page.

ACADEMIC PROGRESS

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

Within 10 school days following the Midpoint of the marking period, teachers will notify parents (and the school counselor, to determine eligibility) if the running average is below a 65 or if the 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 time per month, as the calendar allows.

ASSESSMENT POLICY

At WMS, students are at the center of assessment. Teachers monitor student progress through both formative and summative assessments, provide feedback and adjust instruction to improve learning. For each unit of study, students are assessed using common criteria aligned to NYS Learning Standards and the IB Middle Years Program Framework. Based on these assessments, achievement levels are assigned. Grades are then recorded and reported, based upon the IB Standard Conversion Chart. For additional information see the WMS IB Middle Years page.

ATTENDANCE

ARRIVAL & 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, students 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 their child out. A student 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 class. If a student arrives late to school, they are to enter through the middle school front entrance and report to the greeter's desk for a late pass. **Three or more tardies, in a given quarter, may result in a lunch detention, 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 a parent/guardian to ensure their child attends school in accordance with the school district calendar. Excessive absences and/or tardiness will result in a 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/BACKPACKS

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, the 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 students. They must be adequately cared for to protect them from damage. Books are a student's responsibility and must be replaced and/or paid for if damaged or lost.

BUS TRANSPORTATION

In the district school calendar, information is available 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.

ELECTRONIC DEVICES

Electronic devices including cell phones, wearable devices such as smart watches, iPads etc., headphones and in ear headphones such as ear buds must be turned off and stored in a student's locker when they enter the school building. (For TELEPHONE USE & MESSAGES see section below) Cell phones can be turned on and used immediately after dismissal from school. **If a student uses or carries an electronic device during the school day, it will be confiscated and returned only to a parent.** (Refer to Board of Education Policy No. 7316).

The only exception to this policy is when a teacher specifically allows the use of a personal electronic device in the classroom.

CHANGE OF INFORMATION

If a family moves to a new address, changes a home telephone number or any other information, the District Registrar in the District Office must be informed (ext. 5110).

CLASS PAGE

All faculty maintain a class page for each course they teach through Google Classroom. 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, posted on the MS website and sent in the MS Weekly Bulletin. Clubs and activities are subject to cancellation based on enrollment or budgetary considerations. Students are only permitted to stay after school for a planned activity with a teacher, advisor or coach. Student

DAILY SCHEDULE

7:30 a.m. Warning Bell

Period 1: 7:35 a.m. - 8:25 a.m.

Period 2: 8:29 a.m. - 9:10 a.m.

Period 3: 9:14 a.m. - 9:54 a.m.

Period 4: 9:58 a.m. - 10:38 a.m.

Period 5: 10:42 a.m. - 11:22 p.m. Lunch - Grade 8

Period 6: 11:26 p.m. - 12:06 p.m. Lunch - Grade 6

Period 7: 12:10 p.m. - 12:50 p.m. Lunch - Grade 7

Period 8: 12:54 p.m. - 1:34 p.m.

Period 9: 1:38 p.m. - 2:18 p.m.

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 is an early dismissal, you will meet with all 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 and hoods are not permitted in school except for a medical or religious purpose, or a special school activity. During cold weather, students will only be permitted to go out for recess with the appropriate clothing (i.e. coats or jackets). 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 after school. Specific dates in which teachers are available from 2:18 p.m. - 2:45 p.m. are announced by teachers and posted on their class pages.

FIELD TRIPS

Field trips enhance the 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 a student's safety or the safety of others.

GADGETS & DEVICES

One of our primary goals is to establish an "inviting school environment in which teachers can teach and students can learn." Any latest craze among students, such as fidget spinners, Rubik's cube, slime, trading cards, yo-yos, etc. are a distraction to the educational setting. Unless otherwise specified, these items are prohibited in classrooms and hallways during the school day. However, at lunchtime, they are permitted if used responsibly. Any inappropriate use of these items could result in confiscation.

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 a student is ill, the nurse will contact a parent or the emergency contact person who must then pick them up in the Health Office. That person must come in and sign out. **A student will not be permitted to leave school premises alone.**

A parent/guardian must obtain a note from the doctor if a student is 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 upon 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

- A parent/guardian must provide the school with signed authorization from the 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.
- A parent/guardian must sign a release form giving the school permission to administer the medication prescribed by the physician.
- A 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

At Westlake Middle School, homework provides the opportunity for a student to independently practice what was taught in school, to extend their classroom experience or to prepare for what will be taught in the days ahead. It also enables teachers to assess students' progress towards curricular goals. The habit of completing homework on a regular basis helps students to develop organization, time management, responsibility, initiative and ownership for their learning.

Each middle school student is provided with an agenda book in which to record homework assignments. Teachers also post homework assignments on their class webpages. Most teachers incorporate homework grades into quarter grades. A student is 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 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 teacher(s), if assignments are not available on the teacher's class web page or contact the teacher directly. A child will be given an amount of time equal to his/her absence to complete the work. If further assistance is needed, please contact the 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.

HOMEWORK: UNEXCUSED ABSENCES

If a student has an unexcused absence, missed work will be provided when he/she returns to school. A child will be given an amount of time equal to his/her absence to complete the work. For example, if a 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.

HONOR ROLL

The honor roll recognizes high student achievement during each marking period. Westlake Middle School 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

Students who achieve honor roll status in a given marking period receive a congratulatory letter in the mail and the honor roll is posted in the main office lobby. Those students who achieve honor roll status during all marking periods in a given year will also be formally recognized for their achievements. Note: The Community Leaders Project course grade is not honor roll bearing.

INCLUSION POLICY

WMS is committed to educating all students in the least restrictive environment as outlined in the District's Special Education Plan. We support collaborative and inclusive educational practices that align to federal and state regulations, as well as IB expectations. The goal is to develop students who are open-minded, independent, inquisitive who demonstrate respect within the local and global community, as articulated in the WMS Mission Statement. For additional information see the WMS IB Middle Years page.

INTERNET USE

Appropriate use of the internet is vital for success in school. Students will access internet resources in many of their classes. Below is the agreement that all students must adhere to when using the internet:

AGREEMENT

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 suit 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.

LANGUAGE POLICY

Each year at WMS all students receive formal instruction in English Language Arts (IB Middle Years Language and Literature), which includes reading, writing, listening and speaking. English as a New

Language may be provided to non-English speaking students. In addition, all students receive an introduction to World Languages in grade 6 and instruction in either Italian or Spanish in grades 7 and 8 (IB Middle Years Language Acquisition). For additional information see the WMS IB Middle Years page.

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 & 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 during 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 Payments 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>Lunch Menus>MyPaymentsPlus.

WMS Student Lunch Expectations:

- Always enter and exit the lunchroom quietly
- Always stand in lunch line respectfully
- Always proceed to the front of the line if you have lunch detention
- Always use quiet voices
- Always keep hands, feet and objects to yourself
- Always leave your table and floor area clean
- Always accept direction and requests respectfully from adults
- Always wait to be dismissed
- Always seek help from an adult when needed
- All food is to remain in the cafeteria except for water

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 7th and 8th grade students and meet after school. 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 to behave appropriately as they wait for their coach to pick them up. Cell phones are not permitted during the time period that students are waiting for their coach. Students staying after school may NOT walk off campus or wander the halls before their sport begins. At times, the interest level for a modified 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

Teachers and counselors will be available for conferences throughout the year to discuss any concerns they may have about performance or 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.

PRINCIPAL'S LEADERSHIP GROUP

The Principal's Leadership Group (PLG) advises building administration on issues or topics relevant to students' interests or concerns for their particular grade at Westlake Middle School. Each grade level will have an elected representative from their social studies class, who will participate in the meetings. Meetings will take place during each grade's respective lunch period. Representatives will then report back to their social studies class.

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. For those assignments or units of study that include the corresponding IB Subject Area Rubric with either one, two, three or four criteria, faculty use the 2019-2020 IB *Achievement Levels Standard Conversion Chart*. to determine the percentage equivalent. Students will receive a copy of the conversion chart from their teacher.

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 web page 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 doors to visitors to the building.

SCHOOL COUNSELOR

Westlake Middle School's school counselors are available to discuss scheduling and to help students with any concerns. Any student or parent wishing to make an appointment should contact their school counselor through email or by phone as follows: Tanya Greco: tgreco@mtplcsd.org, ext. 2602 or Bill Keogh: wkeogh@mtplcsd.org, ext. 2603.

SNACKS

Students may purchase food from the cafeteria during a student's scheduled lunch period and snacks from the vending machines after the school day ends.

SOLICITING

Students are not permitted to sell candy, cards or other fundraising items in school or on school premises, unless permission has been explicitly granted by school administration.

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 the 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.

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 a student sees a stranger in the building or on school grounds, they are to notify a teacher immediately or go directly to the Main Office.